



Working Together to Enhance the Economic Vitality of North Central Washington

Chelan Douglas Regional Port Authority

**Confluence Technology Center
285 Technology Center Way, Wenatchee WA
Methow & Teanaway River Rooms
or
Zoom Virtual Conference Room Option**

**Meeting Agenda
April 23rd, 2024
9:00 a.m.**

I. CALL TO ORDER

**Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. PUBLIC COMMENT

V. CONSENT AGENDA

- CDRPA: Approval of the April 9th, 2024 CDRPA Meeting Minutes, CDRPA Resolution 2024-06 Voiding Check #12700, March 2024 Commission Calendar, and Calendar of Events.

VI. PRESENTATION:

- Wenatchee Valley Museum Presentation- Marriah Thornock, Executive Director

**VII. CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS
(Public Comment Opportunity)**

- (1) Authorization To Re-Solicit Bids for the Trades District Construction Project
- (2) Authorization To Solicit Qualified Firms- Accor Building HVAC System Assessment

VIII. SUGGESTED BREAK: 10 MINUTES

IX. INFORMATIONAL ITEMS (Board may act on any item listed)

- (3) FAA Title 6 Compliance
- (4) Fire Sprinkler and Backflow Assembly Inspection, Maintenance and Repair Services
- (5) Chelan Airport FAA Meeting Recap
- (6) Data Center World Conference Recap

I. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic Development & Capital Projects
- Construction Project Manager
- Property & Maintenance Manager
- CTC Manager
- Economic Development Specialist

II. PUBLIC COMMENT

III. REVIEW CALENDAR OF EVENTS

IV. ITEMS FROM BOARD OF DIRECTORS

- V. EXECUTIVE SESSION:** An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

XVII. ADJOURN

PLEASE NOTE: The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a Special Meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
April 9th, 2024
9:00 a.m.

Present:

Directors:

Donn Etherington, Director (Zoom)
W. Alan Loeb sack, Director
Jim Huffman, Director

Richard DeRock, Director
JC Baldwin, Director
Mark Spurgeon, Director

Staff:

Jim Kuntz, Chief Executive Officer
Monica Lough, Dir. of Finance & Admin.
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ. Dev.
Nick Rohrbach, Project Manager
Ron Russ, Maint. & Properties Manager
Julie Avis, Accounting Specialist (Zoom)

Sarah Deenik, Accounting & Admin. Mngr.
Mikenna Scott, Executive Assistant
Brooke Lammert, Econ. Dev. Spec.
Lorena Amador, Acct. Specialist (Zoom)
Colby Goodrich, FBO Manager (Zoom)
Laura Camarillo Reyes, Admin. Asst. (Zoom)
Tricia Degnan, CTC Building Manager (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

Bob Goedde, Chelan City Council
Caleb Lindquist, Ardurra
Dave Mitchell, Ardurra
Taylor Payne, Army National Guard
Bob Caporicci, Army National Guard
Mike Mackey, Do. Co. Resident
Ellyn Freed, Forte Architects
Keanna Valdez, Forte Architects
Ruben Estrada, Forte Architects
Jason Taylor, KPQ (Zoom)
Emily Thornton, Wenatchee World (Zoom)
Kevin Vitulli, Banner Bank (Zoom)

Erik Howe, RH2 Engineering Inc. (Zoom)
Jens Hansen, UVA Furem Winery (Zoom)
Joel Martinez, Icicle Brewing (Zoom)
Brandt Cappell (Zoom)
Ray Hobson, Schuchart Construction (Zoom)
Rachel Hanson, Chelan County PUD (Zoom)
Rosa Pulido, Wenatchee Downtown Assoc. (Zoom)
Jessie Barton, Helion Energy (Zoom)
Paul Gentsch, Helion Energy (Zoom)
Ron Cridlebaugh, Econ. Services Dir. Chelan Co. (Zoom)
Kevin Overbay, Commissioner Chelan Co. (Zoom)

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m.

Introductions were made.

Conflicts of Interest: None.

Public Comment: An opportunity for public comment was provided. No public comments were received.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the March 26th, 2024 Meeting Minutes, March 26th, 2024 Tri-Commission Meeting Minutes, CDRPA Check Register Pages #2024-10 through #2024-12, including Electronic Transfers, March 2024 Commission Calendar, and Calendar of Events was presented.

Motion No.
Moved by:
Seconded by:

04-01-24 CDRPA
JC Baldwin
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda as presented.

Motion Passed 5-0
*Donn Etherington Excused Absence

PRESENTATION:

- **Army National Guard Executive Flight Building Update** – Taylor Payne and David Caporicci of the Army National Guard gave the Board an update on the Guard moving into the Executive Flight Building and presented visuals of the new building signage. Payne also went over a timeline with the Board which included move in, ribbon cutting event, and estimated date to be fully functioning.
- **Craft Brewing District Initial Design Concepts** – Ellyn Freed with Forte Architects presented the Board with the initial design concepts of the "Trackside Craft Brewing District". She discussed square footage of the buildings, function, and parking.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

First Amendment to Option to Purchase- Microsoft Phase II Malaga Property

Kuntz discussed with the Board that Microsoft would like to proceed with closing on several Malaga properties. Kuntz reviewed a Microsoft Property Acquisition map as well as the First Amendment to Option to Purchase. Discussion ensued, and the following action was taken:

Motion No.
Moved by:
Seconded by:

04-02-24 CDRPA
JC Baldwin
Richard DeRock
To authorize the CEO to enter into the First Amendment to Option to Purchase Agreement with Microsoft.

