



*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  
May 23<sup>rd</sup>, 2023  
9:00 am**

**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 April 25<sup>th</sup>, 2023 Meeting Minutes, Check Register Pages #2023-15 through #2023-19, including Electronic Transfers and April 2023 Commission Calendar.
- **POCC:** Approval of Check Register Page #2023-04.

**VI. PRESENTATION**

- **2023 Washington State Legislative Session Recap**

**VII. CDRPA ACTION ITEMS**

- (1) Bid Award – Taxiway B/Hangar Pad Project
  - Accept Engineers Recommendation of Low Bidder
  - Authorize the Chief Executive Officer to Award and Sign Contract
  - Establishing an Overall Project Budget
- (2) Ownership Allocation Memo – Kemah Management
- (3) Ownership Allocation Memo – Schoenwald
- (4) Ownership Allocation Memo – Craig Quilter
- (5) Ownership Allocation Memo – Jeff Quilter
- (6) WSDOT Aviation Division – Resolution No. 2023-04 Snow Removal Equipment
- (7) Pregis Lease Extension

**VIII. PUBLIC COMMENT**

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

- (8) 1<sup>st</sup> Quarter Airport Activity Report
- (9) 1<sup>st</sup> Quarter FBO Activity Report
- (10) Trades District Update
- (11) Waterville Airport Update
- (12) Pangborn Airport Café
- (13) Pangborn Airport – Airport Way Utility Planning Group
- (14) Department of Commerce – Industrial Symbiosis Grant

**X. SUGGESTED BREAK: 10 MINUTES (APPROXIMATELY 10:30AM)**

**XI. MISCELLANEOUS STAFF REPORTS**

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic Development & Capital Projects
- Community Relationship Manager
- Property & Maintenance Manager
- CTC Manager

**XII. PUBLIC COMMENT**

**XIII. REVIEW CALENDAR OF EVENTS**

**XIV. ITEMS FROM BOARD OF DIRECTORS**

**XV. 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))

**XVI. 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  
SUGGESTED MOTIONS  
May 23<sup>rd</sup>, 2023**

**CDRPA CONSENT AGENDA**

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the April 25<sup>th</sup>, 2023 Meeting, Check Register Pages #2023-15 through #2023-19, including Electronic Transfers and the April 2023 Commission Calendar.

**POCC CONSENT AGENDA**

To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-04.

**CDRPA ACTION ITEMS**

**1. Bid Award – Taxiway B Hangar Pad Project**

To accept the Engineer's recommendation that Selland Construction, Inc. is the apparent low bidder for the Taxiway B Hangar Pad Project and award said base bid in the amount of \$3,143,188.56, including Washington State Sales Tax.

To authorize the CEO to award and sign the contract with Selland Construction, Inc. in the amount of \$3,143,188.56 plus Washington State Sales Tax upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor.

To establish an overall project budget in the amount of \$4,169,207, including Washington State Sales Tax.

**2. Ownership Allocation Memo – Kemah Management**

To approve the Ownership Allocation Memo concerning the Kemah Management property in Malaga.

**3. Ownership Allocation Memo – Schoenwald**

To approve the Ownership Allocation Memo concerning the Schoenwald property in Malaga.

**4. Ownership Allocation Memo – Craig Quilter**

To approve the Ownership Allocation Memo concerning the Craig Quilter property in Malaga.

**5. Ownership Allocation Memo – Jeff Quilter**

To approve the Ownership Allocation Memo concerning the Jeff Quilter property in Malaga.

**6. WSDOT Aviation Division – Resolution No. 2023-04 Snow Removal Equipment**

To adopt Chelan Douglas Regional Port Authority Resolution No. 2023-04 guaranteeing a \$90,000 grant match for procuring snow removal equipment.

**7. Pregis Lease Extension**

To authorize the CEO to sign a two-year lease extension with Pregis Innovation Packing, LLC.



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
April 25<sup>th</sup>, 2023  
9:00 am**

**Present:**

**Directors:**

*Donn Etherington, Director  
Jim Huffman, Director  
JC Baldwin, Director*

*W. Alan Loeb sack, Director  
Mark Spurgeon, Director  
Richard DeRock, Director (Zoom)*

**Staff:**

*Jim Kuntz, Chief Executive Officer  
Monica Lough, Dir. of Finance & Admin  
Trent Moyers, Director of Airports  
Stacie de Mestre, Dir. of Econ Dev.  
Ryan Fancher, Project Manager  
Tricia Degnan, CTC Manager (Zoom)  
Ron Russ, Maint. & Prop. Mngr. (Zoom)  
Craig Larsen, Comm. Rel. Mngr. (Zoom)*

*Colby Goodrich, FBO Mngr. (Zoom)  
Sarah Deenik, Comm. Coordinator  
Brooke Lammert, Executive Assistant  
Laura Camarillo-Reyes, Admin. Asst. (Zoom)  
Julie Avis, Acct. Specialist (Zoom)  
Lorena Amador, Acct. Specialist (Zoom)*

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm, LLP*

**Guests:**

*Chris Mansfield, Ardurra  
Caleb Lindquist, Ardurra  
Mike Mackey  
Kalie Worthen, Wenatchee World (Zoom)  
Jason Taylor, KPQ (Zoom)  
Jerri Barkley (Zoom)*

**The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m. during a scheduled tour of the Pangborn Memorial Airport Taxiway A Project. Directors, Port employees, consultants and guests completed the tour at 9:50 a.m. and proceeded to the original meeting location. The meeting reconvened at 10:23 a.m.**

**Introductions were made.**

**Conflicts of Interest:** None

**PUBLIC COMMENTS:** 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 April 11<sup>th</sup>, 2023 Meeting Minutes, April 14<sup>th</sup>, 2023 Special Meeting Minutes and the March 2023 Commission Calendar were presented.

**Motion No.**  
Moved by:  
Seconded by:

### **04-05-23 CDRPA**

Jim Huffman  
JC Baldwin

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the April 11<sup>th</sup>, 2023 Meeting, Minutes from the April 14<sup>th</sup>, 2023 Special Meeting and the March 2023 Commission Calendar.

*Motion Passed 6-0*

## **CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

### **Authorization to Seek Bids – Taxiway B/Hangar Site Pad Development Project**

de Mestre reviewed with the Board the history of the project and the overall project budget. Construction is scheduled to begin mid-June 2023 and is to be completed by October 2023. If approved, the project would go out to bid after the Board meeting adjourns. Discussion ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

### **04-06-23 CDRPA**

JC Baldwin  
Alan Loeb sack

To authorize the CEO to seek bids for the Taxiway B/Hangar Site Pad Development Project.

*Motion passed 6-0*

### **WSDOT Aviation Division – Resolution No. 2023-04 Supporting Grant Request for Taxiway B/Hangar Site Development Projects**

This item was removed from the agenda with no further action to be taken.

### **Authorization to Sign Covenant – Economic Development Administration Grant/Trade District**

Fancher shared with the Board the EDA requirements for the Trades District project. A covenant has been requested in lieu of a lien or mortgage to protect the EDA, should a future Board want to sell off property from the project. Discussion ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

### **04-07-23 CDRPA**

Donn Etherington  
JC Baldwin

To authorize the CEO to sign a covenant covering the Trades District project to satisfy a requirement of the EDA Grant.

*Motion passed 6-0*

### **Authorization to Award the CTC Security Camera System Upgrade**

Degnan reviewed with the Board the purpose of the security camera update and the approval of the project in the 2023 budget. LocalTel was the single bidder with a cost of \$59,571.11. Discussion ensued and the following action was taken.

**Motion No.**  
Moved by:  
Seconded by:

### **04-08-23 CDRPA**

Richard DeRock  
W. Alan Loeb sack

To authorize the CEO to award the CTC Security Camera System Upgrade project to LocalTel in an amount not to exceed \$64,753.79, including Washington State Sales Tax, and to establish an overall project budget of \$71,229.16.

*Motion passed 6-0*

## **Environmental Assessment – General Aviation Terminal Building Project**

Kuntz reviewed with the Board the FAA requirement to complete an Environmental Assessment prior to moving forward with the GA Terminal Adaptive Reuse Project. The following action was taken:

**Motion No.**

Moved by:

Seconded by:

**04-09-23 CDRPA**

Jim Huffman

JC Baldwin

To authorize the CEO to enter into an agreement with Ardurra in the amount of \$159,883 to complete the required FAA environmental assessment for the General Aviation Terminal Building.

*Motion passed 6-0*

## **At 11:13 a.m. Commissioner Spurgeon called for a 10-minute break.**

### **Air Service Agreement – Alaska Airlines**

Kuntz shared that Alaska Airlines has agreed to restore an additional flight beginning in September 2023. The flight will have an early morning departure and evening arrival. The air service agreement requires a one year minimum revenue guarantee of \$500,000.

**Motion No.**

Moved by:

Seconded by:

**04-10-23 CDRPA**

JC Baldwin

W. Alan Loeb sack

To authorize the CEO to enter into an Air Service Agreement with Alaska Airlines to secure an additional arrival and departure out of Pangborn Memorial Airport with a maximum guaranteed amount of \$500,000.

*Motion passed 6-0*

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

### **INFORMATIONAL ITEMS:**

**Investment Report – 1<sup>st</sup> Quarter 2023** – Lough reviewed the investment report with the Board, noting the rate versus yield amounts. Additionally, Lough shared information on cash reserve amounts.

**RiverCom Update**– de Mestre shared the progress on working with RiverCom to occupy space at the CTC. The current space only meets a category 2 risk factor and RiverCom requires a category 4. Pacific Engineering has been contracted by RiverCom to conduct an analysis of the building.

**Capital Projects Review**– de Mestre gave an overview of the Regional Port Capital Projects. She shared that bi-weekly meetings amongst project-critical staff are still occurring.

### **MISCELLANEOUS STAFF REPORTS:**

#### **Kuntz provided information and updates including:**

- Craig Larsen's new role as Community Relationship Manager and Stacie de Mestre's new role as Director of Economic Development and Capital Projects.
- The Regional Port's updated organizational chart.
- Shared that the 2023 Legislative session went well, and a full report will be available at the May 23<sup>rd</sup>, 2023 Board meeting.
- Kuntz share a recap of a meeting with Chris Green, Assistant Director of the Washington State Department of Commerce Office of Economic Development and Competitiveness.
- Reviewed updated allocation of legal duties.

**Lough provided information and updates including:**

- The City of Wenatchee Waterfront Local Revitalization Financing (LRF).
- A supplemental budget is being prepared and will be brought to the Board for approval at a future meeting.

**Moyers provided information and updates including:**

- Shared that staff is still working hard on planning the Festival of Flight event taking place in July.
- Updated the Board on progress with the WA Army National Guard. Their IT team has reviewed the Executive Flight building and an internal assessment of the space will be conducted soon.

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

- Reviewed issues occurring with the Terminal Building Apron concrete.

**Russ provided information and updates including:**

- Russ shared with the Board that Precision Waterjet installed four heat pump units without approval on Regional Port property. A request has been made for building permits and a lease signed for the space being used.
- Shared a request from Amtrak to install three light fixtures on the east wall of Lineage Building G to better illuminate their platform.

**Deenik provided information and updates including:**

- An overview of website activity for the main CDRPA website, Trades District and Sports Complex project pages were provided using Google Analytics.

**Fancher provided information and updates including:**

- Shared with the Board that the trailer on the Hays property was sold as surplus in the amount of \$10,200 on April 15<sup>th</sup> via a public auction website.

**Degnan provided information and updates including:**

- Updated the Board on the CTC's first quarter revenue report and comparison to prior years.

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

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

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

**EXECUTIVE SESSION:**

Executive Session was announced at 1:00 p.m. for a period of fifteen minutes with no action anticipated at the conclusion 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 consideration would cause a likelihood of increased price. Executive Session concluded at 1:15 p.m.

**Meeting reconvened in Regular Session and was immediately adjourned at 1:16 p.m. with no action taken.**



Signed and dated this 23<sup>rd</sup> day of May 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
Mark Spurgeon, Director

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Richard DeRock, Director

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Donn Etherington, Director

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director


\_\_\_\_\_  
W. Alan Loeb sack, Director

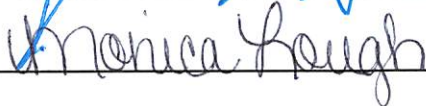
**Chelan Douglas Regional Port Authority  
Check Register Listing  
2023-April**

<b>Date Issued</b>	<b>Register #</b>	<b>Reason</b>	<b>First #</b>	<b>Last #</b>	<b>Amount</b>
04/10/23	2023-15	Q1 2023 Payroll Taxes	11354	11355	\$13,707.87
04/14/23		Mid-Month Employee Advances		ACH	\$3,000.00
04/14/23	2023-16	Mid-Month Payables	11356	11426	\$362,343.93
04/26/23		WA Dept of Revenue - Sales Tax		ACH	\$6,070.13
04/26/23		Q1 2023 LH Tax		ACH	\$114,796.89
04/28/23	2023-17	April 2023 Payroll	11427	11428	\$282,148.07
04/28/23	2023-18	Month-End Payables	11429	11494	\$1,399,849.81
04/28/23	2023-19	Statewide Disaster Relief Grant	11495	11495	\$82,326.00

Transactions for approval May 23, 2023 total: \$2,264,242.70

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer 

Dir of Finance & Admin. 

Director Etherington \_\_\_\_\_

Director DeRock \_\_\_\_\_

Director Baldwin \_\_\_\_\_

Director Loeb sack \_\_\_\_\_

Director Spurgeon \_\_\_\_\_

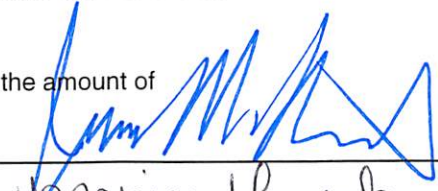
Director Huffman \_\_\_\_\_

**Chelan Douglas Regional Port Authority  
Check Register  
2023-15**

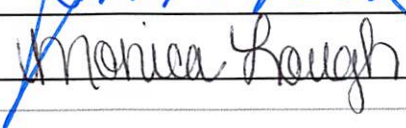
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval April 10, 2023 checks 11354 - 11355 in the amount of **\$ 13,707.87**

Jim Kuntz, Chief Executive Officer



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
04/10/2023	Department of L&I	1Q23 Payroll Taxes	11354	9,870.92
04/10/2023	Employment Security Department	1Q23 Payroll Taxes - Paid Family Medical Leave	11355	3,836.95
<b>TOTAL</b>				<b><u><u>\$13,707.87</u></u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-16**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval April 14, 2023 checks 11356 - 11426 in the amount of

**\$362,343.93**

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
4/14/2023	Chelan County PUD	Utilities	11372	2,787.63
4/14/2023	City of Cashmere	Utilities	11374	358.99
4/14/2023	Waste Management	Utilities	11420	421.43
	<b>Net Cashmere Mill District</b>			<b>3,568.05</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
4/14/2023	Banner Bank - TD	Office Supplies/Maintenance Supplies	11366	2,675.57
4/14/2023	Cascade Natural Gas	Utilities	11369	16.45
4/14/2023	Chelan County PUD	Utilities	11372	9,912.07
4/14/2023	City of Wenatchee	Utilities	11375	836.74
4/14/2023	Crown Paper & Janitorial Supply	Custodial Supplies	11378	636.53
4/14/2023	Express Services, Inc.	Admin Assistant	11384	1,035.34
4/14/2023	Firefly	Hardware	11387	716.84
4/14/2023	GFC Services	Meeting Room Setups/Janitorial Services	11389	6,305.84
4/14/2023	Kelley Connect	Copier Maintenance	11394	145.62
4/14/2023	Keyhole Security Inc.	Maintenance Supplies	11396	52.00
4/14/2023	Lowe's	Landscaping Supplies	11400	110.45
4/14/2023	Miniblinds & More	Building Repairs	11402	65.22
4/14/2023	North Cascades Heating & A/C, Inc.	HVAC Maintenance	11404	1,900.35
4/14/2023	North Central ESD	Contract Service - March	11405	11,231.50
4/14/2023	Pacific Security	Patrol Service	11409	444.00
4/14/2023	Waste Management	Utilities	11420	1,121.38
	<b>Net Confluence Technology Center</b>			<b>37,205.90</b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
4/14/2023	Cascade Natural Gas	Utilities	11369	609.51
4/14/2023	Chelan County PUD	Utilities	11372	1,287.88
4/14/2023	City of Wenatchee	Utilities	11375	755.38
4/14/2023	Keyhole Security Inc.	Maintenance Supplies	11396	11.30
	<b>Net Downtown Wenatchee South</b>			<b>\$2,664.07</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
4/14/2023	Cascade Natural Gas	Utilities	11369	25.78
4/14/2023	Chelan County PUD	Utilities	11372	3,555.12
4/14/2023	City of Wenatchee	Utilities	11375	964.78
4/14/2023	Holiday-Parks, Inc.	Building Maintenance	11391	8,950.36
4/14/2023	Pacific Security	Patrol Service	11409	888.00
4/14/2023	S & W Irrigation Supply	Irrigation Supplies	11413	699.34
4/14/2023	Stemilt Organic Recycling Center	Landscaping	11416	120.00
4/14/2023	Waste Management	Utilities	11420	139.88
	<b>Net Olds Station Business Park</b>			<b>15,343.26</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-16**

