

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 Loebsack, Director Mark Spurgeon, Director

Randy Asplund

Staff

Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Ron Cridlebaugh, 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

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.

# PANGBORN MEMORIAL AIRPORT (PMA) CONSENT AGENDA:

The PMA Consent Agenda consisting of Register Page #1932 was presented and the following action was taken:

Motion No. 03-02-20 PMA
Moved by: Jim Huffman
Seconded by: JC Baldwin

To approve the Pangborn Memorial Airport Consent Agenda consisting

of Register page #1932, as presented.

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

# PORT OF CHELAN COUNTY (POCC) CONSENT AGENDA:

The POCC Consent Agenda consisting of Check Register Pages #2020-04-#2020-05 was presented and the following action was taken:

Motion No.03-03-20 POCCMoved by:JC BaldwinSeconded by:Donn Etherington

To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-04-#2020-05, as presented.

Motion passed 2-0.
Commissioner Turner Arrived at 9:30 am.

# PORT OF DOUGLAS COUNTY (PODC) CONSENT AGENDA:

The PODC Consent Agenda consisting of Check Register Pages #2020-03-#2020-04 was presented and the following action was taken:

Motion No.03-04-20 PODCMoved by:Mark SpurgeonSeconded by:Jim Huffman

To approve the Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-03-#2020-04, as presented.

Motion passed 3-0.

# PRESENTATIONS:

**Ryan Ochoa, Eagle Rock Cafe** – Ryan Ochoa, owner of Eagle Rock Café, provided information on his new café that will be located in the Pangborn Memorial Airport Terminal Building. He outlined the items he plans to offer on the menu, as well as information on his beef jerky business. He plans to incubate his jerky business inside his café. Initially, the café will be open for all outbound flights Monday through Friday. He hopes to expand hours in the future, and plans to open the cafe in early May.

**Forte Architects** – Lenka Slapincka and Ellyn Freed of Forte Architects provided a presentation with adaptive reuse conceptual renderings for the Lineage buildings at Columbia and Orondo. Discussions ensued.

#### CDRPA ACTION ITEMS:

Authorization to enter into a Land Exchange & Utility Easement with the City of Wenatchee – de Mestre & Aslplund reviewed the Lingeage 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:

Motion No.
Moved by:
Seconded by:

**03-05-20 CDRPA**Mark Spurgeon
JC Baldwin

To authorize the CEO to enter into a land exchange & utility easement agreement with the City of Wenatchee-Lineage South Property Building H.

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:

Motion No.

03-06-20 CDRPA

Moved by: Seconded by: Jim Huffman Mark Spurgeon

To authorize the Director of Airports to accept the Engineer's estimate and place the plans & specifications on file & solicit bids.

Motion passed 6-0.

Motion No.
Moved by:
Seconded by:

03-07-20 CDRPA

Jim Huffman Alan Loebsack

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.

Motion passed 6-0.

**Orondo River Park Management Plan** – de Mestre provided information Orondo River Park Management Plan with Chelan County PUD for 2020. Discussion ensued and the following action was taken:

Motion No. 03-08-20 CDRPA
Moved by: Mark Spurgeon
Seconded by: Alan Loebsack

To authorize the CEO to sign the Orondo River Park Management

Plan with Chelan County PUD for fiscal year 2020.

Motion passed 6-0.

**Electric Vehicle Charging Stations** – Cridlebaugh provided information on a Department of Commerce Grant Opportunity for funding to install electric vehicle charging stations. Discussion ensued on potential locations for the stations as well as associated costs. The grant application is due in May, and staff will research firm costs on the installations of the stations with RH2 and bring back to the Commission for review prior to submitting the application. No action was taken.

**Pangborn Memorial Airport Land Lease Agreements** – Kuntz reviewed two land lease agreements at Pangborn Memorial Airport that require Board approval authorizing the Director of Airports to sign. The following actions were taken:

Motion No.03-09-20 CDRPAMoved by:JC BaldwinSeconded by:Alan Loebsack

To authorize the Director of Airports to enter into a Land Lease

Agreement with Dave & Doris Stadler.

Motion passed 6-0.

Motion No. 03-10-20 CDRPA
Moved by: Mark Spurgeon
Seconded by: Alan Loebsack

To authorize the Director of Airports to enter into a Land Lease

Agreement with Len Pugsley & Ronnie Richardson.

Motion passed 6-0.

### PORT OF CHELAN COUNTY ACTION ITEMS:

Authorization to enter into a Land Exchange & Utility Easement with the City of Wenatchee – This is the same agreement approved in Motion #03-05-2020 CDRPA and needs Port of Chelan County Commission approval as well. The following action was taken:

Motion No.03-11-20 POCCMoved by:JC BaldwinSeconded by:Rory Turner

To authorize the CEO to enter into a land exchange & utility easement agreement with the City of Wenatchee-Lineage South Property Building H.

Motion passed 3-0.

## 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 Loebsack, 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.

## Movers 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 24th day of March, 2020.

JC Baldwin, Director

Jim Huffman, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loebsack, Director