Motion Passed 5-0
*Donn Etherington Excused Absence

The Trades District Project- Financial Plan

Kuntz presented to the Board a financial plan model, revised budget, and a revised rent schedule. He discussed with the Board the need to start tenants at a higher lease rate to gain a return of Regional Port capital. Kuntz also reviewed the final project budget. The Board discussed potential rental assistance for first year tenants such as deferred rent or waived rent for the first two months. The Board would like to see the Trades District incubator program have built in flexibility to assist new tenants moving in. The Board stated rent flexibility would be at the Chief Executive Officer’s discretion. Discussion ensued, and the following action was taken:

Motion No.
Moved by:
Seconded by:

04-03-24 CDRPA
Mark Spurgeon
Richard DeRock
To establish a revised construction budget of \$12,600,000 including Washington State Sales Tax.

Motion Passed 5-0
*Donn Etherington Excused Absence

Motion No.
Moved by:
Seconded by:

04-04-24 CDRPA

JC Baldwin
Alan Loeb sack

To approve the Trades District rent recovery schedule with rental rates starting at \$0.75 per sq ft per month plus state leasehold tax.

Motion Passed 5-0
*Donn Etherington Excused Absence

Authorization to Bid Malaga Production Wells 7 & 8

de Mestre gave a recap of the 12" test well that was drilled last year. de Mestre discussed with the Board the well size, reservoir size, and how that will significantly lower costs. She reviewed the amended Phase I agreement and drilling two new wells, which must be done by end of year. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

04-05-24 CDRPA

Richard DeRock
Mark Spurgeon

To authorize the CEO to seek bids for the Malaga Vicinity Wells 7 and 8 project.

Motion Passed 5-0
*Donn Etherington Excused Absence

Authorization to Award Malaga Tree Removal Contract

de Mestre presented to the Board the bids received to remove orchards on the Malaga properties. She discussed the trees needed to be removed prior to growing season. The bid included removal of trees, chipping, and the removal of chips off property. This did not include the removal of the trailers on the property. Advantage Dirt Contractors was the low responsible bidder. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

04-06-24 CDRPA

JC Baldwin
Alan Loeb sack

To authorize the CEO to award and sign the contract with Advantage Dirt Contractors in the amount of \$145,581.66 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contract documents.

Motion Passed 5-0
*Donn Etherington Excused Absence

Motion No.
Moved by:
Seconded by:

04-07-24 CDRPA

Richard DeRock
Mark Spurgeon

To establish an overall project budget for the Malaga Orchard Removal Project in the amount not to exceed \$160,140.00.

Motion Passed 5-0
*Donn Etherington Excused Absence

Authorization to Sign Letter of Intent- Helion Energy

Kuntz introduced Jessie Barton with Helion Energy. Barton presented to the Board who Helion Energy is and what they do. She disclosed they are looking to open a Helion Power Plant in Chelan County. Helion is looking for 20-30 acres and we have a 25-acre lot available. de Mestre spoke with the Board about Helion entering into a 1-year commitment for a feasibility study on said land. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

04-08-24 CDRPA
Mark Spurgeon
JC Baldwin
To authorize the CEO to enter into a Letter of Intent with Helion Energy.

Motion Passed 5-0
*Donn Etherington Excused Absence

**At 10:52 a.m. Commissioner Huffman called for a 10-minute break.
Commissioner Huffman called meeting back into order at 11:02 a.m.**

Commissioner Donn Etherington joined the meeting via Zoom at 11:00 a.m.

INFORMATIONAL ITEMS:

Pangborn Airport Runway 12-30 Existing Conditions Report- Dave Mitchell from Ardurra presented to the Board the Runway Rehabilitation project. Mitchell discussed the rehabilitation option versus the reconstruction option. He also updated the Board on discussions held with the Federal Aviation Administration and their support of the rehabilitation option. Mitchell is optimistic that he will have a Scope of Work ready to present at the May Board meeting.

Pangborn Airport Underground Storage Tank Removal Project – Russ updated the Board on the progress of the Underground Storage Tank Removal. Russ reported that some tanks had not officially been “decommissioned” and had some remnants of water/ fuel substance remaining inside tank. Russ provided photos to the Board which showed the size of tanks removed and other various parts of the project. Russ reported the project is going well to date.

Partners in Economic Development Breakfast/ Lunch Recap – Kuntz gave brief recap and presented photos to the Board of the event. Kuntz thanked staff for helping with the event and reminded the Board there will be another event in the fall.

CDRPA Budget vs. Actual 2023 Recap– Lough reported to Board the 2023 Budget vs. Actual for the Regional Port Authority. She also gave a brief recap on the Pangborn Memorial Airport 2023 financial performance.

CTC Surplus Property List – Degnan reviewed with Board the CTC Surplus Property List and the items that will be posted on a public auction site. Kuntz shared with the Board that currently Regional Port policy excludes Port staff from bidding on such items under support by the Board. Discussion ensued and the following action was made:

Motion No.
Moved by:
Seconded by:

04-09-24 CDRPA
Alan Loeb sack
Mark Spurgeon
To authorize CDRPA staff to bid on CTC surplus property which is sold via listing on a public auction site.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Cashmere Mill Road Infrastructure Update
- Douglas County TIF District- The Port consultant Tiberius continues to work on financial projections. A presentation to the Board is scheduled for May 14th
- ClimaVision- Good progress and moving forward with sites for Radar
- Organizational Chart- Reviewed chart with Board. Will update in Board binders
- WPPA Spring Meeting Update- Kuntz will be presenting on Port powers, functional consolidation, and funding
- Douglas County Sewer District Agreement Update- As a part of the Regional Port obtaining a building permit for the Airport G.A. Terminal Building, Douglas County Sewer District #1 asked for certain conditions. Kuntz reviewed with the Board a letter he sent to the Sewer District

Moyers provided information and updates including:

- Per Federal Aviation Administration Reauthorization Bill approval, Chelan Douglas Regional Port will lose law enforcement reimbursement for Airport Security Officer
- Updated Board that if the Regional Port purchased fuel on the State Purchasing Contract, it is not eligible for resale.

de Mestre provided information and updates including:

- Firing Range Kickoff meeting went well. Lots of good conversations and conceptual design and high-level budget expected around June or July.
- Trades District traffic study update- No significant impacts.
- Congressional Spending Application being submitted for Craft Brewing District.
- Malaga Water Line- Valves were removed and passed purity tests, they are currently sealed. The water line failed and pipe will be cleaned.