<b><u>PANGBORN AIRPORT</u></b>			
4/14/2023	Amazon Capital Services	Marketing Supplies	11356 26.53
4/14/2023	Banner Bank - TC	Security Expenses	11365 400.00
4/14/2023	Banner Bank - TF	Equipment Supplies, Airfield Maintenance	11367 994.16
4/14/2023	Banner Bank - TM	Phone Service, Conference; Washington DC	11368 1,326.01
4/14/2023	Douglas County PUD	Utilities	11381 4,106.00
4/14/2023	Firefly	Projects	11387 171.95
4/14/2023	FlashParking, Inc.	Parking Fees	11388 5.31
4/14/2023	Jerry's Auto Supply	Vehicle Maintenance	11393 15.22
4/14/2023	Omnipark Inc.	Parking Software	11406 366.05
4/14/2023	Pacific Security	Patrol Service	11409 444.00
4/14/2023	Platt Electric Supply	Terminal Maintenance	11410 199.11
4/14/2023	Port of Seattle	Twenty Units of Terminal Seating	11411 1,761.60
4/14/2023	USDA, APHIS	Regulatory Compliance	11418 3,723.09
4/14/2023	Voltaire Aviation Inc	Air Service Dev Retainer	11419 4,000.00
4/14/2023	Waste Management	Utilities	11420 759.04
	<b>Net Pangborn Airport</b>		<b>18,298.07</b>
<b><u>PANGBORN FBO</u></b>			
4/14/2023	AvFuel Corp	Jet A Fuel/Marketing/Property Tax	11357 73,086.40
4/14/2023	Banner Bank - CG	FBO Equipment Repairs	11359 23.85
4/14/2023	Cintas Corporation	Uniforms	11373 99.71
4/14/2023	FBO Partners, LLC	Subscription to OSO	11385 1,794.00
4/14/2023	Oxarc Inc.	FBO Supplies	11408 89.32
4/14/2023	Waste Management	Utilities	11420 174.37
	<b>Net Pangborn FBO</b>		<b>75,267.65</b>
<b><u>PANGBORN BUSINESS PARK</u></b>			
4/14/2023	Douglas County PUD	Utilities	11381 1,741.00
4/14/2023	York Building Services, Inc.	Janitorial Service	11424 1,535.00
	<b>Net Pangborn Business Park</b>		<b>3,276.00</b>
<b><u>RPA OFFICE/AVIATION CENTER</u></b>			
4/14/2023	Cascade Natural Gas	Utilities	11369 7,398.26
4/14/2023	Douglas County PUD	Utilities	11381 1,663.00
4/14/2023	Ingersoll Rand	Building Maintenance	11392 3,969.69
4/14/2023	Waste Management	Utilities	11420 385.82
	<b>Net RPA Office/Aviation Center</b>		<b>13,416.77</b>
<b><u>LAKE CHELAN AIRPORT</u></b>			
4/14/2023	Chelan County PUD	Utilities	11372 24.56
4/14/2023	Lake Chelan Airport	2nd Quarter Airport Operations	11397 11,778.96
	<b>Net Lake Chelan Airport</b>		<b>11,803.52</b>
<b><u>MANSFIELD AIRPORT</u></b>			
4/14/2023	Douglas County PUD	Utilities	11381 42.00
	<b>Net Mansfield Airport</b>		<b>42.00</b>
<b><u>WATERVILLE AIRPORT</u></b>			
4/14/2023	Douglas County Cemetery District #2	1st Qtr Interlocal/Maintenance	11380 1,750.00
	<b>Net Waterville Airport</b>		<b>1,750.00</b>
<b><u>ORONDO RIVER PARK</u></b>			
4/14/2023	Ferguson Enterprises, Inc.	Maintenance Supplies	11386 45.18
	<b>Net Orondo River Park</b>		<b>45.18</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-16**

<b><u>BUSINESS PARK MAINTENANCE</u></b>			
4/14/2023	Banner Bank - RR	Fuel	11363 50.12
4/14/2023	Coleman Oil Company	Fuel	11376 320.96
4/14/2023	Stan's Merry Mart	Maintenance Supplies	11415 198.88
	<b>Net Business Park Maintenance</b>		<b>569.96</b>

<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>			
4/14/2023	Amazon Capital Services	Office Supplies	11356 157.07
4/14/2023	Banner Bank - DE	Meals; Olympia Meeting	11360 36.96
4/14/2023	Banner Bank - JK	Registration, Lodging/Travel/Meals; Washington DC	11361 5,110.21
4/14/2023	Banner Bank - PE	Registration/Lodging/Travel/Meals; Board Mtg Lunch	11362 4,890.77
4/14/2023	Banner Bank - RR	Subscription/Software	11363 119.12
4/14/2023	Banner Bank - SD	Meals; Malaga Water Meeting	11364 32.00
4/14/2023	Banner Bank - TC	Subscription/Software/Registration	11365 418.80
4/14/2023	Cascade Quality Water	Bottled Water - Office	11370 10.04
4/14/2023	Craig Larsen	Subscription, Mileage	11426 185.91
4/14/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	11383 8,500.00
4/14/2023	Firefly	Hardware Repair	11387 118.84
4/14/2023	Kelley Connect	Office Supplies	11395 161.32
4/14/2023	Local Tel Communications	Mitel Support Renewal	11398 682.11
4/14/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	11399 6,000.00
4/14/2023	Monica Lough	Office Supplies	11403 54.95
4/14/2023	Stacie de Mestre	Mileage	11414 144.76
4/14/2023	Xerox Corporation	Copier Maintenance	11423 427.45
	<b>Net Administrative &amp; General</b>		<b>\$27,050.31</b>

<b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b>			
4/14/2023	Cashmere Chamber of Commerce	Marketing	11371 195.00
4/14/2023	GIS Planning, Inc.	Annual CBA License Renewal	11390 1,250.00
4/14/2023	Rafael Martinez	Logo Wear	11412 250.00
4/14/2023	Todd R. Flaget	Logo Wear	11417 400.00
4/14/2023	Wenatchee Convention Center	Economic Dev. Roundtable	11421 7,624.30
4/14/2023	Wenatchee Valley Chamber of Commerce	Community Trends Project	11422 7,325.00
	<b>Net Business Development &amp; Marketing</b>		<b>\$17,044.30</b>

<b><u>CAPITAL PROJECTS</u></b>			
4/14/2023	Avidex	CTC Audio System Upgrade	11425 46,291.79
4/14/2023	Banner Bank - SD	ALS - Direct Costs	11364 938.35
4/14/2023	Banner Bank - TD	CTC Audio System Upgrade	11366 2,424.05
4/14/2023	Design West Architects	Trades District Project	11379 50,625.00
4/14/2023	Douglas County Sewer District No. 1	Apron Project/De-Ice Review	11382 574.00
4/14/2023	Maul Foster Alongi, Inc.	EPA Brownfields Coalition Grant	11401 32,950.00
4/14/2023	Otis Elevator Company	CTC Restoration - Repaired Elevator Door	11407 1,195.70
			<b>134,998.89</b>

**362,343.93**

VOID: 11358, 11377



**Chelan Douglas Regional Port Authority  
Check Register  
2023-17**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval April 28, 2023, checks 11427 - 11428 and electronic payments in the amount of:

\$ 282,148.07

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>Payroll</u>				
04/28/23	Amador Lopez, Lorena	April 2023 Payroll	EFT	3,625.58
04/28/23	Asplund, Randy L	April 2023 Payroll	EFT	355.55
04/28/23	Baldwin, Janet L	April 2023 Payroll	EFT	1,432.68
04/28/23	Beidler, Camryn N	April 2023 Payroll	EFT	3,161.17
04/28/23	Blake, Kenny R	April 2023 Payroll	EFT	73.88
04/28/23	Burdick-Avis, Julie A	April 2023 Payroll	EFT	3,367.50
04/28/23	Camarillo-Reyes, Laura	April 2023 Payroll	EFT	3,444.26
04/28/23	Chatriand, Bobbie J	April 2023 Payroll	EFT	3,698.48
04/28/23	Day, Skylar	April 2023 Payroll	EFT	3,027.15
04/28/23	de Mestre, Stacie C	April 2023 Payroll	EFT	6,621.34
04/28/23	Deenik, Sarah K	April 2023 Payroll	EFT	5,711.14
04/28/23	Degnan, Tricia E	April 2023 Payroll	EFT	5,148.28
04/28/23	DeRock, Richard A	April 2023 Payroll	EFT	1,347.38
04/28/23	Etherington, Donn	April 2023 Payroll	EFT	1,633.00
04/28/23	Fancher, Ryan W	April 2023 Payroll	EFT	4,893.47
04/28/23	Flaget, Todd R	April 2023 Payroll	EFT	4,555.45
04/28/23	Goodrich, Colby A	April 2023 Payroll	EFT	4,770.13
04/28/23	Huffman, James D	April 2023 Payroll	EFT	1,197.39
04/28/23	Kern, Dana	April 2023 Payroll	EFT	2,961.90
04/28/23	Kuntz, James M	April 2023 Payroll	EFT	12,606.87
04/28/23	Lamb, Kenneth R	April 2023 Payroll	EFT	4,218.16
04/28/23	Lamb, Shane C	April 2023 Payroll	EFT	4,469.35
04/28/23	Lammert, Emily B	April 2023 Payroll	EFT	1,831.42
04/28/23	Larsen, Craig N	April 2023 Payroll	EFT	6,698.54
04/28/23	Loebsack, W Alan	April 2023 Payroll	EFT	1,527.80
04/28/23	Lough, Monica D	April 2023 Payroll	EFT	8,374.10
04/28/23	Martin, Kole R	April 2023 Payroll	EFT	2,228.21
04/28/23	Martinez, Rafael	April 2023 Payroll	EFT	3,286.37
04/28/23	Moyers, Trent D	April 2023 Payroll	EFT	8,438.96

04/28/23	Orr, Marcus J	April 2023 Payroll	EFT	4,363.51
04/28/23	Rumburg, Concetta A	April 2023 Payroll	EFT	1,379.87
04/28/23	Russ, Ronald R	April 2023 Payroll	EFT	6,686.30
04/28/23	Russell, Justin L	April 2023 Payroll	EFT	3,996.43
04/28/23	Smith, Charles B	April 2023 Payroll	EFT	3,548.21
04/28/23	Spurgeon, Mark M	April 2023 Payroll	EFT	914.93
04/28/23	Vargas-Mata, Manuel A	April 2023 Payroll	EFT	4,246.83
04/28/23	Warren, Kole A	April 2023 Payroll	EFT	2,937.31
04/28/23	HRA VEBA Trust	April VEBA	EFT	1,750.00
04/28/23	Bobbie Chatriand	April Sunshine Fund	11427	125.00
04/28/23	Health Care Authority	May Insurance	11428	49,311.99
04/28/23	Department of Retirement Systems	April Retirement	ACH	37,711.84
04/28/23	US Treasury	April Payroll Taxes	EFTPS	50,470.34
	<b>Net Payroll</b>			<b><u>282,148.07</u></b>



**Chelan Douglas Regional Port Authority  
Check Register  
2023-18**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval April 28, 2023 checks 11429 - 11494 in the amount of **\$1,399,849.81**

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
4/28/2023	Local Tel Communications	Fire Alarm Service	11468	75.96
	<b>Net Cashmere Mill District</b>			<b><u>75.96</u></b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
4/28/2023	Cascade Natural Gas	Utilities	11434	13.78
4/28/2023	Chelan County PUD	Utilities	11435	202.04
4/28/2023	Crown Paper & Janitorial Supply	Janitorial Supplies	11441	488.23
4/28/2023	Dept. of Fish & Wildlife	Customer Refund	11445	517.22
4/28/2023	Express Services, Inc.	Admin Assistant	11453	105.04
4/28/2023	Firefly	Managed Services	11454	3,312.90
4/28/2023	Home Depot Pro	Maintenance Supplies	11459	14.05
4/28/2023	Keyhole Security Inc.	Maintenance Supplies	11465	32.56
4/28/2023	Local Tel Communications	Fire Suppression/Telephone	11468	558.43
4/28/2023	Lowe's	Landscaping/Maintenance Supplies	11469	124.39
4/28/2023	S & W Irrigation Supply	Irrigation Supplies	11481	122.69
4/28/2023	Stoneway Electric Supply	Maintenance Supplies	11485	265.93
4/28/2023	Weinstein Beverage Co.	Coffee Supplies	11491	200.70
	<b>Net Confluence Technology Center</b>			<b><u>5,957.96</u></b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
4/28/2023	Cascade Natural Gas	Utilities	11434	372.27
4/28/2023	Inland Fire Protection, Inc.	Annual Inspections	11460	3,244.27
4/28/2023	Local Tel Communications	Utilities	11468	383.89
	<b>Net Downtown Wenatchee South</b>			<b><u>4,000.43</u></b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
4/28/2023	Cascade Natural Gas	Utilities	11434	13.78
4/28/2023	Chelan County PUD	Utilities	11435	573.78
4/28/2023	Home Depot Pro	Maintenance Supplies	11459	21.65
4/28/2023	Local Tel Communications	Alarm Systems	11468	1,113.12
4/28/2023	S & W Irrigation Supply	Irrigation Supplies	11481	54.06
4/28/2023	Stemilt World Famous Compost	Landscaping	11484	180.00
	<b>Net Olds Station Business Park</b>			<b><u>1,956.39</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-18**

**PANGBORN AIRPORT**

4/28/2023	Ag Supply Co.	Propane, Maintenance Supplies	11429	203.88
4/28/2023	East Wenatchee Water District	Water	11449	431.00
4/28/2023	Firefly	Managed Services	11454	3,000.30
4/28/2023	Home Depot Pro	Maintenance Supplies	11459	889.08
4/28/2023	Jerry's Auto Supply	Vehicle/Equipment Maintenance	11463	272.81
4/28/2023	Les Schwab Tire Center	Maintenance	11467	38.97
4/28/2023	Local Tel Communications	Phone/Internet/Cable	11468	516.74
4/28/2023	Lowe's	Maintenance Supplies	11469	625.16
4/28/2023	Moon Security Services, Inc	Security Expenses	11472	47.65
4/28/2023	North Cascades Heating & A/C, Inc	Maintenance Repairs	11473	1,518.37
4/28/2023	Ogden Murphy Wallace, PLLC	Legal Fees	11475	310.00
4/28/2023	RACOM Corporation	Vehicle/Equipment Maintenance	11476	1,989.45
4/28/2023	S & W Irrigation Supply	Irrigation Supplies	11481	380.62
4/28/2023	Trent Moyers	Testify; Washington DC	11486	685.00
4/28/2023	Valley Tractor & Rentals, Inc.	Equipment Maintenance	11488	90.09
4/28/2023	Virtower LLC	VirTower Tracking Software	11489	400.00
	<b>Net Pangborn Airport</b>			<b>11,399.12</b>

**PANGBORN FBO**

4/28/2023	Ag Supply Co.	Equipment Repairs	11429	5.14
4/28/2023	Avfuel Corp	Jet A Fuel	11433	33,481.21
4/28/2023	Cintas Corporation	Uniforms	11437	97.88
4/28/2023	Colby Goodrich	Travel for Training Course	11439	691.70
4/28/2023	Local Tel Communications	Utilities	11468	247.10
	<b>Net Pangborn FBO</b>			<b>34,523.03</b>

**PANGBORN BUSINESS PARK**

4/28/2023	East Wenatchee Water District	Water	11449	439.40
4/28/2023	Harvest Valley Pest Control, Inc.	Pest Control	11457	128.00
4/28/2023	Local Tel Communications	Fire Alarm Service	11468	37.74
4/28/2023	S & W Irrigation Supply	Irrigation Supplies	11481	1,699.45
	<b>Net Pangborn Business Park</b>			<b>\$2,304.59</b>

**RPA OFFICE/AVIATION CENTER**

4/28/2023	Cascade Natural Gas	Utilities	11434	1,907.73
4/28/2023	East Wenatchee Water District	Water	11449	202.00
	<b>Net RPA Office/Aviation Center</b>			<b>2,109.73</b>

**MANSFIELD AIRPORT**

4/28/2023	Virtower LLC	VirTower Tracking Software	11489	400.00
	<b>Net Mansfield Airport</b>			<b>\$400.00</b>

**BUSINESS PARK MAINTENANCE**

4/28/2023	Coleman Oil Company	Fuel	11440	376.36
4/28/2023	Employment Security Department	Benefit Charges - K. Martin	11452	466.26
	<b>Net Business Park Maintenance</b>			<b>842.62</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-18**

