

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**One Campbell Parkway**  
**East Wenatchee, WA 98802**  
**March 10<sup>th</sup>, 2020**  
**9:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
Donn Etherington, Director  
Rory Turner, Director

Jim Huffman, Director  
Alan Loeb sack, Director  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Economic Development  
Craig Larsen, Business Development Manager  
Tricia Degnan, CTC Manager  
Sarah Deenik, Communications Coordinator  
Cami Harris, Executive Assistant

Trent Moyers, Director of Airports  
Pete Fraley, Legal Counsel  
Quentin Batjer, Legal Counsel  
Stacie de Mestre  
Randy Asplund

**Guests:**

Reilly Kneedler, Wenatchee World  
Mike Mackey  
Ryan Ochoa, Eagle Creek Cafe  
Randy Asplund, Consultant  
Taryn Harris, Sport Gymnastics  
Sue Harris, Sport Gymnastics

Flint Hartwig  
Lenka Slapincka, Forte Architects  
Ellyn Freed, Forte Architects

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:02 am. Introductions were made.**

**Conflict of Interest – None.**

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of February 25<sup>th</sup>, 2020; and Check Register Pages #2020-04-#2020-06 was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**03-01-20 CDRPA**

Jim Huffman  
JC Baldwin

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of February 25<sup>th</sup>, 2020 meeting; and Check Register Pages #2020-04-#2020-06, as presented.

Motion passed 5-0.  
Commissioner Turner Arrived at 9:30 am.



**CDRPA ACTION ITEMS:**

**Authorization to enter into a Land Exchange & Utility Easement with the City of Wenatchee** – de Mestre & Asplund reviewed the Lineage Land Exchange & Utility Easement with the City of Wenatchee. There are four elements in the agreement including a utility easement; access easement; land exchange; and parking agreement. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>03-05-20 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	<i>To authorize the CEO to enter into a land exchange &amp; utility easement agreement with the City of Wenatchee-Lineage South Property Building H.</i>

*Motion passed 6-0.*

**Lineage Property Sale Update** – de Mestre provided an update on the sale of Building H including:

- Update on interested parties.
- RFP for building H will be brought back to the Board of Directors for review during an upcoming meeting.

**Commissioner Turner called for a 15-minute break at 11:00 am. Meeting reconvened at 11:15 am.**

**Corona Virus Discussion** – Kuntz provided updates and recent information on the Coronavirus and how it may impact our local economy, as well as upcoming CDRPA events and travel.

**Snow Removal Equipment** – Moyers provided information on the snow removal equipment needed at Pangborn. He reviewed the Engineer's estimate as well as funding sources (FAA AIP Grant, WSDOT Aviation Grant, and Local Match via Passenger Facility Charges). Discussion ensued and the following actions were taken:

<b>Motion No.</b>	<b>03-06-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	<i>To authorize the Director of Airports to accept the Engineer's estimate and place the plans &amp; specifications on file &amp; solicit bids.</i>

*Motion passed 6-0.*

<b>Motion No.</b>	<b>03-07-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Alan Loeb sack
	<i>To adopt CDRPA Resolution No. 2020-05 authorizing a grant application submittal to the WSDOT Aviation Division in the amount of \$77,778.00 and committing to a local match of \$77,778.00.</i>

*Motion passed 6-0.*



**CDRPA INFORMATIONAL ITEMS:**

**Property “Deep Dive” Orondo River Park – Kuntz & Lough provided detailed information on the property including:**

- Map depicting park borders
- Recap of RCO Grants received
- Financials – History of Expenses & Revenues
- Ron Cridlebaugh reviewed the monthly visitation report

**CTC Surplus Property** – Kuntz & Degnan provided a list of property equipment located at the CTC that is no longer needed for Port business. Per Kuntz’s Delegation of Authority, he has declared the property surplus.

**Executive Flight Building Car Rotation Program** – Moyers provided information on the new car rotation program. After the sale and removal of the Model T last month, a new classic vehicle will rotate in and out on a regular basis.

**Cherry Creek Media Digital Marketing Program** – Kuntz provided information on the digital marketing campaign with Cherry Creek Media. The program will focus on the Pybus Incubator space that will be vacated June 30<sup>th</sup> by Subsplash.

**City of Waterville Meeting** – Kuntz reported on the recent meeting with the City of Waterville he attended with Commissioners Turner, Commissioner Loeb sack, Ron Cridlebaugh, and Craig Larsen.

**Stehekin Caucus Meeting** – Kuntz reported on the initial meeting of the Stehekin Caucus.

**STAFF REPORTS & UPDATES:**

**Lough provided information and updates including:**

- Fibro lawsuit update including an update on the company’s financials.
- Reviewed the US Bank Investment Report for February 2020.
- Badger Mt. Brewery update.
- Reviewing bonds and outstanding debts in light of lowered interest rates.

**Larsen provided information and updates including:**

- Cashmere Mill District temporary lease for a portion of property south of Mill Road for bee storage.
- Precision Waterjet signed a Use Agreement through June for the parking lot at Lineage.
- Ultrapolymers update on space in IB#5.

**Moyers provided information and updates including:**

- Changes in the Airport Overlay Zone.
- Terminal Security Project update.
- US Forest Service Helipad bids were recently opened. Will review bids and bring back to Commission at an upcoming meeting.
- Update on purchase of half-ton pickup.

**Degnan provided information and updates including:**

- HVAC units installed at the CTC last weekend.
- New Tenant – Taylor Insurance
- Have five small offices available.

**Kuntz provided information and updates including:**

- Update on the Accor Surety Deposit.
- Public Records Request from Chelan Valley Marine.
- NCESD lot lease inquiry.

**De Mestre provided information and updates including:**

- Cashmere Mill District wetland update.
- Holiday Parks, a HVAC contractor, scheduled to evaluate the Executive Flight HVAC system.
- Chelan County PUD Service Center – scheduled to review building plans with PUD and Kuntz next week.

**Public Comment** – None.

**ITEMS FROM BOARD OF DIRECTORS:**

**Commissioner Huffman**

- Meeting tomorrow with new NCWEDD Executive Director Alyce Brown

**Commissioner Spurgeon**

- Attended the Wenatchee Valley Chamber Banquet.

**Commissioner Turner**

- Noted a potential future conflict of interest with a bank.

**Commissioner Baldwin**


- Update on recent CDTC meeting concerning a potential new road in Leavenworth.

**CALENDAR OF EVENTS:** Reviewed upcoming events and meetings.


**The Chelan Douglas Regional Port Authority meeting was adjourned at 1:15 pm.**

Signed and dated this 24<sup>th</sup> day of March, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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JC Baldwin, Director

  
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Donn Etherington, Director

  
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Rory Turner, Director

  
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Jim Huffman, Director

  
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Mark Spurgeon, Director

  
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W. Alan Loebsock, Director