Russ provided information and updates including:

- Orondo River Park will open April 15th, 2024

Degnan provided information and updates including:

- CTC Meeting Revenue Report for the 1st quarter of 2024

REVIEW CALENDAR OF EVENTS: Several dates and events were reviewed.

ITEMS FROM BOARD OF DIRECTORS: Board of Directors provided various updates.

PUBLIC COMMENT: An opportunity for public comment was provided. No public comments were received.

EXECUTIVE SESSION:

Executive Session was announced at 12:43 p.m. for a period of ten minutes. No action anticipated at the end of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such considerations would cause a likelihood of increased price. Executive Session concluded at 12:52 p.m. with no action taken.

Meeting adjourned at 12:54 p.m.

Signed and dated this 23rd day of April 2024.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Donn Etherington, Director

Jim Huffman, Director

JC Baldwin, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2024-06
RESOLUTION TO VOID CHECK NO. 12700**

Whereas Check No. 12700 in the amount of \$8,500.00 payable to Elevate Government Affairs LLC, on Register Page No. 2024-02 was created and signed on January 15, 2024.

Whereas check issued is lost, and replacement check No. 13170 will be issued for same amount.

Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 12700 be declared VOID.

Dated this 23rd day of April 2024.

Chelan Douglas Regional Port Authority

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

W. Alan Loeb sack, Director

Chelan Douglas Regional Port Authority

Board of Directors Calendar

March 2024

Date	Meeting	Location	RD	JCB	DE	MS	JH	AL
03/01/24	Binder Pick Up	CDRPA				X		
03/06/24	Chelan County Hearing Examiner	Zoom			X			
03/07/24	CDRPA Special Board Meeting	CTC	X	X	X	X	X	X
03/11/24	DC Delegation Trip	Pangborn/WA DC	X					
03/12/24	DC Delegation Trip	Washington DC	X					
03/13/24	DC Delegation Trip	Washington DC	X					
03/13/24	District 1 Meeting	Zoom			X			
03/14/24	DC Delegation Trip	WA DC/Pangborn	X					
03/14/24	CDTC Board Meeting	CTC				X		
03/14/24	Chamber Annual Banquet	Wen. Convention Center		X	X	X*	X	X
03/15/24	OVOF Meeting	Mercantile			X			
03/15/24	Chelan Leadership Advisory Group	CTC		X				
03/18/24	CDRPA Special Board Meeting	CTC	X	X	X	X	X	X
03/19/24	WVCC Board Meeting	WVCC				X		
03/20/24	Pathways Meeting	Tread	X					
03/20/24	Meeting w/ Mayor Fletcher	Apple Blossom Café		X				
03/20/24	Douglas Co. Leadership Advisory Committee	CTC					X	
03/22/24	Helion Fusion Energy Tour	Everett			X	X		
03/25/24	Meeting w/ Jim Kuntz	CTC			X			
03/25/24	Climavision Dinner Meeting	Visconti's			X*		X	
03/26/24	CDRPA Board Meeting	CTC	X	X	X	X	X	X
03/26/24	Tri-Commission Meeting	Wen. Convention Center	X*	X*	X*	X*	X*	X*
03/27/24	Upper Valley Commissioners Meeting	Big Y Café		X				
03/27/24	Amazon/Waste Management Dinner Meeting	Atlas Fare		X*		X		
03/27/24	District 1 Meeting	Zoom			X			
03/28/24	Partners in Economic Development Breakfast	Wen. Convention Center	X	X	X	X		X
03/28/24	Partners in Economic Development Lunch	Wen. Convention Center	X*	X*		X*	X	X*
03/29/24	Chelan Habitat Conservation Plan Celebration	Rocky Reach Dam			X			

* denotes multiple meetings on same day

Memo

To: Board of Directors

From: Nick Rohrbach

Date: April 23, 2024

Re: Authorization to Solicit Bids for the Trades District Construction Project

Staff have worked with legal counsel and Design West Architects to revise and finalize the Trades District contract documents for re-bidding purposes.

The following is a brief summary of the changes to the contract documents and construction plans and specifications:

1. Modified contract document language regarding responsible bidder criteria.
2. Revised and/or removed alternates, as follows:
 - Deleted the decorative fence panels from the project,
 - Specified all feeders to be aluminum,
 - Included food truck receptacles in base bid,
 - Deleted the resinous floors from the project (leave concrete floors unfinished),
 - Deleted the gypsum ceilings from the project,
 - Kept all glass overhead doors as designed,
 - Made site planters as an additive alternate,
 - Made shade structures as an additive alternate, and
 - Bid project with the full scope of landscaping.

3. The following value engineering options were also completed:

- Deleted a set of HM doors from each building
- Deleted rough in for natural gas for the entire project

A new total construction budget (with tax) of \$12,600,000 was established by CDRPA Board of Directors at the April 9, 2024 meeting.

Below is the proposed schedule for the Trades District Construction Project:

Advertise for Bids: 4/25/2024

Bids Due: 5/29/2024

Award Contract: 5/31/2024 (Special Board Meeting)

Start Construction: June 2024

Construction Complete: Q2 2025

Per the CDRPA Purchasing and Contracting Policy, Staff is seeking Board approval to solicit bids for the Trade District Construction Project.