<b><u>WATERVILLE AIRPORT</u></b>			
4/28/2023	Douglas County PUD	Utilities	11448 46.00
4/28/2023	Virtower LLC	VirTower Tracking Software	11489 400.00
	<b>Net Waterville Airport</b>		<b><u>446.00</u></b>
<b><u>LAKE CHELAN AIRPORT</u></b>			
4/28/2023	Virtower LLC	VirTower Tracking Software	11489 400.00
	<b>Net Lake Chelan Airport</b>		<b><u>400.00</u></b>
<b><u>ORONDO RIVER PARK</u></b>			
4/28/2023	Apple Valley Pumping Inc.	Maintenance	11432 1,462.05
4/28/2023	Douglas County PUD	Utilities	11448 57.00
4/28/2023	Home Depot Pro	Maintenance Supplies	11459 489.20
4/28/2023	Local Tel Communications	Internet	11468 65.90
4/28/2023	Tumwater Drilling and Pump, Inc.	Maintenance Repairs	11487 151.48
	<b>Net Orondo River Park</b>		<b><u>\$2,225.63</u></b>
<b><u>MALAGA PROPERTIES</u></b>			
4/28/2023	Chelan County PUD	Utilities	11435 57.59
	<b>Net Malaga Property</b>		<b><u>\$57.59</u></b>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>			
4/28/2023	Alan Loeb sack	Mileage	11430 204.88
4/28/2023	Amazon Capital Services	Office Supplies	11431 265.67
4/28/2023	Davis Arneil Law Firm, LLP	Legal Services	11442 7,440.00
4/28/2023	Department of Retirement Systems	Annual OASI Fee	11444 25.00
4/28/2023	Donn Etherington	Mileage	11447 62.75
4/28/2023	Emily B. Lammert	Mileage	11450 84.50
4/28/2023	Firefly	Managed Services/Computer	11454 6,626.12
4/28/2023	Haglund's Trophies	Name Badges	11456 22.72
4/28/2023	J. C. Baldwin	Mileage	11462 67.47
4/28/2023	K&L Gates LLP	Legal Services	11464 9,344.00
4/28/2023	Laura Camarillo Reyes	Mileage	11494 38.90
4/28/2023	Local Tel Communications	Telephone	11468 908.78
4/28/2023	Mark M Spurgeon	Mileage	11470 62.03
4/28/2023	Monica Lough	Dues/Mileage	11471 355.68
4/28/2023	ODP Business Solutions, LLC	Office Supplies	11474 209.82
4/28/2023	Ogden Murphy Wallace, PLLC	Lease/Letters of Intent	11475 4,840.50
4/28/2023	Ogden Murphy Wallace, PLLC	Legal Services	11475 2,166.00
4/28/2023	Ryan Fancher	Mileage	11480 52.40
4/28/2023	Stacie de Mestre	Mileage	11483 271.83
	<b>Net Administrative &amp; General</b>		<b><u>\$33,049.05</u></b>
<b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b>			
4/28/2023	Claridge Media	Chamber Relocation Guide Ad	11438 190.00
4/28/2023	Davis Arneil Law Firm, LLP	Public Records Requests	11442 2,387.00
4/28/2023	Washington State University	SBDC Funding	11490 15,000.00
	<b>Net Business Development &amp; Marketing</b>		<b><u>17,577.00</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-18**

**CAPITAL PROJECTS**

4/28/2023	Christopher Lytle	Nonresidential Relocation Assistance	11436	724.61
4/28/2023	Debby Thompson	CTC VCC Camera System Upgrade	11443	97.80
4/28/2023	DOH Associates	CTC Shell Restoration	11446	7,463.98
4/28/2023	Empire Well Drilling LLC	Malaga Test Well	11451	37,446.25
4/28/2023	Greater Wenatchee Irrigation Dist.	PMA GWID Annexation	11455	728.07
4/28/2023	J-U-B Engineers, Inc.	Equipment - Weed Sprayer	11458	7,461.58
4/28/2023	J-U-B Engineers, Inc.	GA Terminal IFE	11461	2,750.00
4/28/2023	Ogden Murphy Wallace, PLLC	Waterville Runway Lighting System	11461	15,442.07
4/28/2023	Ogden Murphy Wallace, PLLC	Trades District	11475	3,565.00
4/28/2023	Ogden Murphy Wallace, PLLC	Malaga	11475	930.00
4/28/2023	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	11475	3,071.50
4/28/2023	Ogden Murphy Wallace, PLLC	Malaga Cooling Water Agreement	11475	930.00
4/28/2023	Ogden Murphy Wallace, PLLC	Santa Cruz Farm, LLC Property Purchase	11475	217.00
4/28/2023	Ogden Murphy Wallace, PLLC	Adcock Property Purchase	11475	1,646.50
4/28/2023	Ogden Murphy Wallace, PLLC	Kemah Management Property Purchase	11475	372.00
4/28/2023	Ogden Murphy Wallace, PLLC	Malaga Springs Property	11475	2,497.00
4/28/2023	Ogden Murphy Wallace, PLLC	Quilter Properties Purchase	11475	248.00
4/28/2023	Ogden Murphy Wallace, PLLC	Shaffer Lease Co Property Purchase	11475	341.00
4/28/2023	RH2 Engineering, Inc.	Local Water System Improvements to LOJO	11477	58,508.50
4/28/2023	RH2 Engineering, Inc.	Cooling Water Disposal Evaluation	11477	3,308.96
4/28/2023	RH2 Engineering, Inc.	Adcock Property	11477	826.87
4/28/2023	RH2 Engineering, Inc.	Kemah Management Property	11477	1,131.55
4/28/2023	RH2 Engineering, Inc.	Quilter Properties Purchase	11477	2,233.12
4/28/2023	RH2 Engineering, Inc.	Schoenwald Property	11477	826.87
4/28/2023	RH2 Engineering, Inc.	Schaffer Property	11477	2,109.56
4/28/2023	Ricoh USA, Inc	Ricoh IMC6000 Copier/Printer	11478	13,671.20
4/28/2023	Rudnick & Sons LLC	IB #4 Irrigation Repairs	11479	15,976.82
4/28/2023	Selland Construction, Inc	Pangborn Taxiway A Realignment	11482	1,097,257.59
4/28/2023	Wells and Wade Mechanical	Malaga Trailer Fees	11492	422.07
4/28/2023	Wenatchee World	Taxiway B - Public Notice	11493	319.24
	<b>Net Capital Projects</b>			<b>\$1,282,524.71</b>

**TOTAL**

**\$1,399,849.81**

**VOID: 11466**

**Chelan Douglas Regional Port Authority  
Check Register  
2023-19**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval April 28, 2023 check 11495 in the amount of \$ 82,326.00

Jim Kuntz, Chief Executive Officer 

Monica Lough, Director of Finance & Admin 

Date Issued	Claimant	Purpose	Check Number	Amount
	<b>DEPT. OF COMMERCE PASS-THRU GRANT</b>			
04/28/2023	Tall Timber Ranch	Statewide Disaster Relief Grant	11495	82,326.00
	<b>Net Dept. of Commerce Pass-Thru Grant</b>			<b><u>82,326.00</u></b>
	<b>TOTAL</b>			<b><u><u>82,326.00</u></u></b>



Port of Chelan County  
Check Register Log  
2023 - April

Date Issued	Register #	Reason	First #	Last #	Amount
4/19/2023	2023-04	Earnest Money - Malaga Springs, LLC	5143	5143	\$ 25,000.00

One Transaction for approval May 23, 2023 total:

\$25,000.00

Voided checks: None

We, the undersigned Commissioners of Port of Chelan County, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the Warrant listed above is approved for payment.

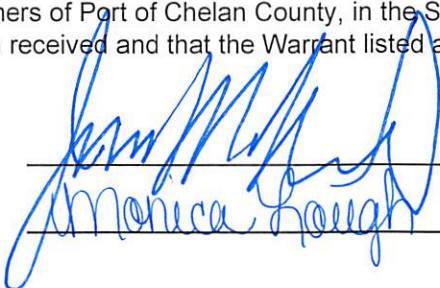
Executive Director

Dir. of Finance & Admin.

Commissioner Etherington

Commissioner DeRock

Commissioner Baldwin



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Port of Chelan County  
Check Register  
2023-04

We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval April 19, 2023 - Check 5143 in the amount of \$ 25,000.00

Jim Kuntz, Executive Director

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check #</u>	<u>Amount</u>
4/19/2023	CW Title and Escrow	Earnest Money - Malaga Springs, LLC	5143	\$ 25,000.00

Voided Checks: None



# Memo

**To:** Board of Directors

**From:** Stacie de Mestre

**Date:** May 18, 2023

**Re:** Authorization to Award and Establish an Overall Project Budget – Taxiway B Extension and Executive Hangar Site Project

---

On May 16, 2023 two bids were received for the Taxiway B Extension and Executive Hangar Site Project. Please see attached for a memo from Ardurra summarizing the bids received and their recommendation of award.

**Note:**

Bid Schedule A = AIP items inside the fence  
Bid Schedule B = AIP items outside the fence  
Bid Schedule C = Non-AIP items  
Bid Alternate 1 = Paved shoulders in lieu of millings.

Staff is proposing the following total project budget be established:

A&E Fees	\$ 592,000
Selland Contract	\$3,143,189
Permit/Connect Fees	<u>\$ 55,000</u>
Subtotal	\$3,790,189
10% Contingency	\$ 379,018
Total Project Budget	<u>\$4,169,207</u>

**Staff is seeking Board approval to:**

- **Accept the Engineer's recommendation that Selland Construction, Inc. is the apparent low bidder for the Taxiway B Extension and Executive Hangar Site Project, in the amount of \$3,143,188.56, including Washington State Sales Tax.**
- **To authorize the CEO to award and sign the contract with Selland Construction, Inc., in the amount of \$3,143,188.56 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contract documents.**
- **Establish an overall project budget for the Taxiway B Extension and Executive Hangar Site Project in the amount not to exceed \$4,169,207.**



May 18, 2023

Stacie de Mestre, Director of Economic Development and Capital Projects  
Chelan Douglas Regional Port Authority  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802-9233

**SUBJECT: Recommendation of Award  
Pangborn Memorial Airport – Taxiway B Extension and Executive Hangar  
Site Project  
AIP No. 3-53-0084-051-2023**

Dear Stacie:

Sealed bids for the Taxiway B Extension and Executive Hangar Site project were received and publicly opened at 11:30 am on Tuesday, May 16, 2023, as specified in the contract documents. Two (2) bids were received. We have completed a review of both bids. A detailed bid tabulation is enclosed for your review.

The table below identifies the total for the items of Bid Schedule A and B, including tax, as this is the basis of award:

<b>Contractor</b>	<b>Bid Schedule A + B, Including Tax</b>
Selland Construction, Inc.	\$2,663,135.81
Hurst Construction, LLC	\$2,943,758.42
Engineer's Estimate	\$3,072,557.64



The apparent low bidder is Selland Construction, Inc. Two technicalities were found in Selland's bid during our review: Rounding errors were found with the tax on both Bid Schedules A and C to the difference of \$0.01 on each. Corrected values are included in the table above and in the attached bid tabulation.

Per the Instructions to Bidders Article 22, the successful bidder is the responsive bidder who submits the low bid for the sum of the FAA AIP-eligible work. In our opinion, the technicalities above do not constitute an irregular bid proposal. Selland Construction, Inc. is a licensed contractor with the Washington State Dept of Labor & Industries (WA UBI No. 048-006-249).

The bid also included non-AIP eligible work included in Bid Schedule C and Selland Construction, Inc. provided a bid of \$301,357.75 for this portion of the work. Based on our evaluation, we recommend awarding the project to Selland Construction, Inc; in the amount of \$3,143,188.56 including tax, for Schedules A, B, and C, including the Bid Alternate. The award is contingent on FAA concurrence with the recommendation of award and is dependent on available funding.

If you have any questions regarding the bid, bid results, or award process, please do not hesitate to contact us.

Sincerely,

Steven Hutchinson  
Environmental Planner

cc: Jacob Hamilton, FAA  
Trent Moyers, Chelan Douglas Regional Port Authority

Encl: Bid Tabulation (5 Pages)

## BID TABULATION

### Pangborn Memorial Airport Taxiway B Extension and Executive Hangar Site

FAA AIP No. 3-53-0084-051-2023  
Ardurra Project No. 220095, Task Order 22-08  
Bids Opened May 16, 2023 - 11:30 AM  
at Executive Flight - East Wenatchee, WA

ITEM	Selland Construction Inc. Wenatchee, WA	Hurst Construction LLC Wenatchee, WA	Engineer's Estimate Ardurra Spokane, WA
Bid Schedule A - AIP	\$1,214,655.00	\$1,245,670.00	\$1,518,200.00
Bid Schedule A Washington State Sales Tax (8.3%)	\$100,816.37	\$103,390.61	\$126,010.60
<b>Total Bid Schedule A + WSST</b>	<b>\$1,315,471.37</b>	<b>\$1,349,060.61</b>	<b>\$1,644,210.60</b>
Bid Schedule B - AIP	\$1,244,380.83	\$1,472,481.82	\$1,318,880.00
Bid Schedule B WSST (8.3%)	\$103,283.61	\$122,215.99	\$109,467.04
<b>Bid Schedule B + WSST</b>	<b>\$1,347,664.44</b>	<b>\$1,594,697.81</b>	<b>\$1,428,347.04</b>
<b>Basis of Award: AIP Eligible (Schedule A + Schedule B + Tax)</b>	<b>\$2,663,135.81</b>	<b>\$2,943,758.42</b>	<b>\$3,072,557.64</b>
Bid Schedule C - Non-AIP, not including Bid Alternate(s)	\$278,262.00	\$349,049.00	\$456,555.00
Bid Schedule C WSST (8.3%)	\$23,095.75	\$28,971.07	\$37,894.07
<b>Total Bid Schedule C + WSST</b>	<b>\$301,357.75</b>	<b>\$378,020.07</b>	<b>\$494,449.07</b>
<b>Total Bid: AIP + NON-AIP Eligible (Schedule A + B + C + Tax)</b>	<b>\$2,964,493.56</b>	<b>\$3,321,778.49</b>	<b>\$3,567,006.71</b>
Bidder's Checklist (filled, signed, dated)	✓	✓	
Bid Proposal Form	✓	✓	
Bid Schedule A	✓	✓	
Bid Schedule B	✓	✓	
Bid Schedule C	✓	✓	
Addendum No. 1 Acknowledged	✓	✓	Yes
Addendum No. 2 Acknowledged	✓	✓	Yes
Addendum No. 3 Acknowledged	N/A	N/A	
Designation of Subcontractors	✓	✓	
Non-Collusion Affidavit	✓	✓	
Joint Venture Statement	N/A	N/A	
Disadvantaged Business Enterprise Utilization	✓	✓	
Bidder has met DBE Contract Goal	✓	✓	
Bidder has not met DBE Contract Goal			
Letter of Intent	✓	✓	
Certificate of Buy American Compliance for Manufactured Products	✓	✓	
Certification of Nonsegregated Facilities	✓	✓	
Certification of Offerer/Bidder Regarding Tax Delinquency and Felony Convictions	✓	✓	
Certification of Compliance with Wage Payment Statutes	✓	✓	
Bidders List Information	✓	✓	
Bid Security (Bid Bond)	✓	✓	
Qualification of Bidder Information	✓	✓	
<b>Responsive</b>	✓	✓	

Note: Items highlighted in green represent corrected amounts based on a review of bids.

Disclaimer: Bid tabulation is considered preliminary and subject to change until CDRPA awards a contract to the low, responsive bidder.

Prepared by: Steven Hutchinson

Date: 05/17/23

BID TABULATION  
Pangborn Memorial Airport  
Taxiway B Extension and Executive Hangar Site  
FAA AIP No. 3-53-0084-051-2023  
Bids Opened May 16, 2023 - 11:30 AM  
Bid Schedule A - AIP

Item	Description	Spec Section	Estimated Quantity	Unit Measure	Selland Construction Inc. Wenatchee, WA		Hurst Construction LLC Wenatchee, WA		Engineer's Estimate	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>A-1</b>	<b>General Construction</b>									
A	Mobilization (10% Max)	C-105	1	L.S.	\$100,000.00	\$100,000.00	\$90,000.00	\$90,000.00	\$130,000.00	\$130,000.00
B	Safety Compliance	13513	1	L.S.	\$7,500.00	\$7,500.00	\$18,500.00	\$18,500.00	\$15,000.00	\$15,000.00
C	Contractor Survey	17123	1	L.S.	\$70,000.00	\$70,000.00	\$40,000.00	\$40,000.00	\$15,000.00	\$15,000.00
D	Contractor Quality Control Program (CQCP)	C-100	1	L.S.	\$35,000.00	\$35,000.00	\$33,000.00	\$33,000.00	\$15,000.00	\$15,000.00
<b>A-2</b>	<b>Sitework</b>									
A	Pavement Removal	P-101	100	S.Y.	\$62.00	\$6,200.00	\$19.00	\$1,900.00	\$10.00	\$1,000.00
B	Cold Milling 1" to 3" Thick	P-101	13,500	S.Y.	\$4.50	\$60,750.00	\$2.55	\$34,425.00	\$14.00	\$189,000.00
C	Removal of Pipe and Other Buried Structures	P-101	1	L.S.	\$15,000.00	\$15,000.00	\$28,000.00	\$28,000.00	\$10,000.00	\$10,000.00
D	Place and Compact Millings, Service Road	P-101	2,000	S.Y.	\$6.50	\$13,000.00	\$6.50	\$13,000.00	\$15.00	\$30,000.00
E	Place and Compact Millings, Taxiway Shoulder	P-101	4,000	S.Y.	\$5.00	\$20,000.00	\$6.50	\$26,000.00	\$15.00	\$60,000.00
F	Unclassified Excavation	P-152	4,000	C.Y.	\$12.50	\$50,000.00	\$9.00	\$36,000.00	\$15.00	\$60,000.00
G	Recycled Aggregate Subbase Course	P-154	1,350	C.Y.	\$65.00	\$87,750.00	\$40.00	\$54,000.00	\$70.00	\$94,500.00
H	Aggregate Subbase Course	P-154	250	C.Y.	\$75.00	\$18,750.00	\$90.00	\$22,500.00	\$70.00	\$17,500.00
<b>A-3</b>	<b>Base Courses</b>									
A	Crushed Aggregate Base Course	P-209	1,500	C.Y.	\$100.00	\$150,000.00	\$115.00	\$172,500.00	\$80.00	\$120,000.00
<b>A-4</b>	<b>Flexible Pavements</b>									
A	Hot Mix Asphalt for Taxiway	P-401	1,200	Tons	\$165.00	\$198,000.00	\$216.00	\$259,200.00	\$140.00	\$168,000.00
<b>A-5</b>	<b>Miscellaneous</b>									
A	Runway and Taxiway Marking	P-620	2,200	S.F.	\$2.25	\$4,950.00	\$5.00	\$11,000.00	\$5.00	\$11,000.00
<b>A-6</b>	<b>Fencing</b>									
A	Chain-Link Fence	F-162	1,900	L.F.	\$48.00	\$91,200.00	\$53.00	\$100,700.00	\$100.00	\$190,000.00
B	Vehicle Gate, Sliding	F-162	1	EA.	\$56,750.00	\$56,750.00	\$65,000.00	\$65,000.00	\$75,000.00	\$75,000.00
C	Remove and Relocate Swing Gate	F-162	1	EA.	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$1,000.00	\$1,000.00
<b>A-7</b>	<b>Drainage</b>									
A	Storm Sewer Pipe, 12-inch Diam. DI Class 50	D-701	800	L.F.	\$100.00	\$80,000.00	\$110.00	\$88,000.00	\$125.00	\$100,000.00
B	Storm Sewer Pipe, 18-inch Diam. CPEP Type S	D-701	400	L.F.	\$80.00	\$32,000.00	\$103.00	\$41,200.00	\$150.00	\$60,000.00
C	Flared End Section	D-701	1	EA.	\$2,000.00	\$2,000.00	\$1,800.00	\$1,800.00	\$500.00	\$500.00
D	Underdrain Pipe, 6-inch Diam. Corrugated HDPE, Type SP Perforated	D-705	1,600	L.F.	\$28.00	\$44,800.00	\$24.00	\$38,400.00	\$20.00	\$32,000.00
E	Underdrain Pipe, 6-inch Diam. Corrugated HDPE, Type S Solid	D-705	85	L.F.	\$33.00	\$2,805.00	\$17.00	\$1,445.00	\$20.00	\$1,700.00
F	Connection to Existing Drainage Structure	D-751	2	EA.	\$1,400.00	\$2,800.00	\$1,900.00	\$3,800.00	\$2,500.00	\$5,000.00
G	Plugging Existing Pipe	D-751	2	EA.	\$625.00	\$1,250.00	\$1,300.00	\$2,600.00	\$1,500.00	\$3,000.00
H	Catch Basin, WSDOT Type 1	D-751	5	EA.	\$2,100.00	\$10,500.00	\$2,000.00	\$10,000.00	\$5,500.00	\$27,500.00
I	Catch Basin, WSDOT Type 2, 60-inch Diam.	D-751	1	EA.	\$7,250.00	\$7,250.00	\$2,200.00	\$2,200.00	\$6,000.00	\$6,000.00
J	Manhole, WSDOT Type 3, 48-inch Diam.	D-751	2	EA.	\$4,750.00	\$9,500.00	\$6,500.00	\$13,000.00	\$7,500.00	\$15,000.00
<b>A-8</b>	<b>Turfing</b>									
A	Seeding, Mulching, and Fertilizer	T-901	6.0	Acre	\$3,800.00	\$22,800.00	\$4,100.00	\$24,600.00	\$10,000.00	\$60,000.00
<b>A-9</b>	<b>Lighting Installation</b>									
A	Taxiway Reflector	L-125	25	EA.	\$220.00	\$5,500.00	\$220.00	\$5,500.00	\$200.00	\$5,000.00
B	Taxiway Ending Marker	L-125	1	EA.	\$3,600.00	\$3,600.00	\$1,900.00	\$1,900.00	\$500.00	\$500.00
					<b>Subtotal, Bid Schedule A</b>		<b>\$1,214,655.00</b>	<b>\$1,245,670.00</b>		<b>\$1,518,200.00</b>
					WSST (8.3%)		\$100,816.37	\$103,390.61		\$126,010.60
					<b>TOTAL, BID SCHEDULE A</b>		<b>\$1,315,471.37</b>	<b>\$1,349,060.61</b>		<b>\$1,644,210.60</b>

**BID TABULATION**

Pangborn Memorial Airport

Taxiway B Extension and Executive Hangar Site

FAA AIP No. 3-53-0084-051-2023

Bids Opened May 16, 2023 - 11:30 AM

Bid Schedule B - AIP

Item	Description	Spec Section	Estimated Quantity	Unit Measure	Selland Construction Inc. Wenatchee, WA		Hurst Construction LLC Wenatchee, WA		Engineer's Estimate	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>B-1</b>	<b>General Construction - Preparation</b>									
<b>A</b>	<b>Mobilization (10% Max)</b>	C-105	1	L.S.	\$73,250.00	\$73,250.00	\$89,566.82	\$89,566.82	\$100,000.00	\$100,000.00
<b>B-2</b>	<b>Utility Work - Drainage</b>									
<b>A</b>	<b>Class V Reinforced Concrete Culvert Pipe, 12 IN.</b>	7-04.5	44	L.F.	\$90.00	\$3,960.00	\$350.00	\$15,400.00	\$125.00	\$5,500.00
<b>B</b>	<b>Corrugated Polyethylene Pipe, 12 IN.</b>	7-04.5	240	L.F.	\$52.00	\$12,480.00	\$100.00	\$24,000.00	\$100.00	\$24,000.00
<b>C</b>	<b>Corrugated Polyethylene Pipe, 24 IN.</b>	7-04.5	210	L.F.	\$105.00	\$22,050.00	\$200.00	\$42,000.00	\$120.00	\$25,200.00
<b>D</b>	<b>Class III Reinforced Concrete Culvert Pipe, 24 IN.</b>	7-04.5	20	L.F.	\$255.00	\$5,100.00	\$400.00	\$8,000.00	\$200.00	\$4,000.00
<b>E</b>	<b>Grate Inlet, Type 2</b>	7-05.5	2	EA.	\$5,000.00	\$10,000.00	\$5,800.00	\$11,600.00	\$3,300.00	\$6,600.00
<b>F</b>	<b>Catch Basin, Type 2, 60 IN.</b>	7-05.5	3	EA.	\$7,300.00	\$21,900.00	\$2,200.00	\$6,600.00	\$6,000.00	\$18,000.00
<b>G</b>	<b>Connection to Existing Drainage Structure</b>	7-05.5	1	EA.	\$1,500.00	\$1,500.00	\$1,900.00	\$1,900.00	\$2,500.00	\$2,500.00
<b>H</b>	<b>Quarry Spalls</b>	8-15.5	100	TN	\$80.00	\$8,000.00	\$56.00	\$5,600.00	\$55.00	\$5,500.00
<b>B-3</b>	<b>Utility Work - Water</b>									
<b>A</b>	<b>Ductile Iron Pipe for Watermain, 12 IN.</b>	7-09.5	1,577	L.F.	\$112.00	\$176,624.00	\$111.00	\$175,047.00	\$150.00	\$236,550.00
<b>B</b>	<b>HDPE Pipe for Watermain, 2 IN.</b>	7-09.5	572	L.F.	\$17.50	\$10,010.00	\$18.00	\$10,296.00	\$60.00	\$34,320.00
<b>C</b>	<b>Gate Valve 12 IN.</b>	7-12.5	2	EA.	\$7,000.00	\$14,000.00	\$13,000.00	\$26,000.00	\$5,000.00	\$10,000.00
<b>D</b>	<b>Connecting to Existing - Executive Flight</b>	7-09.5	1	L.S.	\$6,500.00	\$6,500.00	\$9,200.00	\$9,200.00	\$2,500.00	\$2,500.00
<b>E</b>	<b>Connecting to Existing - 8th Street SE</b>	7-09.5	1	L.S.	\$3,250.00	\$3,250.00	\$11,000.00	\$11,000.00	\$2,500.00	\$2,500.00
<b>F</b>	<b>Connecting to Existing - Campbell Parkway</b>	7-09.5	1	L.S.	\$6,500.00	\$6,500.00	\$11,000.00	\$11,000.00	\$2,500.00	\$2,500.00
<b>G</b>	<b>Pipe Bedding</b>	7-09.5	30	TN	\$20.00	\$600.00	\$80.00	\$2,400.00	\$55.00	\$1,650.00
<b>H</b>	<b>Shoring or Extra Trench Excavation</b>	7-09.5	1	L.S.	\$0.01	\$0.01	\$100.00	\$100.00	\$2,500.00	\$2,500.00
<b>B-4</b>	<b>Sitework - Surfacing/Paving</b>									
<b>A</b>	<b>Crushed Surfacing Base Course</b>	4-04.5	790	C.Y.	\$64.00	\$50,560.00	\$25.00	\$19,750.00	\$65.00	\$51,350.00
<b>B</b>	<b>Crushed Surfacing Top Course</b>	4-04.5	1,460	C.Y.	\$64.00	\$93,440.00	\$30.00	\$43,800.00	\$85.00	\$124,100.00
<b>C</b>	<b>Crushed Surfacing Salvage</b>	4-04.5	1,200	C.Y.	\$32.00	\$38,400.00	\$25.00	\$30,000.00	\$45.00	\$54,000.00
<b>D</b>	<b>Access Road HMA Class 3/8" PG 64H-28</b>	5-04.5	1,040	TON	\$165.00	\$171,600.00	\$166.00	\$172,640.00	\$140.00	\$145,600.00
<b>E</b>	<b>Commercial HMA</b>	5-04.5	5	TON	\$525.00	\$2,625.00	\$365.00	\$1,825.00	\$350.00	\$1,750.00
<b>B-5</b>	<b>Sitework - Grading</b>									
<b>A</b>	<b>Roadway - Cunclassified Excavation</b>	2-03.5	2,460	C.Y.	\$28.00	\$68,880.00	\$19.00	\$46,740.00	\$45.00	\$110,700.00
<b>B</b>	<b>Embankment Compaction</b>	2-03.5	780	C.Y.	\$0.01	\$7.80	\$6.40	\$4,992.00	\$5.00	\$3,900.00
<b>B-6</b>	<b>Miscellaneous - Erosion Control and Planting</b>									
<b>A</b>	<b>Erosion Control and Water Pollution Prevention</b>	8-01.5	1	L.S.	\$0.01	\$0.01	\$185.00	\$185.00	\$5,000.00	\$5,000.00
<b>B</b>	<b>Inlet Protection</b>	8-01.5	2	EA.	\$100.00	\$200.00	\$108.00	\$216.00	\$100.00	\$200.00
<b>C</b>	<b>Silt Fence</b>	8-01.5	1,840	L.F.	\$6.00	\$11,040.00	\$7.00	\$12,880.00	\$5.00	\$9,200.00
<b>D</b>	<b>Seeding and Fertilizing</b>	8-02.5	1.4	Acre	\$3,200.00	\$4,480.00	\$3,500.00	\$4,900.00	\$10,000.00	\$14,000.00
<b>B-7</b>	<b>Miscellaneous - Traffic</b>									
<b>A</b>	<b>Cement Conc. Traffic Curb and Gutter</b>	8-04.5	90	L.F.	\$60.00	\$5,400.00	\$138.00	\$12,420.00	\$35.00	\$3,150.00
<b>B</b>	<b>Painted Stop Line</b>	8-22.5	50	S.F.	\$11.00	\$550.00	\$30.00	\$1,500.00	\$9.00	\$450.00
<b>C</b>	<b>Illumination System</b>	8-20.5	1	L.S.	\$108,000.00	\$108,000.00	\$112,000.00	\$112,000.00	\$71,000.00	\$71,000.00
<b>D</b>	<b>Permantent Signing</b>	8-21.5	1	L.S.	\$2,500.00	\$2,500.00	\$700.00	\$700.00	\$1,000.00	\$1,000.00

**BID TABULATION**  
**Pangborn Memorial Airport**  
**Taxiway B Extension and Executive Hangar Site**  
**FAA AIP No. 3-53-0084-051-2023**  
**Bids Opened May 16, 2023 - 11:30 AM**  
**Bid Schedule B - AIP**

Item	Description	Spec Section	Estimated Quantity	Unit Measure	Selland Construction Inc. Wenatchee, WA		Hurst Construction LLC Wenatchee, WA		Engineer's Estimate	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>B-8</b>	<b>Miscellaneous</b>									
<b>A</b>	<b>Cement Conc. Sidewalk</b>	8-14.5	20	S.Y.	\$280.00	\$5,600.00	\$182.00	\$3,640.00	\$110.00	\$2,200.00
<b>B</b>	<b>Detectable Warning Surface</b>	8-14.6	10	S.F.	\$55.00	\$550.00	\$300.00	\$3,000.00	\$50.00	\$500.00
<b>C</b>	<b>Vinyl Coated Chain Link Fencing</b>	8-12.5	30	L.F.	\$200.00	\$6,000.00	\$220.00	\$6,600.00	\$65.00	\$1,950.00
<b>D</b>	<b>575 Vault Installation</b>	8-20.5	2	EA.	\$19,500.00	\$39,000.00	\$29,000.00	\$58,000.00	\$9,000.00	\$18,000.00
<b>E</b>	<b>Fiber Vault Installation</b>	8-20.5	1	EA.	\$6,500.00	\$6,500.00	\$11,000.00	\$11,000.00	\$7,500.00	\$7,500.00
<b>F</b>	<b>Connecting to Existing Vaults</b>	8-20.5	1	L.S.	\$6,000.00	\$6,000.00	\$600.00	\$600.00	\$3,000.00	\$3,000.00
<b>G</b>	<b>Conduit Pipe, 2 IN.</b>	8-20.5	5,420	L.F.	\$9.75	\$52,845.00	\$36.00	\$195,120.00	\$7.00	\$37,940.00
<b>H</b>	<b>Conduit Pipe, 3 IN.</b>	8-20.5	7,230	L.F.	\$13.50	\$97,605.00	\$24.00	\$173,520.00	\$10.00	\$72,300.00
<b>I</b>	<b>Primary Power Trench</b>	8-20.5	1,806	L.F.	\$29.00	\$52,374.00	\$24.00	\$43,344.00	\$20.00	\$36,120.00
<b>J</b>	<b>Cement Conc. Driveway Entrance, Type 1</b>	8-06.5	20	S.Y.	\$265.00	\$5,300.00	\$410.00	\$8,200.00	\$200.00	\$4,000.00
<b>K</b>	<b>Adjust Storm Structure</b>	7-05.5	1	EA.	\$700.00	\$700.00	\$700.00	\$700.00	\$650.00	\$650.00
<b>L</b>	<b>Retaining Wall</b>	6-13.5	100	S.F.	\$125.00	\$12,500.00	\$94.00	\$9,400.00	\$70.00	\$7,000.00
<b>M</b>	<b>Roadway Surveying</b>	1-05.4	1	L.S.	\$15,000.00	\$15,000.00	\$33,000.00	\$33,000.00	\$23,500.00	\$23,500.00
<b>N</b>	<b>Shoring or Extra Excavation, Class B</b>	2-09.5	1	L.S.	\$0.01	\$0.01	\$100.00	\$100.00	\$10,000.00	\$10,000.00
<b>O</b>	<b>Record Drawings</b>	1-05.18	1	L.S.	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00
<b>P</b>	<b>Roadside Cleanup</b>	1-09.6	10,000	DOL	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
<b>Subtotal, Bid Schedule B</b>						<b>\$1,244,380.83</b>		<b>\$1,472,481.82</b>		<b>\$1,318,880.00</b>
WSST (8.3%)						\$103,283.61		\$122,215.99		\$109,467.04
<b>TOTAL, BID SCHEDULE B</b>						<b>\$1,347,664.44</b>		<b>\$1,594,697.81</b>		<b>\$1,428,347.04</b>



**BID TABULATION**  
**Pangborn Memorial Airport**  
**Taxiway B Extension and Executive Hangar Site**  
**FAA AIP No. 3-53-0084-051-2023**  
**Bids Opened May 16, 2023 - 11:30 AM**  
**Bid Schedule C - NON-AIP**