Memo

To: Board of Directors

From: Nick Rohrbach

Date: April 23, 2024

Re: Authorization to Solicit Qualified Firms - Accor Building HVAC system assessment

A CDRPA-owned industrial building (currently leased to Accor Technologies Inc.) is located at 3310 5th Street SE, East Wenatchee, WA. The existing heating, ventilation and air conditioning (HVAC system) is comprised of at least five independent systems, with varying size, age and manufactured brands. Some of the HVAC systems were installed during construction of the original building footprint and are approximately 20+ years old. Other HVAC systems have been installed and added (such as 2007/2008), as recent remodel construction occurred.

It has been reported by CDRPA staff and the building tenant that continuous repairs are required throughout the year to keep systems functional and in some cases, there is loss of HVAC system pressures (affecting other building operations). The attached RFQ has been prepared to solicit qualified firms to perform HVAC assessment services of the Accor Building, in preparation of future HVAC system upgrade and/or replacement activities. CDRPA is also requesting the HVAC assessment to provide building wide HVAC system recommendations that will meet the new Washingtons State Clean Energy standards (as applicable).

CDRPA staff are performing a formal solicitation in anticipation of awarding additional design services to the engineering firm based on their assessment. The assessment budget of \$50,000 was established by CDRPA Board of Directors during Fall 2023.

Below is the proposed schedule for the Accor Building HVAC Assessment Project:

Issue RFQ: 4/25/2024

RFQs Due: 5/16/2024

Review/Rank Qualifications: Week of 5/20/2024

Contract Negotiations: 5/27/2024 – 6/7/2024

Board Approval on Professional Services Agreement: 6/11/2024

Project Estimated Completion: Q3 2024

Per the CDRPA Purchasing and Contracting Policy, Staff is seeking Board approval to solicit qualified firms for the Accor Building HVAC system assessment.



REQUEST FOR QUALIFICATIONS

**HVAC ASSESSMENT SERVICES
ACCOR TECHNOLOGY INC. BUILDING**



**Chelan Douglas Regional Port Authority
285 Technology Center Way, Suite 202
Wenatchee, WA 98801
509-884-4700 / nick@cdrpa.org**

**Issue Date: April 25, 2024
Responses Due By: May 16, 2024, prior to 1:00 PM**

SECTION I: PURPOSE

The Chelan Douglas Regional Port Authority (CDRPA) is requesting statements of qualifications (RFQ) from qualified, licensed mechanical engineering firms specializing in heating, ventilation and air conditioning (HVAC) systems. The CDRPA is requiring the evaluation and development of a replacement plan for an existing HVAC system(s) (serving such rooms as an office area, manufacturing production areas, shop/repair areas and storage areas) within the CDRPA's owned industrial building located at 3310 5th Street SE, East Wenatchee, WA 98802.

The building is currently leased to Accor Technology, Inc., who manufactures plumbing materials within the building.

SECTION II: BACKGROUND

The existing 'HVAC system' is comprised of at least five independent HVAC systems, with varying size, age and manufacturing brand units. Each system has an indoor air handler with cooling coils and fans, natural gas or electric heaters, and outdoor condensing units (some systems have multiple outdoor compressors and fans). The indoor air handlers are ducted to the outside of the building to provide ventilation air.

Some of the HVAC systems were installed during construction of the original building footprint and are approximately 20+ years old. Other HVAC systems have been installed and added (such as in 2007/2008), as recent remodel construction occurred. It has been reported by the building tenant that continuous repairs are required throughout the year to keep systems functional and in some cases, there is loss of HVAC system pressures (affecting other building operations).

Companies offering professional HVAC system assessment services that can meet the needs of this project are encouraged to submit for this RFQ.

SECTION III: SCOPE OF SERVICES

1. Inspection and Testing

- Inspect and test each HVAC unit including air handler, cooling coil, blower/fan, natural gas and electric heaters, and outdoor compressor unit fans and check refrigerant level.
- Inspect and test operation of economizers, motor actuated dampers and louvers (if equipped).
- Inspect existing ductwork and ventilation locations, noting condition and sizing information.

- Evaluate existing thermostat locations and recommend relocation and/or replacement options to better maintain consistent temperatures in the building.
- Provide Condition Report for each HVAC System which documents condition of each unit and connected appurtenances. Report to identify any items needing repair, estimate of the repair cost, and recommended maintenance schedule for each of the various system components as identified above. Include a cost estimate for how much the repairs will cost for each item.

2. “As constructed” Plan for the existing HVAC system

- Develop an “as-constructed” plan for each of the HVAC systems including verifying duct runs for each room. The marked-up plans shall be made on enclosed design plans for the building in accordance with HVAC industry standards.
- For all major HVAC components provide Equipment Name, Manufacture, Model Number, appurtenant information on the unit (Nameplate data, Hp, static pressure etc), location and condition of the unit.
- The “as-constructed” plan shall retain the information needed to solicit HVAC contractors, which will perform HVAC improvements and/or replacement work.

3. Air Flow Balancing

- For each HVAC system, check current airflows in building areas to see if airflow is within the manufacturer’s design flowrate. For those units or runs that are out of design specification, provide estimate for rebalancing to design flow.

4. Replacement Plan

- Provide a replacement plan with recommendations for eventual replacement of existing HVAC units based on remaining useful life of the HVAC system components. Replacement plan to review gas consumption records to determine if efficiency improvements could be made to the system and evaluate continued use of natural gas for heating or switching to an all-electric system for heating and cooling.
- As part of the replacement plan, provide building wide HVAC system recommendations that will meet the new Washingtons State Clean Energy standards (as applicable).
- Plan to include replacement equipment manufacturer and model type for all major components, detailed budget estimate broken down by equipment and labor and proposed replacement schedule.
- The replacement plan shall supplement the “as-built” plan indicated in Section 2 above.

The CDRPA reserves the right to provide 'add-on' services for this project or future project phases that likely require design services. Any replacement work will be bid as a public works project, the firm doing the assessment and/or design will not be eligible to bid said projects.

SECTION IV: REQUIRED CONTENTS OF PROPOSAL

1. **Cover Letter:** Provide a letter of introduction with a brief description of your firm, indicating the primary office location for servicing this contract, the type of firm, areas of specialization, the project lead, and any other key staff members.
2. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFQ, demonstration of comparable services for similar projects including public works experience.
3. **Key Personnel:** Include the biographies of personnel to be assigned to the contract and indicate what role they will assume. Directly outline how the experience and skills of these individuals would be utilized to complete the type of work outlined herein. The chosen firm will demonstrate they have personnel available to perform this work that have significant experience with similar projects.
4. **Contact Information:** Include a company name and address, a contact name and title of the principal individual responsible for the RFQ response, appropriate phone numbers, email addresses, and website addresses. Identify and provide contact information for key sub-consultants who you frequently work with. Successful architect has the ability to select sub consultant teams on a per project basis without approval of the CDRPA.
5. **Understanding of Scope of Work:** Provide the Firm's understanding of the scope of work and needs of the CDRPA as described herein.
6. **References:** Provide reference information and brief project descriptions for at least three (3) recent or current clients. Reference projects should be completed within the last five (5) years and be similar in nature to the project described in this RFQ. Please include the following information:
 - Name of client;
 - Name and title of primary contact for client;
 - Telephone number, email address, and mailing address of the client's primary contact;
 - A brief description of the types of services provided including scope, duration, budget, and current status; and
 - Examples of deliverables (drawings, renderings, before/after photos, cost estimates, etc.).
7. **Schedule:** include proposed completion date for the above scope of work including time to complete work by September 30, 2024. The selected firm employees will be required to notify the CDRPA project manager (Nick Rohrbach, 509-884-4700 or nick@cdrpa.org) of the scheduled date and time to conduct

building site visits (as needed to complete the scope of work). This is required to coordinate with the current building tenant and their operations.

8. **Insurance:** The selected firm shall provide proof of insurance prior to commencement of any work. Insurance provisions shall include:
- Contractor shall secure and maintain during the term of this work, comprehensive commercial general liability insurance written on an occurrence basis with a minimum coverage of \$1,000 000 per occurrence and \$1,000,000 aggregate for bodily injury, \$1,000,000 per occurrence/aggregate for property damage.
 - All liability policies shall name the Chelan Douglas Regional Port Authority, Port of Chelan County, and Port of Douglas County as an additional named insured and shall include a provision prohibiting cancellation of said policy except upon 30 days prior written notice to the Port.
 - Certificates of coverage as required herein shall be delivered to the Port within ten (10) days of acceptance of the Contractor's quote for these services

SECTION V: TIMELINE AND SUBMISSION PROCEDURES

This RFQ will be advertised on April 25, 2024. Prospective proposers are encouraged to attend an optional pre-bid site walk scheduled for May 9, 2024 (no individually scheduled prospective bidder site walks will be allowed) and to contact the CDRPA with questions. Please email nick@cdrpa.org.

Qualified applicants shall submit one (1) electronic copy (USB drive or email) to:

Nick Rohrbach
Chelan Douglas Regional Port Authority
285 Technology Center Way, Suite 202
Wenatchee, WA 98801
nick@cdrpa.org

All submittals must be received no later than Thursday, May 16, 2024, prior to 1:00 PM. All proposers are notified that the CDRPA board must review and approve the solicitation and award for this contract in accordance with CDRPA contracting policies.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

All proposals received shall be deemed public records as defined in Chapter 42.56 RCW, "Public Records."

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated. The page must be identified and the particular exception from disclosure

upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on the lower right-hand corner of the page.

The Regional Port is extensively covered by the local media outlets in North Central Washington. Materials submitted to the Regional Port are likely to be reported on by various media outlets.

SECTION VI: SELECTION CRITERIA

The top firm will be selected based on the submitted proposal meeting the above Section IV requirements. The CDRPA reserves the right to contact proposers to seek clarification on any aspect of their proposal and to conduct interviews at their discretion. The selection criteria and weighting factor will be:

- Qualifications of key personnel (30%);
- Demonstrated staffing and resource capacity to meet CDRPA timeline (20%);
- Experience with public works projects (20%);
- Experience completing projects of comparable scope, budget, and complexity (15%);
- Clarity of proposal (10%); and
- Discretionary (5%).