Item	Description	Spec Section	Estimated Quantity	Unit Measure	Selland Construction Inc. Wenatchee, WA		Hurst Construction LLC Wenatchee, WA		Engineer's Estimate	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>C-1</b>	<b>General Construction - Preparation</b>									
A	Mobilization	1-09.7	1	L.S.	\$15,000.00	\$15,000.00	\$14,000.00	\$14,000.00	\$50,000.00	\$50,000.00
B	Removal of Structures and Obstructions	2-02.5	1	L.S.	\$8,000.00	\$8,000.00	\$7,000.00	\$7,000.00	\$17,000.00	\$17,000.00
C	Project Temporary Traffic Control	1-10.5	1	L.S.	\$3,500.00	\$3,500.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
<b>C-2</b>	<b>Utility Work - Sewer</b>									
A	PVC Sanitary Sewer Pipe 8 IN.	7-17.5	1,434	L.F.	\$73.00	\$104,682.00	\$91.00	\$130,494.00	\$120.00	\$172,080.00
B	Connect to Existing - Campbell Parkway	7-17.5	1	L.S.	\$1,750.00	\$1,750.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00
C	Manhole, 48 IN., Type 1	7-05.5	8	EA.	\$4,250.00	\$34,000.00	\$4,800.00	\$38,400.00	\$6,400.00	\$51,200.00
D	Sanitary Sewer Future Connection	7-18.5	9	EA.	\$2,000.00	\$18,000.00	\$5,000.00	\$45,000.00	\$6,000.00	\$54,000.00
<b>C-3</b>	<b>Utility Work - Water</b>									
A	Casing Sleeve, 6 IN.	7-08.5	40	L.F.	\$40.00	\$1,600.00	\$109.00	\$4,360.00	\$40.00	\$1,600.00
B	Double Service Connection 5/8 IN. X 3/4 IN.	7-15.5	4	EA.	\$4,200.00	\$16,800.00	\$7,500.00	\$30,000.00	\$5,500.00	\$22,000.00
C	Hydrant Assembly	7-14.5	4	EA.	\$6,650.00	\$26,600.00	\$9,000.00	\$36,000.00	\$6,000.00	\$24,000.00
D	Hydrant Guard Post	7-14.5	8	EA.	\$350.00	\$2,800.00	\$510.00	\$4,080.00	\$500.00	\$4,000.00
E	Ductile Iron Pipe for Watermain, 6 IN.	7-09.5	95	L.F.	\$80.00	\$7,600.00	\$110.00	\$10,450.00	\$125.00	\$11,875.00
F	Gate Valve 6 IN.	7-12.5	4	EA.	\$2,100.00	\$8,400.00	\$2,000.00	\$8,000.00	\$3,500.00	\$14,000.00
<b>C-4</b>	<b>Not Used</b>									
<b>C-5</b>	<b>Miscellaneous</b>									
A	Secondary Power Trench	8-20.5	1,115	L.F.	\$22.00	\$24,530.00	\$11.00	\$12,265.00	\$20.00	\$22,300.00
B	Unknown Utility Repair	1-09.6	5,000	DOL	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00
						<b>Subtotal, Schedule C</b>		<b>\$349,049.00</b>		<b>\$456,555.00</b>
						WSST (8.3%)		\$28,971.07		\$37,894.07
						<b>TOTAL, Schedule C</b>		<b>\$378,020.07</b>		<b>\$494,449.07</b>
<b>ALT1</b>	<b>Bid Alternates</b>									
A	HMA for Taxiway Shoulders (Bid Alternate 1)	P-401	1,000	TON	\$165.00	\$165,000.00	\$182.00	\$182,000.00	\$140.00	\$140,000.00
						<b>Subtotal, Schedule C</b>		<b>\$349,049.00</b>		<b>\$456,555.00</b>
						<b>Subtotal, Alternate 1</b>		<b>\$182,000.00</b>		<b>\$140,000.00</b>
						WSST (8.3%)		\$36,790.75		\$49,514.07
						<b>TOTAL, Schedule C + Alternate 1</b>		<b>\$575,126.07</b>		<b>\$646,069.07</b>

## Taxiway B Extension and Executive Hangar Sites (05-17-23)

### Total Costs:

A&E Fees*	\$	592,000
Bid Schedule A	\$	1,315,471
Bid Schedule B	\$	1,347,664
Bid Schedule C	\$	301,358
Alternate 1	\$	178,695
Admin/Permitting/Connection Fees**	\$	55,000
	Subtotal	\$ 3,790,189
10% Contingency	\$	379,018.86
	<b>Total Project Budget</b>	<b>\$4,169,207</b>

\*Assumes \$350k for Ardurra CM Scope

\*\*Estimate

### Funding Source Projections

FAA BIL Grant	\$	2,083,301
Pad A Capital Facilities Charge*	\$	316,301
Pad B Capital Facilities Charge*	\$	298,282
Regional Port Capital Contribution	\$	1,471,323

\*Based on original allocation which assumed total project cost of \$4,471,156

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
KEMAH MANAGEMENT, LLC PROPERTY ACQUISITION  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
CHELAN COUNTY, WA PARCEL #222135100070**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Kemah Management, LLC property located in Malaga, Washington with a parcel number of 222135100070. The property encompasses approximately 10.69 acres with an anticipated acquisition price of \$900,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the Kemah Management, LLC property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Kemah Management, LLC property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23<sup>rd</sup> day of May, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Richard DeRock, Director

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W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
SCHOENWALD PROPERTY ACQUISITION  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
CHELAN COUNTY, WA PARCEL #222135120200**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Schoenwald property located in Malaga, Washington with a parcel number of 222135120200. The property encompasses approximately 1 acre with an anticipated acquisition price of \$600,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the Schoenwald property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Schoenwald property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23<sup>rd</sup> day of May, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

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Mark Spurgeon, Director

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
C. QUILTER PROPERTY ACQUISITION  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
CHELAN COUNTY, WA PARCEL #222135130175**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the C. Quilter property located in Malaga, Washington with a parcel number of 222135130175. The property encompasses approximately 1 acre with an anticipated acquisition price of \$870,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the C. Quilter property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the C. Quilter property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23<sup>rd</sup> day of May, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

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Donn Etherington, Director

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Mark Spurgeon, Director

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Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
J. QUILTER PROPERTY ACQUISITION  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
CHELAN COUNTY, WA PARCEL #222135120150**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the J. Quilter property located in Malaga, Washington with a parcel number of 222135120150. The property encompasses approximately 1 acre with an anticipated acquisition price of \$700,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the J. Quilter property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the J. Quilter property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23<sup>rd</sup> day of May, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

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Donn Etherington, Director

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Mark Spurgeon, Director

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Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

# Memo

**To:** CDRPA Board of Directors

**CC:** Jim Kuntz, CEO

**From:** Trent Moyers, Director of Airports

**Date:** May 18, 2023

**Re:** WSDOT Grant Application – Acquire Snow Removal Equipment

---

The deadline to submit a grant application to WSDOT Aviation is May 19, 2023. Our application was submitted for the purpose of procuring snow removal equipment for use at Pangborn Memorial Airport. The engineer’s estimated total acquisition cost is \$1,800,000. FAA funds will be used for 90% of the total cost. The amount requested from WSDOT is \$90,000 (half of the \$180,000 local match).

WSDOT requires applicants to submit a resolution stating that the CDRPA allocates \$90,000 in its budget.

FAA funds:	\$1,620,000
WSDOT funds:	\$ 90,000
CDRPA funds:	<u>\$ 90,000</u>
Total cost:	\$1,800,000

**CDRPA RESOLUTION NO. 2023-04**

**A RESOLUTION OF THE BOARD TO THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION AVIATION DIVISION, GUARANTEEING GRANT MATCH FUNDS AVAILABILITY**

**Whereas**, the CDRPA submitted an Airport Application to the Washington State Department of Transportation (WSDOT) Aviation Division, for acquisition of snow removal equipment at the Pangborn Memorial Airport. The procurement will include “multi-tasking equipment” and a rotary plow.

**Whereas**, the total funding for the project is to be comprised of \$90,000 from WSDOT Aviation, with a local match amount of \$90,000 from the CDRPA funds. The calculation for the match is 10% of the total project amount of \$1,800,000.

**Now, therefore, be it resolved**, the CDRPA supports this project and allocates \$90,000 in the 2023/24 budget to fulfill the local match contribution requirement.

**Adopted** by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 23<sup>rd</sup> day of May, 2023.

Dated this 23<sup>rd</sup> day of May 2023

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
Mark Spurgeon, Director



# Memo

**To:** Board of Directors  
**From:** Monica Lough  
**cc:** Jim Kuntz  
**Date:** May 23, 2023  
**Re:** Pregis Lease

---

I have recently been in communication with Brandon Kirk regarding the Olds Station Building #4 lease to Pregis Innovative Packaging, LLC. Attached is a recap of the historical investment by the Port of Chelan County and related lease revenues received.

The current Pregis lease expires as of December 31, 2023, with an option to renew for an additional five-year term. Pregis is looking at potentially consolidating some of their operations over the next couple of years, and has requested a two-year lease extension, as opposed to five. We did discuss the option of expanding their operations in the Wenatchee Valley and how we can assist them. We will continue to discuss their needs as operations change.

This lease exceeds the CEO Delegation of Authority, therefore we are requesting board approval of the two-year lease extension.

## Chelan Douglas Regional Port Authority OSBP IB #4 History

**Property: IB #4**

**Property Description:**

**310 Olds Station Rd. Parcel#23-20-28-1-1-0950 2.23 acres**

**Building Square Footage: 30,616**

### Investment History

<b>Date</b>	<b>Project</b>	<b>Cost</b>
11/18/1966	Land Cost (Kielmeyer)	\$ 18,831.45
9/8/1989	Construction (PACTIV)	1,356,653.00
4/30/1990	Rail Access Work	1,617.00
12/31/1991	Buidling Drainage Project	5,444.00
6/30/1996	Irrigation Extension	1,220.40
5/31/2001	Outside Stair Cover	502.20
4/30/2006	Dock Leveler Installation	18,268.20
11/30/2010	Drainage Rehabilitation Proje	13,512.50
9/30/2010	Gutters	7,809.25
11/23/2011	Parking Lot Improvements	4,529.39
9/30/2012	Roof Improvements	12,385.30
10/13/2014	HVAC	174,596.59
6/1/2017	Roof Repairs	30,171.53
<b>Total</b>		<b><u><u>\$ 1,645,540.81</u></u></b>

### Revenue History

<b>Date</b>	<b>Tenant</b>	<b>Income</b>
1/1993-12/2015	Pregis Corporation	\$ 2,692,024.64
01/2016 - 12/2019	Pregis Corporation	708,469.41
01/2020 - 12/2023	Pregis Corporation	830,613.48
		<b><u><u>\$ 4,231,107.53</u></u></b>

### Current Lease Term /Rent

Pregis Lease Expires December 31, 2023

Lease rate \$18,079.09/month

### Current Tenant:

<b>Pregis</b>	
2023 Lease Income	\$216,949.08
Per Sq Ft	\$0.591

**Return on Investment: 13.18%**  
**2023 Revenue divided by Total Investment**

CHELAN DOUGLAS  
**Regional Port**  
AUTHORITY

FLY   
**WENATCHEE**  
WHERE WILL YOU GO TODAY?  
PANGBORN MEMORIAL AIRPORT

Activity Reports

1<sup>st</sup> Quarter 2023 (January – March)



**Total Passengers (Inbound/Outbound): Jan. - Dec.**

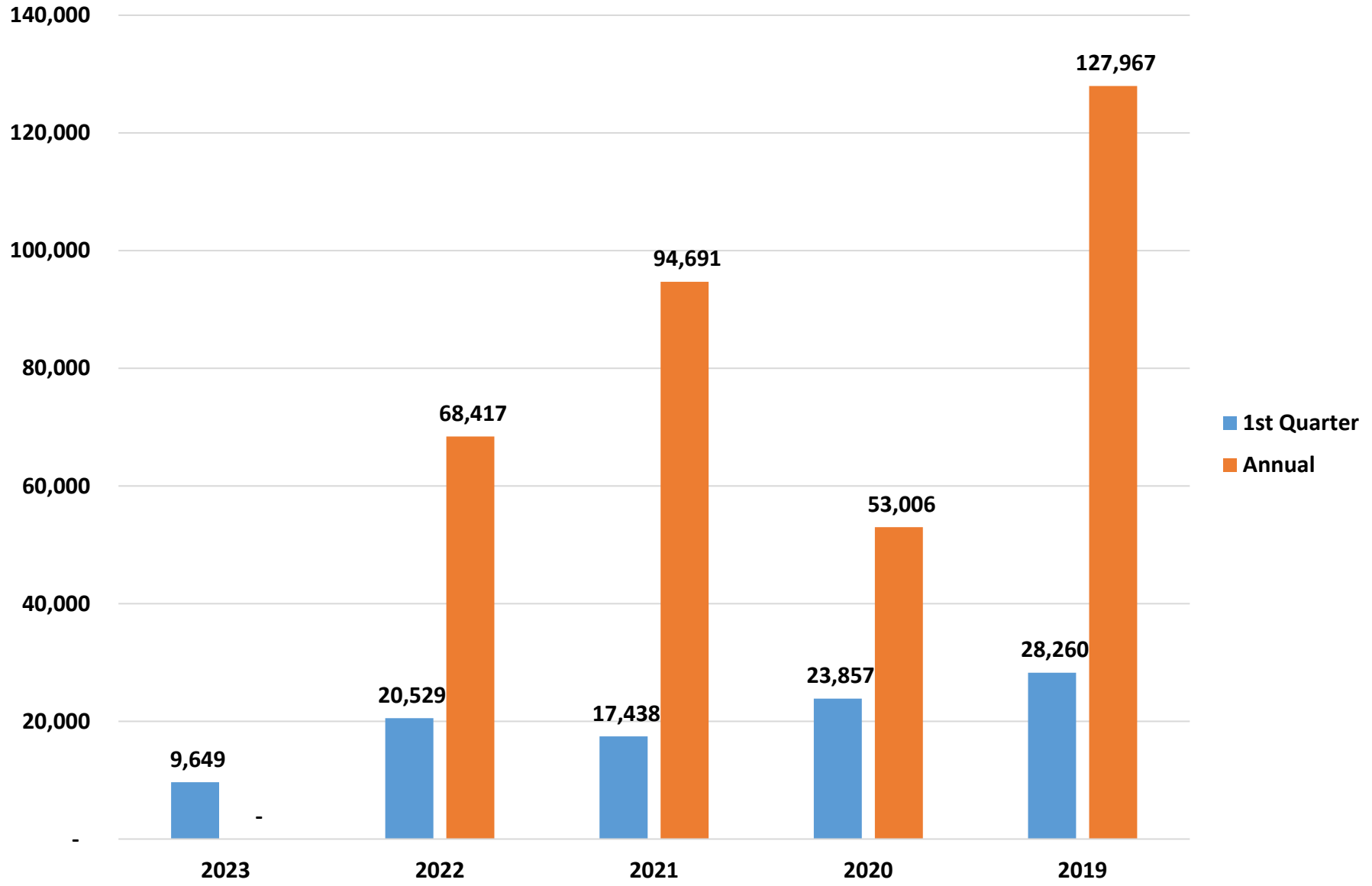
	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	2,805	6,538	4,822	9,467	9,357
February	3,272	6,483	5,306	9,226	8,454
March	3,572	7,508	7,310	5,164	10,449
<b>Qtr. 1 Total</b>	<b>9,649</b>	<b>20,529</b>	<b>17,438</b>	<b>23,857</b>	<b>28,260</b>
April	-	6,405	7,780	401	9,565
May	-	7,250	8,293	1,034	10,580
June	-	6,650	9,448	1,990	11,696
July	-	6,939	11,127	2,928	12,456
August	-	6,906	9,701	4,372	11,318
September	-	4,560	8,902	3,832	10,004
October	-	3,973	7,924	4,831	10,451
November	-	2,825	6,501	4,895	11,030
December	-	2,380	7,577	4,866	12,607
<b>Total</b>	<b>9,649</b>	<b>68,417</b>	<b>94,691</b>	<b>53,006</b>	<b>127,967</b>

**Passenger Enplanements: Jan. - Dec.**

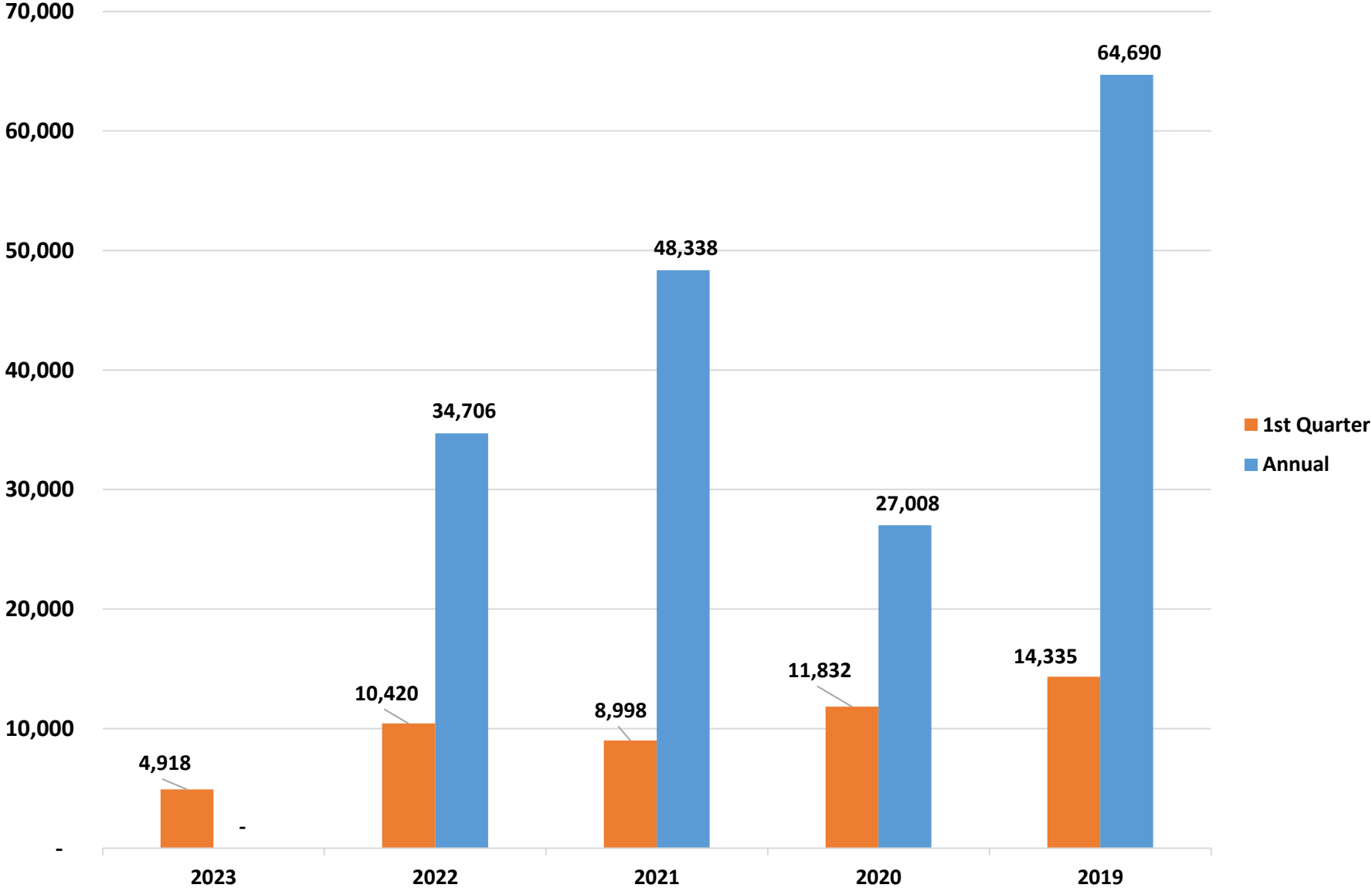
	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	1,441	3,401	2,465	4,957	4,831
February	1,664	3,314	2,789	4,640	4,331
March	1,813	3,705	3,744	2,235	5,173
<b>Qtr. 1 Total</b>	<b>4,918</b>	<b>10,420</b>	<b>8,998</b>	<b>11,832</b>	<b>14,335</b>
April	-	3,136	3,795	186	4,624
May	-	3,661	4,120	517	5,168
June	-	3,361	4,770	1,031	5,888
July	-	3,501	5,599	1,503	6,180
August	-	3,541	4,987	2,297	5,701
September	-	2,334	4,593	2,001	5,213
October	-	2,051	4,150	2,596	5,413
November	-	1,444	3,404	2,548	5,674
December	-	1,257	3,922	2,497	6,494
<b>Total</b>	<b>4,918</b>	<b>34,706</b>	<b>48,338</b>	<b>27,008</b>	<b>64,690</b>