All questions shall be directed to Nick Rohrbach via email at: nick@cdrpa.org

AIRPORT PROPERTY TABLE - EXISTING FEE OWNERSHIP

PARCEL # (AUDITOR)	GRANTOR	DATE ACQUIRED	GRANTEE	RECORDED	FAA GRANT #	TYPE/PURPOSE	AREA (ACRES)	PLANNED RELEASE
F-1 (14255) (172897)	PORT OF CHELAN COUNTY	6/20/1974	PORT OF DOUGLAS COUNTY	BK 14 PG 219	N/A	LAND	535.20	-
F-2 (250377)	PORT OF CHELAN COUNTY	N/A	U.S. OF AMERICA DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION	BK 244 PG 585	N/A	POND	12.40	-
F-3 (254370)	McVEY	N/A	PORT OF DOUGLAS COUNTY	BK 291 PG 460	3-53-0084-4	LAND	0.49	-
F-4 (11102) (21500)	KILWEN	2/29/1996	PANGBORN MEMORIAL AIRPORT BOARD	BK 454 PG 395	3-53-0084-11	RPZ	9.40	-
F-5 (309754)	GARLIN	1/10/1996	PANGBORN MEMORIAL AIRPORT BOARD	BK 456 PG 214	3-53-0084-10	RPZ	1.90	-
F-6 (3002602)	FRAZER	8/4/1998	PANGBORN MEMORIAL AIRPORT BOARD	222-108-00-22	3-53-0084-13	RPZ	5.00	-
F-7	SCHALL	1/11/1999	PANGBORN MEMORIAL AIRPORT BOARD	BY AUDITOR #	3-53-0084-13	RPZ	7.60	-
F-8	KOETHER	1/11/1999	PANGBORN MEMORIAL AIRPORT BOARD	BY AUDITOR #	3-53-0084-17	RPZ	5.70	-
F-9	DAVIS	10/8/2004	PANGBORN MEMORIAL AIRPORT BOARD	222-108-00-23	3-53-0084-24	RPZ	9.78	-
F-10	WALL	6/2/2005	PANGBORN MEMORIAL AIRPORT BOARD	222-121-100-02	3-53-0084-25	RPZ	0.55	-
F-11	YONAKA	6/7/2005	PANGBORN MEMORIAL AIRPORT BOARD	222-115-300-15	3-53-0084-25	RPZ	3.21	-
F-12	HOUTZ	8/26/2005	PANGBORN MEMORIAL AIRPORT BOARD	222-212-100-01	3-53-0084-25	RPZ	9.00	-
F-13	FELAVCKERY	1/9/2006	PANGBORN MEMORIAL AIRPORT BOARD	222-115-300-17	PFC #6	RPZ	9.30	-
F-14	WAGNER	12/20/2006	PANGBORN MEMORIAL AIRPORT BOARD	429-008-006-00	3-53-0084-027	RPZ	0.50	-
F-16	SNYDER LAND HOLDINGS, LLC	7/23/2008	PANGBORN MEMORIAL AIRPORT BOARD	222-109-300-15	3-53-0084-027	RPZ	15.10	-
F-17	DOUGLAS COUNTY ROW (RELEASED 8TH STREET)	6/2/2005	PANGBORN MEMORIAL AIRPORT BOARD	TLS555-088	3-53-0084-25	RPZ	2.90	-
F-18	SCHALL ORCHARDS	12/5/2008	PANGBORN MEMORIAL AIRPORT BOARD	222-115-200-12	NONE	RPZ	8.00	-
TOTAL - EXISTING								636.83

RPZ EASEMENTS

OWNER	AUDITOR'S #
B-1	BOB BANNING 153834
B-2	FRANK OLSEN 159755
B-3	MMH PARTNERS 156426
B-4	LUTZ 155394
B-5	VANWELL NURSERY 155193
B-6	BATTERMAN (SCHALL) 155192
B-7	JONES (HOLMAN) 142886
B-8	BATTERMAN (ISLER SH PLAT) 142888
B-9	JACOBSON 142901
B-10	BRENER 142900
B-11	MAYDOLLE/BADGLET JDMGT #9597