<b>Load Factor Percentage: Jan. - Dec.</b>					
	<b><u>2023</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
<b>January</b>	67.72%	82.87%	54.97%	75.95%	70.76%
<b>February</b>	78.20%	77.87%	70.57%	74.94%	77.79%
<b>March</b>	74.66%	76.17%	75.68%	42.47%	79.93%
<b>April</b>	-	71.14%	87.39%	9.59%	73.60%
<b>May</b>	-	78.97%	88.56%	25.67%	78.21%
<b>June</b>	-	73.71%	85.49%	37.68%	71.58%
<b>July</b>	-	73.12%	78.21%	41.20%	69.45%
<b>August</b>	-	73.96%	79.52%	49.55%	75.59%
<b>September</b>	-	85.31%	68.31%	47.02%	71.54%
<b>October</b>	-	87.05%	73.03%	56.00%	77.25%
<b>November</b>	-	82.61%	84.90%	55.88%	67.82%
<b>December</b>	-	91.89%	82.92%	56.65%	73.08%
<b>Average</b>	73.52%	79.55%	77.46%	47.72%	73.88%

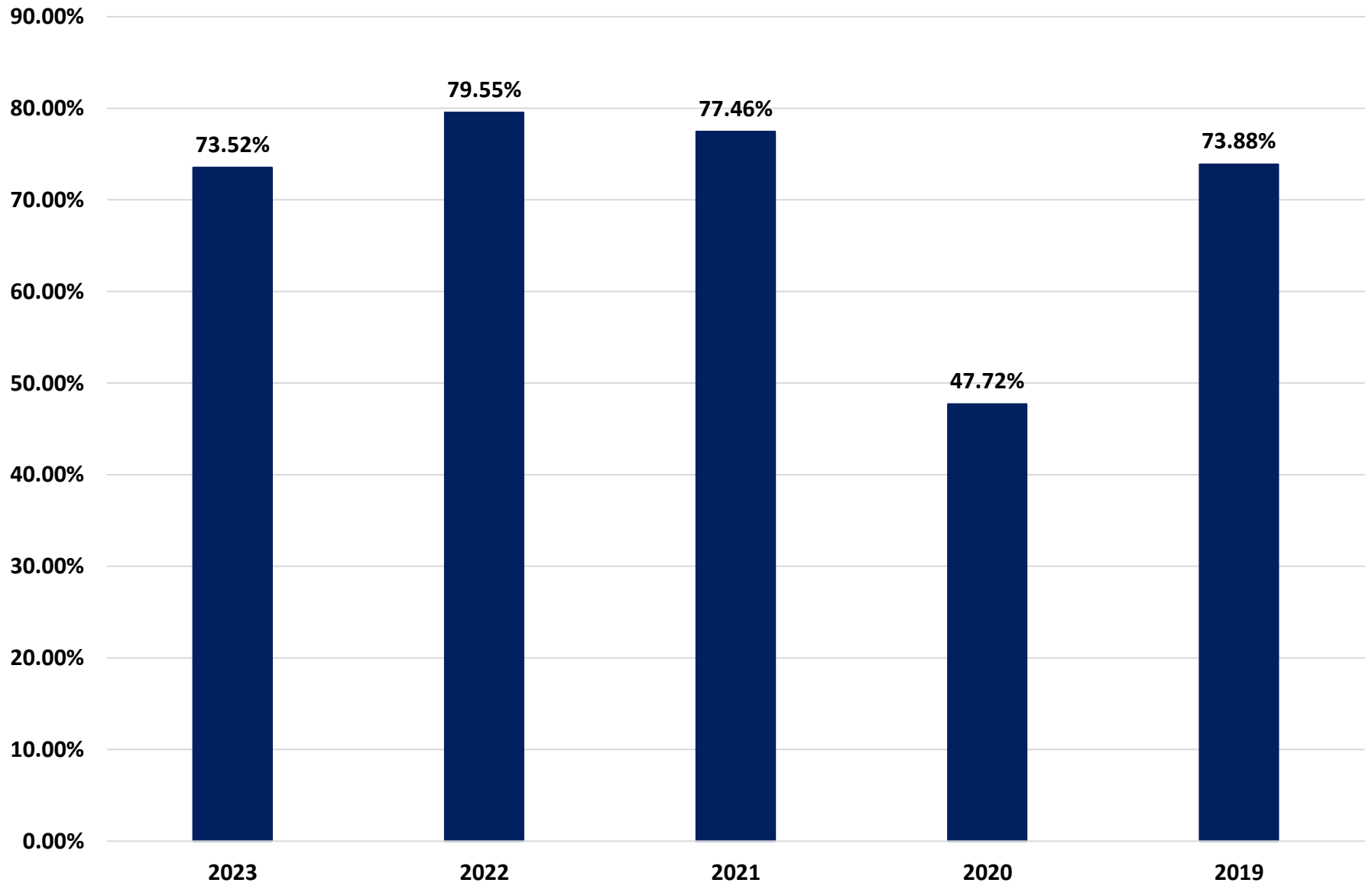
# Total Passengers



# Enplanements



## Average Load Factor Percentage

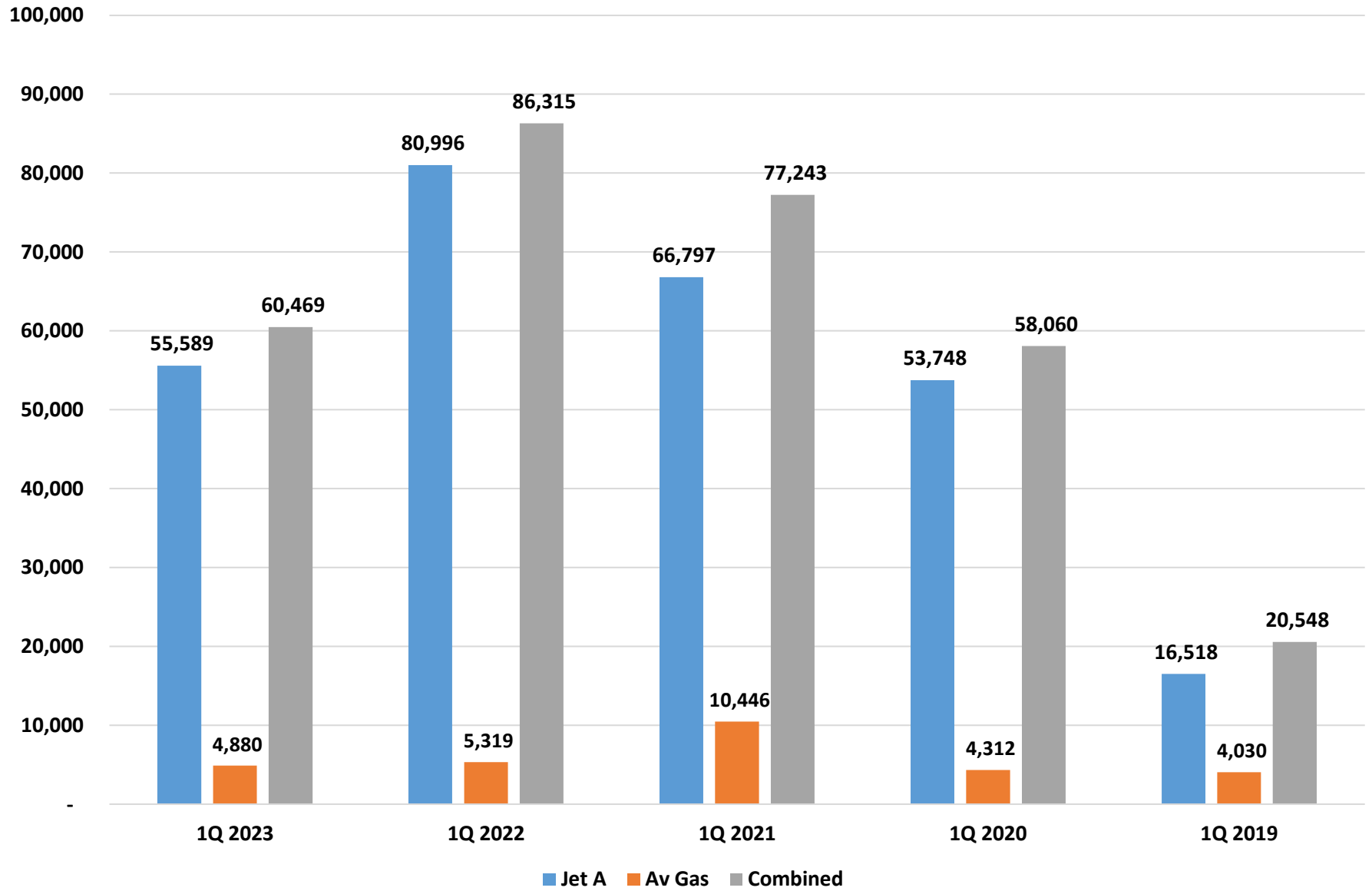




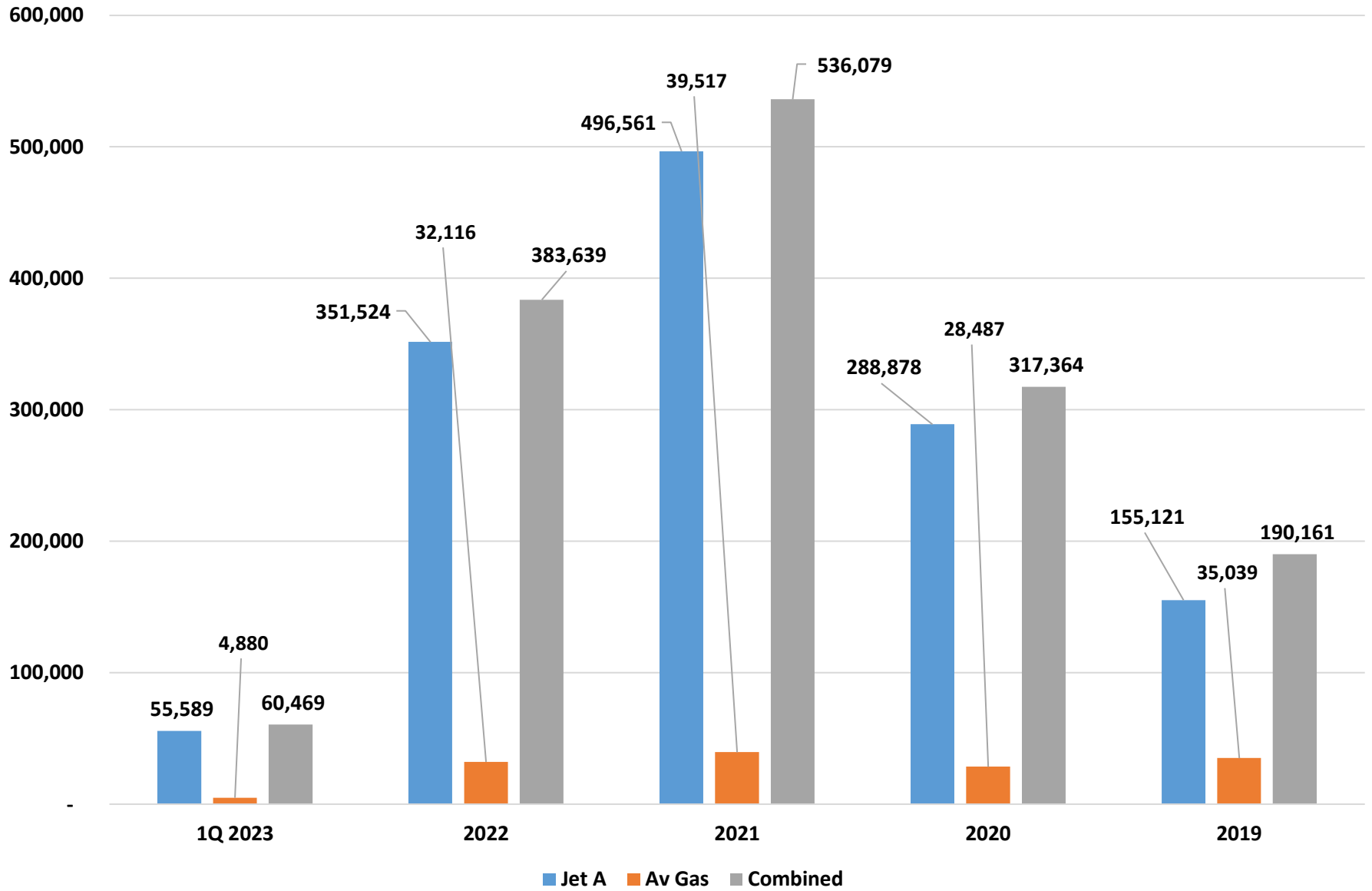
<b>Fuel Sales (Gallons): Jan. - Dec.</b>			
<b><u>2023</u></b>	<b><u>Jet A</u></b>	<b><u>Av Gas</u></b>	<b><u>Total</u></b>
January	12,632.00	1,433.43	14,065.43
February	21,617.00	1,230.88	22,847.88
March	21,340.00	2,215.78	23,555.78
<b>Total</b>	<b>55,589.00</b>	<b>4,880.09</b>	<b>60,469.09</b>
<b><u>2022</u></b>	<b><u>Jet A</u></b>	<b><u>Av Gas</u></b>	<b><u>Total</u></b>
January	23,132.00	526.17	23,658.17
February	22,325.00	2,297.49	24,622.49
March	35,539.00	2,494.93	38,033.93
April	29,260.00	1,861.64	31,121.64
May	37,089.00	2,125.49	39,214.49
June	27,872.00	3,041.92	30,913.92
July	27,088.60	4,095.87	31,184.47
August	66,700.00	6,504.12	73,204.12
September	31,700.00	4,402.38	36,102.38
October	21,117.00	3,203.44	24,320.44
November	17,855.00	1,233.62	19,088.62
December	11,846.00	328.61	12,174.61
<b>Total</b>	<b>351,523.60</b>	<b>32,115.67</b>	<b>383,639.27</b>
<b><u>2021</u></b>	<b><u>Jet A</u></b>	<b><u>Av Gas</u></b>	<b><u>Total</u></b>
January	18,201.00	4,380.11	22,581.11
February	27,583.00	4,196.98	31,779.98
March	21,013.00	1,868.45	22,881.45
April	17,745.00	3,504.61	21,249.61
May	22,534.00	4,112.64	26,646.64
June	31,225.85	4,296.06	35,521.91
July	113,262.80	3,662.11	116,924.91
August	124,372.40	4,207.96	128,580.36
September	48,504.40	3,705.77	52,210.17
October	25,885.00	3,127.10	29,012.10
November	20,186.00	1,396.78	21,582.78
December	26,049.00	1,058.79	27,107.79
<b>Total</b>	<b>496,561.45</b>	<b>39,517.35</b>	<b>536,078.80</b>

<b>Fuel Sales (Gallons): Jan. - Dec.</b>			
<b><u>2020</u></b>	<b><u>Jet A</u></b>	<b><u>Av Gas</u></b>	<b><u>Total</u></b>
January	25,480.80	743.84	26,224.64
February	17,072.00	1,353.85	18,425.85
March	11,195.60	2,214.15	13,409.75
April	22,761.90	2,298.33	25,060.23
May	16,971.20	2,682.38	19,653.58
June	19,784.70	3,274.27	23,058.97
July	38,152.70	3,118.97	41,271.67
August	47,078.60	4,859.06	51,937.66
September	31,110.20	3,222.98	34,333.18
October	21,575.00	2,686.60	24,261.60
November	16,376.00	1,071.84	17,447.84
December	21,319.00	960.37	22,279.37
<b>Total</b>	<b>288,877.70</b>	<b>28,486.63</b>	<b>317,364.33</b>
<b><u>2019</u></b>	<b><u>Jet A</u></b>	<b><u>Av Gas</u></b>	<b><u>Total</u></b>
January	3,853.00	1,325.20	5,178.20
February	2,871.00	594.10	3,465.10
March	9,794.00	2,110.80	11,904.80
April	6,719.00	2,550.30	9,269.30
May	9,326.00	3,981.60	13,307.60
June	13,594.00	5,556.50	19,150.50
July	11,980.00	4,841.40	16,821.40
August	12,749.00	5,436.10	18,185.10
September	17,105.00	3,106.00	20,211.00
October	19,600.00	2,882.00	22,482.00
November	23,284.30	1,888.57	25,172.87
December	24,246.10	766.79	25,012.89
<b>Total</b>	<b>155,121.40</b>	<b>35,039.36</b>	<b>190,160.76</b>

### 1st Qtr Fuel Sales (Gallons)



### Annual Fuel Sales (Gallons)

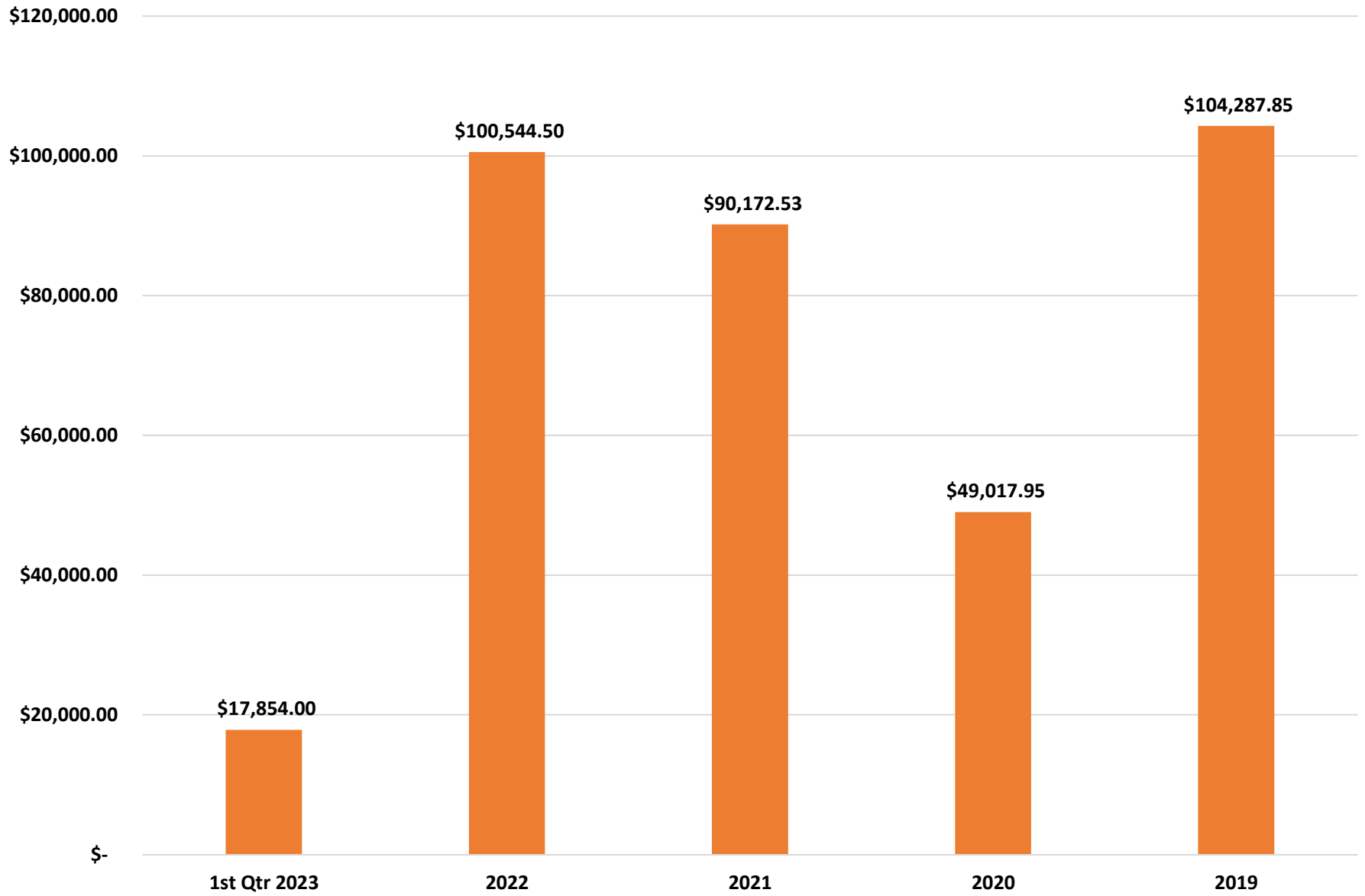


**Car Rental Revenue: Jan. - Dec.**

	<u>1st Qtr 2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
<b>January</b>	66,946 \$	79,852.64 \$	32,230.04 \$	93,277.10 \$	62,104.43 \$
<b>February</b>	48,391 \$	58,532.63 \$	53,736.14 \$	72,979.26 \$	57,746.68 \$
<b>March</b>	63,203 \$	76,018.11 \$	33,962.59 \$	45,737.98 \$	72,141.74 \$
<b>April</b>	- \$	67,223.77 \$	48,147.72 \$	15,515.56 \$	68,330.19 \$
<b>May</b>	- \$	80,090.61 \$	43,888.30 \$	20,790.00 \$	65,808.20 \$
<b>June</b>	- \$	112,405.92 \$	73,948.40 \$	22,110.00 \$	95,056.07 \$
<b>July</b>	- \$	94,899.60 \$	145,938.06 \$	37,950.00 \$	126,232.19 \$
<b>August</b>	- \$	132,415.40 \$	149,186.42 \$	35,135.68 \$	145,010.72 \$
<b>September</b>	- \$	100,074.17 \$	113,849.97 \$	43,210.00 \$	89,892.28 \$
<b>October</b>	- \$	92,320.42 \$	76,849.39 \$	34,783.00 \$	88,510.83 \$
<b>November</b>	- \$	49,240.84 \$	63,553.35 \$	35,734.00 \$	75,012.36 \$
<b>December</b>	- \$	62,370.92 \$	66,434.95 \$	32,956.91 \$	97,032.76 \$
<b>Total</b>	\$ 178,540.00	\$ 1,005,445.03	\$ 901,725.33	\$ 490,179.49	\$ 1,042,878.45
<b>CDRPA Revenue @ 10%</b>	\$ 17,854.00	\$ 100,544.50	\$ 90,172.53	\$ 49,017.95	\$ 104,287.85

Note: Numbers represent total car rental revenue. CDRPA receives 10% of total.

## Annual Car Rental Revenue



**Parking Revenue - Gross: Jan. - Dec.**

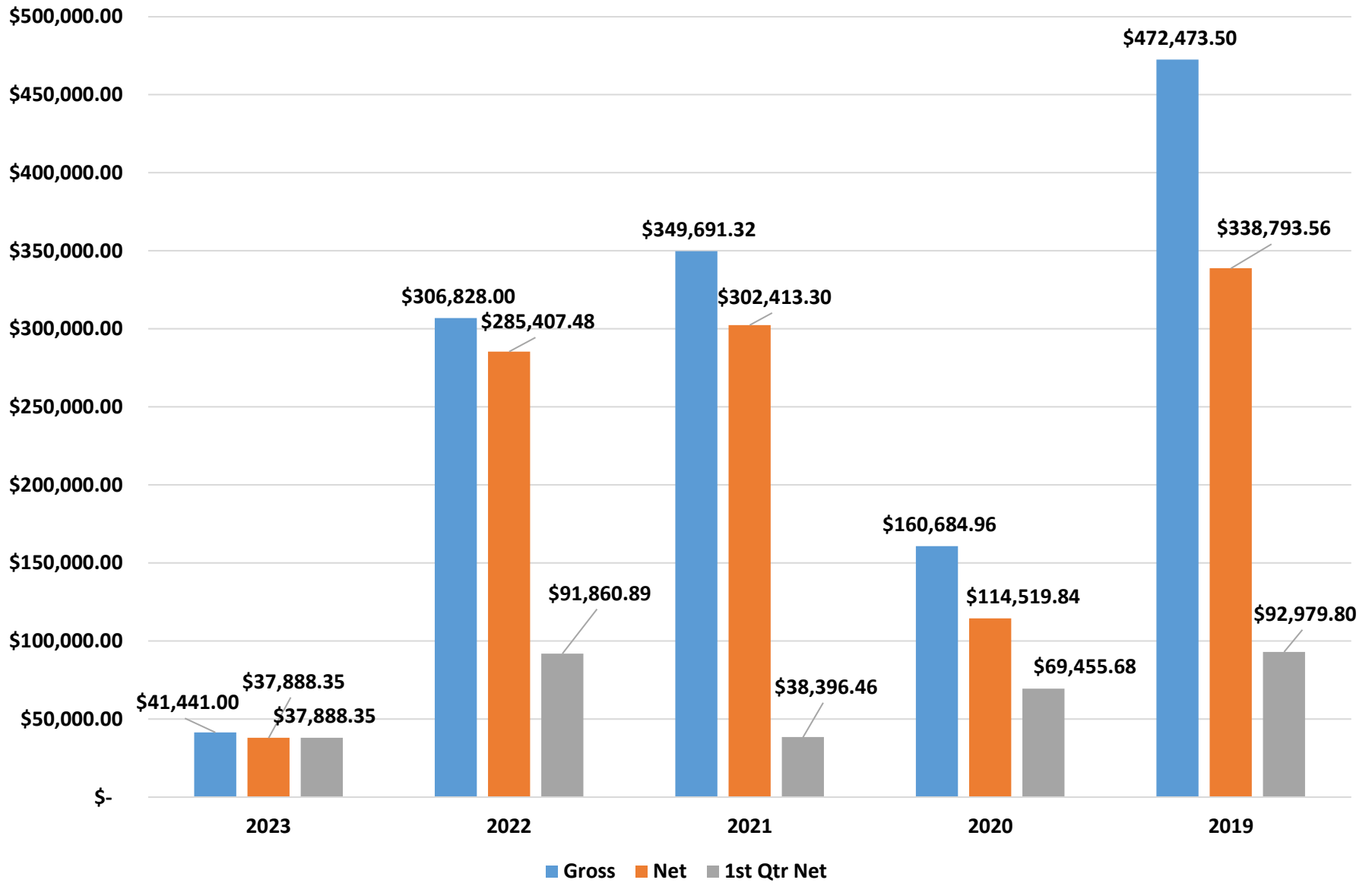
	<u>2023</u>		<u>2022</u>		<u>2021</u>		<u>2020</u>		<u>2019</u>	
<b>January</b>	10,730.00	\$	28,534.00	\$	12,975.99	\$	34,184.84	\$	35,603.51	
<b>February</b>	13,851.00	\$	32,443.00	\$	19,494.00	\$	40,893.53	\$	38,916.82	
<b>March</b>	16,860.00	\$	37,736.00	\$	25,932.59	\$	16,685.77	\$	46,664.51	
<b>Qtr. 1 Total</b>	41,441.00		98,713.00		58,402.58		91,764.14		121,184.84	
<b>April</b>		\$	33,530.00	\$	27,158.20	\$	1,239.37	\$	36,310.54	
<b>May</b>		\$	35,545.00	\$	26,776.76	\$	1,475.85	\$	40,292.05	
<b>June</b>		\$	30,838.00	\$	31,168.79	\$	2,661.46	\$	37,591.50	
<b>July</b>		\$	27,964.00	\$	31,242.32	\$	4,134.35	\$	36,938.08	
<b>August</b>		\$	26,270.00	\$	32,798.53	\$	8,138.50	\$	33,294.64	
<b>September</b>		\$	16,983.00	\$	38,543.00	\$	9,080.66	\$	36,857.08	
<b>October</b>		\$	16,738.00	\$	38,174.00	\$	13,355.26	\$	44,336.91	
<b>November</b>		\$	10,801.00	\$	33,595.14	\$	15,032.32	\$	44,111.57	
<b>December</b>		\$	9,446.00	\$	31,832.00	\$	13,803.05	\$	41,556.29	
<b>Total</b>	\$	41,441.00	\$	306,828.00	\$	349,691.32	\$	160,684.96	\$	472,473.50

<b>Parking Revenue - Net: Jan. - Dec.</b>									
	<u><b>2023</b></u>		<u><b>2022</b></u>		<u><b>2021</b></u>		<u><b>2020</b></u>		<u><b>2019</b></u>
<b>January</b>	9,635.57	\$	26,367.95	\$	8,532.73	\$	25,967.41	\$	27,151.52
<b>February</b>	12,688.10	\$	30,080.82	\$	13,093.30	\$	31,275.66	\$	29,910.90
<b>March</b>	\$ 15,564.68	\$	35,412.12	\$	16,770.43	\$	12,212.61	\$	35,917.38
<b>Qtr. 1 Total</b>	<u>37,888.35</u>		<u>91,860.89</u>		<u>38,396.46</u>		<u>69,455.68</u>		<u>92,979.80</u>
<b>April</b>		\$	30,972.83	\$	17,691.61	\$	493.97	\$	27,610.46
<b>May</b>		\$	33,121.51	\$	25,298.92	\$	860.51	\$	26,611.83
<b>June</b>		\$	28,646.81	\$	29,313.87	\$	1,659.61	\$	24,664.86
<b>July</b>		\$	25,878.78	\$	29,175.81	\$	2,766.10	\$	24,386.20
<b>August</b>		\$	24,518.43	\$	30,539.99	\$	5,440.08	\$	21,956.70
<b>September</b>		\$	15,733.49	\$	35,775.11	\$	5,943.00	\$	24,349.08
<b>October</b>		\$	15,544.09	\$	35,620.10	\$	8,874.90	\$	31,037.51
<b>November</b>		\$	10,134.78	\$	31,177.46	\$	9,930.66	\$	33,541.18
<b>December</b>		\$	8,995.87	\$	29,423.97	\$	9,095.33	\$	31,655.94
<b>Total</b>	\$ 37,888.35	\$	285,407.48	\$	302,413.30	\$	114,519.84	\$	338,793.56

Note: The Regional Port took over management of Parking in May 2021.



### Annual Parking Revenue - Gross & Net



# Pangborn Memorial Airport Terminal Parking Lot

1st Quarter 2023

## Overall Parking Revenues

	<i>Gross</i>	<i>Fees</i>	<i>Net</i>
<i>January</i>	\$ 10,730.00	\$ 1,094.43	\$ 9,635.57
<i>February</i>	\$ 13,851.00	\$ 1,162.90	\$ 12,688.10
<i>March</i>	\$ 16,860.00	\$ 1,295.32	\$ 15,564.68
<b>2023 1st Quarter Total</b>	<b>\$ 41,441.00</b>	<b>\$ 3,552.65</b>	<b>\$ 37,888.35</b>
<b>2022 1st Quarter Total</b>	<b>\$ 98,713.00</b>	<b>\$ 6,483.01</b>	<b>\$ 92,229.99</b>
<b>Difference</b>	<b>\$ (57,272.00)</b>		<b>\$ (54,341.64)</b>

## # of Transactions by Payment Method

*FLASH: Text to*

	<i>ARRIVE</i>	<i>Pay</i>	<i>FLASH: Kiosk</i>	<i>EGOV</i>	<i>Total</i>
<i>January</i>	112	23	47	3	185
<i>February</i>	154	13	66	3	236
<i>March</i>	218	14	79	3	314
<b>2023 1st Qtr. Total</b>	<b>484</b>	<b>50</b>	<b>192</b>	<b>9</b>	<b>735</b>
<b>2022 1st Qtr. Total</b>	<b>1212</b>	<b>110</b>	<b>518</b>	<b>28</b>	<b>1868</b>
<b>Difference</b>	<b>-728</b>	<b>-60</b>	<b>-326</b>	<b>-19</b>	<b>-1133</b>

## Number of Tickets

	<i>Paid</i>	<i>Paid Amount</i>	<i>Overall Outstanding Notices</i>	
<i>January</i>	7	\$ 70.00		
<i>February</i>	69	\$ 690.00		
<i>March</i>	88	\$ 890.00		
<b>2023 1st Qtr. Total</b>	<b>164</b>	<b>\$ 1,650.00</b>	<b>1,279</b>	<b>\$ 14,650</b>
			<b>Delinquency</b>	<b>2.3364%</b>
			<b>Rate:</b>	

Note: The Regional Port's management of the terminal parking began in May 2021.