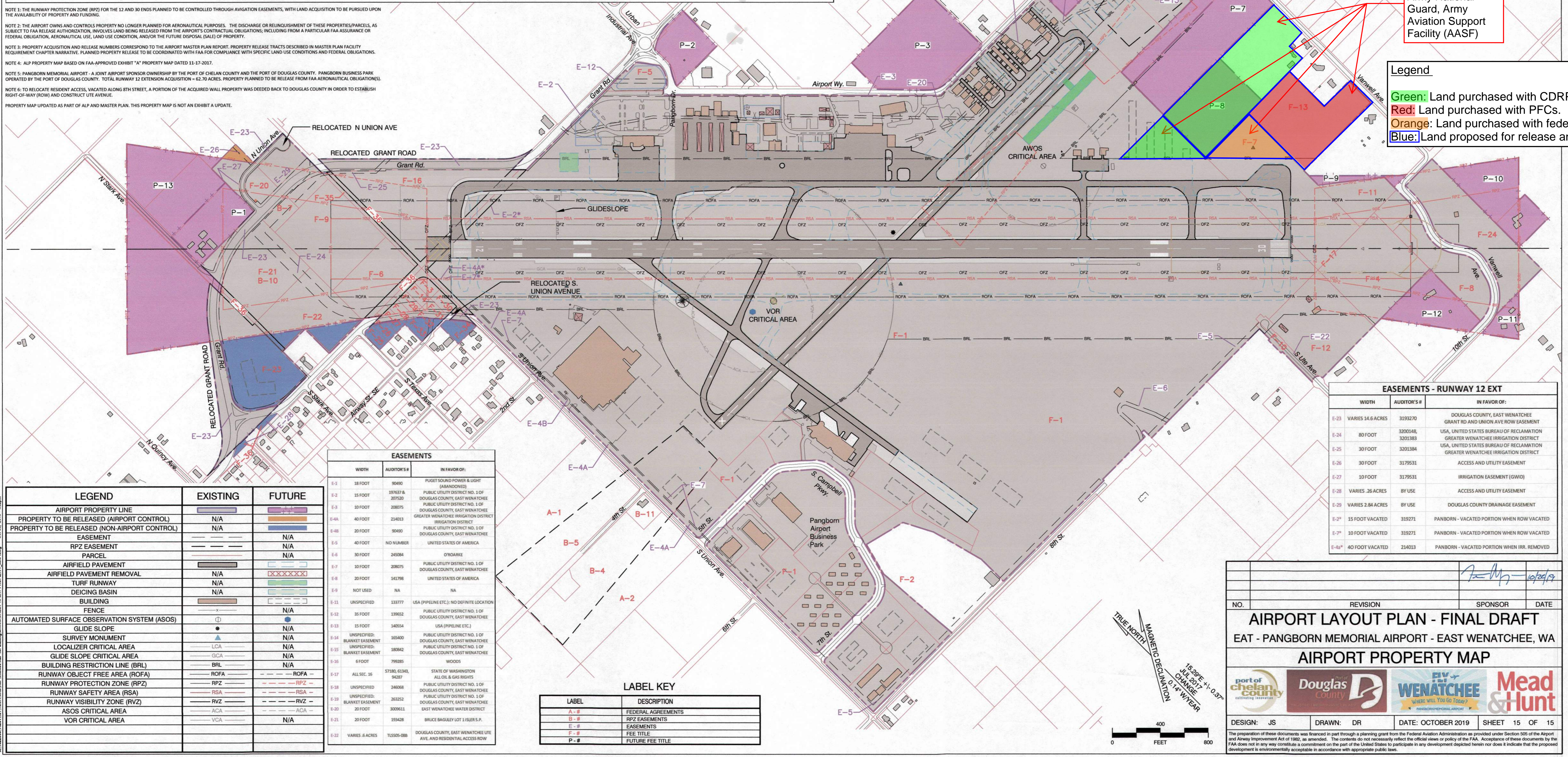
FEDERAL AGREEMENTS

OWNER	AUDITOR'S #	ACRE	FED. #	INTEREST
A-1	VANWELL NURSERY 175034	39.67	ADAP-03	AVIGATION EASEMENT
A-2	LUTZ 175033	39.49	ADAP-03	AVIGATION EASEMENT
A-3	BATTERMAN 175008	160.00	ADAP-03	AVIGATION EASEMENT
A-4	ANGIE SCHALL 174970	24.87	ADAP-03	AVIGATION EASEMENT

NOTE: PROPERTY IS LOCATED NORTH OF VIEW SHOWN

AIRPORT PROPERTY TABLE - FUTURE FEE OWNERSHIP

PARCEL #	OWNER(S)	PURPOSE	AREA (ACRES)
P-1	LYTLE	RUNWAY 12 RUNWAY PROTECTION ZONE (RPZ) - NORTH OF GRANT ROAD (EXISTING RPZ)	4.90
P-2	DOMINGOS-REICHA	EAST PARKING OVERFLOW - EAST OF AIRLINE TERMINAL/ROUNDAOUT	3.65
P-3	LINDELL	EAST HANGAR - NORTH OF AIRPORT WAY	11.90
P-4	C & B NURSERY	EAST HANGAR - NORTH ROAD ROW CONNECTION - VANWELL STREET/AIRPORT WAY	5.00
P-5	KANE	EAST HANGAR - FUTURE GA DEVELOPMENT	0.50
P-6	KENNEDY TRUST	EAST HANGAR - SOUTH ROAD ROW CONNECTION - VANWELL STREET	3.90
P-7	KENNEDY TRUST	EAST HANGAR - FUTURE DEVELOPMENT	11.00
P-8	BLAESING	EAST HANGAR - FUTURE DEVELOPMENT	7.60
P-9	YONAKA	RUNWAY 12-30 BRL - SOUTHEAST	0.80
P-10	DUDEK	RUNWAY 30 RPZ - EAST OF VANWELL STREET	6.70
P-11	BLANCHI	RUNWAY 30 RPZ - SOUTH OF 10TH STREET	1.50
P-12	BAGLEY	RUNWAY 30 RPZ - NORTH OF 10TH STREET	4.90
P-13	LYTLE and VAN WEL	RUNWAY 12 RUNWAY PROTECTION ZONE (RPZ) - NORTH OF GRANT ROAD (FUTURE RPZ)	24.30
TOTAL - FUTURE			86.65



LEGEND

	EXISTING	FUTURE
AIRPORT PROPERTY LINE	—	—
PROPERTY TO BE RELEASED (AIRPORT CONTROL)	N/A	—
PROPERTY TO BE RELEASED (NON-AIRPORT CONTROL)	N/A	—
EASEMENT	—	—
RPZ EASEMENT	—	—
PARCEL	—	—
AIRFIELD PAVEMENT	—	—
AIRFIELD PAVEMENT REMOVAL	N/A	XXXXXX
TURF RUNWAY	N/A	—
DEICING BASIN	N/A	—
BUILDING	—	—
FENCE	—	N/A
AUTOMATED SURFACE OBSERVATION SYSTEM (ASOS)	—	—
GUIDE SLOPE	—	—
SURVEY MONUMENT	—	—
LOCALIZER CRITICAL AREA	—	—
GUIDE SLOPE CRITICAL AREA	—	—
BUILDING RESTRICTION LINE (BRL)	—	—
RUNWAY OBJECT FREE AREA (ROFA)	—	—
RUNWAY PROTECTION ZONE (RPZ)	—	—
RUNWAY SAFETY AREA (RSA)	—	—
RUNWAY VISIBILITY ZONE (RVZ)	—	—
ASOS CRITICAL AREA	—	—
VOR CRITICAL AREA	—	—

EASEMENTS

WIDTH	AUDITOR'S #	IN FAVOR OF:
E-1	38 FOOT	9090 PUGET SOUND POWER & LIGHT (ABANDONED)
E-2	15 FOOT	137673 & 307520 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-3	10 FOOT	208075 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-4A	40 FOOT	224013 GREATER WENATCHEE IRRIGATION DISTRICT
E-4B	20 FOOT	9090 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-5	40 FOOT	NO NUMBER UNITED STATES OF AMERICA
E-6	30 FOOT	240084 OYOKARKE
E-7	10 FOOT	208075 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-8	30 FOOT	141786 UNITED STATES OF AMERICA
E-9	NOT USED	NA
E-11	UNSPECIFIED	133777 USA (PIPELINE ETC.); NO DEFINITE LOCATION
E-12	35 FOOT	139652 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-13	15 FOOT	140054 USA (PIPELINE ETC.)
E-14	UNSPECIFIED	165400 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-15	UNSPECIFIED	183842 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-16	6 FOOT	799285 WOODS
E-17	ALL SEC. 18	57380, 61343, 94287 STATE OF WASHINGTON ALL OIL & GAS RIGHTS
E-18	UNSPECIFIED	240066 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-19	UNSPECIFIED	262352 PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
E-20	30 FOOT	3006611 EAST WENATCHEE WATER DISTRICT
E-21	20 FOOT	189428 BRUCE BAGLEY LOT 1 (SEER'S P.)
E-22	VARIABLE SIZES	TLS555-088 DOUGLAS COUNTY, EAST WENATCHEE UTE AVE. AND RESIDENTIAL ACCESS ROW

LABEL KEY

LABEL	DESCRIPTION
A-#	FEDERAL AGREEMENTS
B-#	RPZ EASEMENTS
E-#	EASEMENTS
F-#	FEE TITLE
P-#	FUTURE FEE TITLE

EASEMENTS - RUNWAY 12 EXT

WIDTH	AUDITOR'S #	IN FAVOR OF:
E-23	VARIABLES 14.6 ACRES	3193270 DOUGLAS COUNTY, EAST WENATCHEE GRANT RD AND UNION AVE ROW EASEMENT
E-24	80 FOOT	3200146 USA, UNITED STATES BUREAU OF RECLAMATION GREATER WENATCHEE IRRIGATION DISTRICT
E-25	30 FOOT	3201384 USA, UNITED STATES BUREAU OF RECLAMATION GREATER WENATCHEE IRRIGATION DISTRICT
E-26	30 FOOT	3179531 ACCESS AND UTILITY EASEMENT
E-27	10 FOOT	3179531 IRRIGATION EASEMENT (GWID)
E-28	VARIABLES .26 ACRES	BY USE ACCESS AND UTILITY EASEMENT
E-29	VARIABLES 2.84 ACRES	BY USE DOUGLAS COUNTY DRAINAGE EASEMENT
E-3*	15 FOOT VACATED	319271 PANBORN - VACATED PORTION WHEN ROW VACATED
E-7*	10 FOOT VACATED	319271 PANBORN - VACATED PORTION WHEN ROW VACATED
E-4B*	40 FOOT VACATED	224013 PANBORN - VACATED PORTION WHEN IRR. REMOVED

15-20E-F-1-037
JUL 2017
CHANGE 014 W/REAR

TRUE NORTH
MAGNETIC DECLINATION

NO. REVISION SPONSOR DATE

AIRPORT LAYOUT PLAN - FINAL DRAFT

EAT - PANGBORN MEMORIAL AIRPORT - EAST WENATCHEE, WA

AIRPORT PROPERTY MAP

DESIGN: JS DRAWN: DR DATE: OCTOBER 2019 SHEET 15 OF 15

The preparation of these documents was financed in part through a planning grant from the Federal Aviation Administration as provided under Section 505 of the Airport and Airway Improvement Act of 1982, as amended. The contents do not necessarily reflect the official views or policy of the FAA. Acceptance of these documents by the FAA does not in any way constitute a commitment on the part of the United States to participate in any development depicted herein nor does it indicate that the proposed development is environmentally acceptable in accordance with appropriate public laws.





**Chelan Douglas Regional Port Authority
Investment Report
As of March 31, 2024**

	<u>Purchase Date</u>	<u>Face Value</u>	<u>Market Value</u>	<u>Rate</u>	<u>Yield</u>	<u>Maturity</u>	<u>1st Qtr Interest</u>	<u>YTD Interest</u>
<u>Treasury Obligations</u>								
US Treasury Note	Aug-21	\$ 500,000	\$ 468,867	0.250	0.652	08.31.2025	\$ 625.00	\$ 625.00
US Treasury Note	Oct-22	\$ 570,000	\$ 526,961	0.500	4.430	02.28.2026	\$ 1,425.00	\$ 1,425.00
<u>US Government Agency Securities</u>								
Federal Home Loan Bank	Feb-20	\$ 500,000	\$ 494,642	2.875	1.392	09.13.2024	\$ 7,187.50	\$ 7,187.50
Federal Natl Mortgage Assn	Feb-20	\$ 500,000	\$ 486,802	1.625	1.423	01.07.2025	\$ 4,062.50	\$ 4,062.50
Federal Farm Credit Bank	Dec-22	\$ 585,000	\$ 532,469	0.600	3.916	08.18.2026	\$ 1,755.00	\$ 1,755.00
<u>Matured</u>								
Federal Natl Mortgage Assn		\$ 500,000	\$ 500,000			02.05.2024	\$ 6,250.00	\$ 6,250.00
Federal Home Loan Mtg Corp		\$ 500,000	\$ 500,000			06.19.2023	\$ -	\$ -
US Treasury Note		\$ 500,000	\$ 500,000			10.31.2023	\$ -	\$ -
		\$ 4,155,000	\$ 4,009,741					



Chelan Douglas Regional Port **Current Lines of Business**

Real Estate

Building & Land Leases:

- Cashmere Mill District
- Columbia Street Properties
- Olds Station Business Park
- Pangborn Airport Business Park
- Fibro Property
- Kelly Property- Chelan

Office Building & Conference Center:

- Confluence Technology Center

Airport Services

Pangborn Airport:

- Commercial Air Service Advocacy
- Parking Concession
- FBO & Fuel Concessions
- T-Hangar & Tie Down Rentals
- Land Leases
- Large Hangar Leases
 - Fedex & National Guard
- Public Facilities
 - Airport Terminal Building
 - G.A. Terminal Building

Waterville Airport:

- T-Hanger & Tie Down Rentals
- Land Leases

Mansfield Airport:

- No Services

Chelan Airport:

- One Half Owner
- O&M Contributions
- Capital Contributions

Economic Development

- Lead Economic Development Agency in Chelan & Douglas County
- Business Recruitment
- Small Business Development
 - Trades District
 - SBDC Support
- Government Affairs
- Marketing
- Partners in Economic Development
 - Non-Profits
 - Municipalities

Outdoor Recreation

- Orondo River Park

Community Initiatives

- Regional Sports Complex Study