## Month of January 2023

### Arrive

Tap to Pay Apps & Widget on PMA Website

		Num. of transactions
<b>Income:</b>	Long Term \$ 5,920.00	105
	Short Term \$ 260.00	7
	<u>\$ 6,180.00</u>	<u>112</u>
<b>Fees:</b>	\$ 937.02	
<b>Net:</b>	\$ 5,242.98	

### Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

		Num. of transactions
<b>Income:</b>	Text to Pay \$1,120.00	23
	Kiosk \$1,860.00	47
	<u>\$ 2,980.00</u>	<u>70</u>
<b>Customer Fees:</b>	Text to Pay \$ 8.05	
	Kiosk \$ -	
	<u>\$ 8.05</u>	
<b>Merchant Fees:</b>	\$ 154.47	
<b>Net:</b>	\$ 2,825.53	
<b>Payable to Flash (Pre-Tax):</b>	\$ 8.05	

### OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

		Notices by Lot	
<b>Income:</b>	Credit Card \$ 70.00	7 LT	\$ 70.00
	Cash/Check \$ -	0 ST	\$ -
	<u>\$ 70.00</u>	<u>7</u>	<u>\$ 70.00</u>
<b>Merchant Fees:</b>	\$ 2.94		
<b>Net:</b>	\$ 67.06		

### Other

Monthly Parking Permit Holders \$1,500.00

Total Gross Revenue Received: \$ 10,730.00  
Total Net Revenue Received: \$ 9,635.57

## Month of February 2023

### Arrive

Tap to Pay Apps & Widget on PMA Website

		Num. of transactions
<b>Income:</b>	Long Term \$ 8,850.00	149
	Short Term \$ 351.00	5
	<u>\$ 9,201.00</u>	<u>154</u>
<b>Fees:</b>	\$ 1,009.23	
<b>Net:</b>	\$ 8,191.77	

### Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

		Num. of transactions
<b>Income:</b>	Text to Pay \$660.00	13
	Kiosk <u>\$2,950.00</u>	<u>66</u>
	<u>\$ 3,610.00</u>	<u>79</u>
<b>Customer Fees:</b>	Text to Pay \$ 4.55	
	Kiosk \$ -	
	<u>\$ 4.55</u>	
<b>Merchant Fees:</b>	\$ 135.61	
<b>Net:</b>	\$ 3,474.39	
<b>Payable to Flash (Pre-Tax):</b>	\$ 4.55	

### OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

		Notices by Lot	
<b>Income:</b>	Credit Card \$ 430.00	69 LT	\$ 690.00
	Cash/Check <u>\$ 260.00</u>	0 ST	\$ -
	<u>\$ 690.00</u>	<u>69</u>	<u>\$ 690.00</u>
<b>Merchant Fees:</b>	\$ 18.06		
<b>Net:</b>	\$ 671.94		

### Other

Monthly Parking Permit Holders \$350.00

Total Gross Revenue Received: \$ 13,851.00  
Total Net Revenue Received: \$ 12,688.10

## Month of March 2023

### Arrive

Tap to Pay Apps & Widget on PMA Website

		Num. of transactions
<b>Income:</b>	Long Term \$ 10,710.00	191
	Short Term \$ 780.00	27
	<u>\$ 11,490.00</u>	<u>218</u>

**Fees:** \$ 1,099.13

**Net:** \$ 10,390.87

### Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

		Num. of transactions
<b>Income:</b>	Text to Pay \$510.00	14
	Kiosk <u>\$3,620.00</u>	<u>79</u>
	\$ 4,130.00	93

<b>Customer Fees:</b>	Text to Pay \$ 4.90
	Kiosk <u>\$ -</u>
	\$ 4.90

**Merchant Fees:** \$ 163.13

**Net:** \$ 3,966.87

**Payable to Flash (Pre-Tax):** \$ 4.90

### OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

		Notices by Lot	
<b>Income:</b>	Credit Card \$ 790.00	88 LT	\$ 890.00
	Cash/Check <u>\$ 100.00</u>	0 ST	<u>\$ -</u>
	\$ 890.00	88	\$ 890.00

**Merchant Fees:** \$ 33.06

**Net:** \$ 856.94

### Other

Monthly Parking Permit Holders \$350.00

Total Gross Revenue Received:	\$ 16,860.00
Total Net Revenue Received:	\$ 15,564.68

# Pangborn Memorial Airport Terminal Parking Lot

2023

Flight Data Comparison				
	<i>Parking Transactions</i>	<i>Enplanements</i>		<i>Plane Departures</i>
<i>January 2023</i>	185	1,441	12.84%	28
<i>February 2023</i>	236	1,664	14.18%	28
<i>March 2023</i>	314	1,813	17.32%	31
<i>April 2023</i>				
<i>May 2023</i>				
<i>June 2023</i>				
<i>July 2023</i>				
<i>August 2023</i>				
<i>September 2023</i>				
<i>October 2023</i>				
<i>November 2023</i>				
<i>December 2023</i>				
<i>Total</i>	735	4,918		87
Average Enplanement %			14.78%	

**Chelan Douglas Regional Port Authority  
FBO Activity**

	<u>Jan - Mar 2023</u>	<u>Jan - Mar 2022</u>	<u>Jan - Dec 2022</u>
<b><u>Receipts</u></b>			
Fuel Income:			
Jet A	\$ 290,785	\$ 356,151	\$ 1,906,163
100 LL - Av Gas	36,266	34,140	217,315
FBO Income (After Hours, etc.)	2,050	8,883	27,278
Fuel Flowage Fee	3,805	4,472	21,489
FBO Misc. Income	3,029	2,708	13,509
<b>Total Receipts</b>	<b>\$ 335,935</b>	<b>\$ 406,354</b>	<b>\$ 2,185,752</b>
<b><u>Expenditures</u></b>			
Salaries/Taxes/Benefits	\$ 108,063	\$ 68,690	\$ 369,294
Fuel			
Jet A	225,435	253,653	1,433,715
100 LL - Av Gas	29,372	24,766	182,492
FBO Expenses	20,557	15,763	64,371
B&O Tax	1,436	2,042	11,976
<b>Total Expenditures</b>	<b>\$ 384,863</b>	<b>\$ 364,914</b>	<b>\$ 2,061,848</b>
<b>Net Results</b>	<b>\$ (48,928)</b>	<b>\$ 41,440</b>	<b>\$ 123,905</b>

Comments:

- In the beginning of 2022, the FBO was short staffed, having only three employees. An FBO Manager was hired in mid-February 2022 and an additional Line Service Tech started in April 2022.



**STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE**

**REQUEST FOR PROPOSALS (RFP)**

**RFP NO. IS2023**

**NOTE:** If you download this RFP from any source other than the Washington Electronic Business Solution (WEBS) website, you are responsible for sending your name and e-mail address to the RFP Coordinator to request that your organization receive any amendments and question and answer documents.

**PROJECT TITLE: Industrial Symbiosis**

**PROPOSAL DUE: June 9, 2023 at 5:00 PM, Pacific Time, Olympia, WA**

**ESTIMATED TIME PERIOD FOR CONTRACT: July 17, 2023 – June 30, 2024**

**PROPOSER ELIGIBILITY:** This RFP is open to those proposers which satisfy the minimum qualifications stated herein and are available for work in Washington State.

**CONTENTS OF THE REQUEST FOR PROPOSALS:**

1. Introduction
2. General Information for Proposers
3. Proposal Contents
4. Evaluation and Award
5. Exhibits



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# 1. INTRODUCTION

## 1.1 PURPOSE AND BACKGROUND

The Washington Department of Commerce, hereafter called "COMMERCE," is initiating this Request for Proposals (RFP) to solicit Proposals from those qualified and interested in participating in a grant project to reduce, reuse, or eliminate waste that benefits Washington's circular economy.

COMMERCE intends to award *multiple* grant contract(s) to provide the services described in this RFP.

The Washington State Legislature created the Industrial Symbiosis Program within COMMERCE to create "valuable collaborative opportunities where the underutilized resources of one company...may be used by another" (Exhibit E). Companies understand their bottom line and continually seek to minimize the expense of waste treatment and disposal. This program seeks to go beyond waste reduction by finding beneficial uses for this waste. Turning waste into a resource benefits the producer and stimulates new business opportunities that support a circular economy. Innovation is happening around the world to move this idea forward and the state of Washington is ready to accelerate it. This new program will look across the state to expand existing industrial symbiosis efforts, assist others that are on their way, and support those still on the drawing board. More detailed information about industrial symbiosis and potential opportunities in Washington can be found on COMMERCE'S [Industrial Symbiosis Program webpage](#). Additional information may be found in COMMERCE's report to the legislature in November, 2019 entitled "[Washington Industrial Waste Coordination \(Industrial Symbiosis\) Program Recommendations](#)".

Examples of industrial symbiosis can be found in varied sectors of the Washington economy. Agricultural organic waste is now being repurposed for composting, nutrient removal, biochar and renewable natural gas. Pulp and paper mills have recognized the valuable lignins and sugars in their liquid waste while fly ash from boilers may have a role in soil health for Washington farms. Utilities have long been a leader in reusing biosolids in agriculture and reclaiming water for non-potable uses. Waste heat is now recognized as a key resource for businesses who can co-locate near major heat generators like data centers. Clearinghouses now serve as a key tool in helping businesses and other organizations find supplies of both post-consumer and industrial waste. Research will also be critical in finding and testing potential uses of newly purposed waste such as biochar from forest biomass put to use filtering stormwater pollutants or compost odors.

## 1.2 OBJECTIVES AND SCOPE OF WORK

Successful bidders will advance an industrial symbiosis project through expansion of existing efforts, implementation of a new project or research and development into new areas and technologies that will repurpose industrial waste for beneficial use. COMMERCE will seek to distribute funds in a geographically diverse manner across the state to both urban and rural areas.

The scope of work for these awards is not limited within the confines of the Industrial Symbiosis Program. The program, as described above and in statute (Exhibit E), seeks to broaden existing efforts and technologies beyond simple waste management solutions by supporting new and innovative ideas. While this request is broad within the scope of the Industrial Symbiosis Program, it does have the following areas of interest:

1. Waste heat reuse
  - a. Industrial
  - b. Commercial
  - c. Data centers
2. Agriculture
  - a. Field waste
  - b. Food processing waste
  - c. Aquaculture
3. Forestry
  - a. Woody biomass

- b. Mill waste
- 4. Utilities
  - a. Water reclamation
  - b. Nutrient recovery
- 5. Construction debris
  - a. Collection and separation
  - b. Reuse
  - c. Recycling
- 6. Food waste
  - a. Source separation
  - b. Composting
  - c. Nutrient recovery
  - d. Biogas
- 7. Waste plastic
  - a. Industrial
  - b. Commercial
- 8. Facilitation of a multi-partner project
  - a. Identification of potential companies and municipal partners;
  - b. Screening assessments of the potential partners;
  - c. Recommendations and next steps.

### 1.3 MINIMUM QUALIFICATIONS

Minimum Applicant qualifications include:

- Licensed to do business in the state of Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Contractor.
- Combined 5 years of experience in the following areas;
  - Project management or technical experience in waste management;
  - Project management or technical experience in sustainable systems research; and/or
  - Business development in waste management or sustainable systems.
- A non-state funding match equal to or greater than 1:1. In-kind or cash claimed as match for this program cannot be claimed as match for any other funding sources. Match cannot originate from any state sources and may not be incurred prior to the award date. All costs must be necessary and reasonable to accomplish the proposed project.

Proposals that do not clearly meet or exceed all minimum qualifications listed above are non-responsive and will not be evaluated.

### 1.4 FUNDING

COMMERCE has budgeted an amount not to exceed \$850,000.00 for this project, as directed by the legislature. COMMERCE intends to issue multiple **grant awards** within a range of \$150,000.00 to \$250,000.00 per applicant. Proposals in excess of this amount will be considered non-responsive and will not be evaluated. In the event additional funding becomes available during the period of performance, any contract awarded may be amended to provide for additional related services. Additional funding is not guaranteed.

Any grant contract awarded as a result of this RFP is contingent upon the availability of funding. COMMERCE reserves the right to issue partial award funding.

### 1.5 MANDATORY AWARD TO SMALL OR VETERAN-OWNED BUSINESS

As of April 1, 2023, COMMERCE is required to award **competitively procured service contracts** with an initial value less than \$150,000 to the highest-ranked responsive and responsible Small or Veteran-Owned Business, unless there was no responsive and responsible Proposal from a Small or Veteran-Owned Business. Any ties may be resolved by virtual presentations, the results of reference checks, or other means. **This does not apply to grants**, pass-through funding, or any RFP in which for-profit entities are not eligible. This also does not apply to any RFP with a federal funding source.

See Exhibit D for Small and Veteran-Owned Business certification.

## 1.6 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about July 17, 2023 and to end on June 30, 2024. Amendments extending the period of performance, if any, shall be at the sole discretion of COMMERCE.

COMMERCE reserves the right to extend the contract for two one-year periods.

## 1.7 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Proposers are encouraged to familiarize themselves with the requirements prior to submitting a Proposal that includes current or former state employees.

## 1.8 DEFINITIONS

Definitions for the purposes of this RFP include:

**Apparent Successful Contractor/Bidder/Vendor/Grantee/Awardee:** The Proposer selected to perform the anticipated services, subject to successful completion of contract negotiations and execution of a written contract.

**COMMERCE or AGENCY:** The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

**Contract:** A written, legally binding agreement to perform the services proposed, also called a Grant or Interagency Agreement.

**Contractor:** Individual or organization whose Proposal has been accepted by COMMERCE and is awarded a fully executed, written contract. Also called Grantee, Awardee, Recipient, or Vendor.

**Exhibit:** Document attached to this RFP, also referred to as Attachment.

**Proposal:** A formal offer submitted in response to this Request for Proposals.

**Proposer:** Individual, firm, organization, company, or other entity or group of entities that submits a Proposal to attain a contract with COMMERCE.

**Request for Proposals (RFP):** Formal procurement or solicitation document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Proposer community to suggest various approaches to meet the need at or below a given funding level.

**Small business:** An in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the Department of Revenue over the previous three consecutive years; or (b) Is certified with the Office of Women and Minority Business Enterprises under chapter 39.19 RCW.

**Veteran-owned business:** A business certified by the Washington Department of Veteran Affairs.

1.9 **ADA**

COMMERCE complies with the Americans with Disabilities Act (ADA). Proposers may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

## 2. GENERAL INFORMATION FOR PROPOSERS

### 2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in COMMERCE for this RFP. All communication between the Proposer and COMMERCE upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	Lauren Annette Boyan
E-Mail Address	OEDCProcurement@commerce.wa.gov

Any other communication will be considered unofficial and non-binding on COMMERCE. Proposers are to rely only on written statements issued by the RFP Coordinator. **Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposer.**

### 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	April 25, 2023
Question & answer period	April 25 - May 5, 2023
Pre-Proposal Conference	May 1, 2023 10:00 AM - 11 AM PST
Answers to Q&A posted no later than	May 15, 2023 5:00 PM PST
<b>Proposals due</b>	June 9, 2023 5:00 PM PST
Evaluate proposals	June 12 - June 23, 2023
Announce "Apparent Successful Contractor" and send notification via e-mail to unsuccessful Proposers	June 29, 2023 5:00 PM PST
Hold debriefing conferences (if requested)	June 30 - July 6, 2023
Negotiate contract	June 30 - July 17, 2023
Earliest date contract may be signed	July 17, 2023

COMMERCE reserves the right to revise the above schedule.

### 2.3 QUESTION AND ANSWER PERIOD

COMMERCE will accept questions about this RFP sent to the RFP Coordinator at the email address listed in Section 2.1 during this period. Questions should not identify the submitting person or organization. COMMERCE will answer all questions in a Q&A document posted no later than the date identified in Section 2.2.

### 2.4 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **May 1, 2023 10:00-11:00 AM** PST. The pre-proposal conference will be virtual only. The Zoom meeting link to attend is as follows:

<https://wastatecommerce.zoom.us/j/81849443398?pwd=SHIMaTZ5Z0JGbjRyL0wwRnN6UHZLUT09>

Meeting ID: 818 4944 3398  
Passcode: 730972

If calling in, dial by your location:

+1 253 215 8782 US (Tacoma)  
+1 213 338 8477 US (Los Angeles)  
+1 971 247 1195 US (Portland)

Please email the RFP coordinator if there are issues joining the meeting. All prospective Proposers are encouraged attend; however, attendance is not mandatory.

COMMERCE will be bound only to COMMERCE written answers to questions. Questions arising at the pre-proposal conference will be documented and answered in written form. A copy of the questions and answers will be sent to each prospective Proposer that has requested the RFP Coordinator to send them RFP addenda.

## 2.5 SUBMISSION OF PROPOSALS

### **ELECTRONIC PROPOSALS:**

The proposal must be **received by the RFP Coordinator** no later than **5:00 PM Pacific Time**, in Olympia, Washington, **on June 9, 2023**.

Proposals must be submitted **electronically** through our submissions portal located: [https://bit.ly/RFP\\_IS2023](https://bit.ly/RFP_IS2023). Attachments **must be in Microsoft Word format or PDF**. Zipped files cannot be received by COMMERCE and cannot be used for submission of Proposals. The cover submittal letter and the Certifications and Assurances form **must have a scanned signature or digital signature** of the individual within the organization authorized to bind the Consultant to the offer. COMMERCE does not assume responsibility for problems with Proposer's system. If COMMERCE submission portal is not working, appropriate allowances will be made. However, the Proposer should know submittals must be done ahead of time in our portal and not just submitted as an attachment and emailed to the RFP Coordinator. No Proposals will be accepted through email, fax or mail. **Only Proposals submitted through the portal, located at [https://bit.ly/RFP\\_IS2023](https://bit.ly/RFP_IS2023), will be accepted.**

Proposers should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. **Late proposals will not be accepted and will be automatically disqualified from further consideration**, unless COMMERCE e-mail is found to be at fault at COMMERCE'S sole determination. Proposals should be sent in one submission, however if more than one submission is needed all must be received by the due date and time. Exceptions will not be made for partial submissions. Requests for deadline extensions will not be granted. All Proposals and any accompanying documentation become the property of COMMERCE and will not be returned.

## 2.6 PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Proposals submitted in response to this RFP shall become the property of COMMERCE. All Proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, all Proposals are subject to disclosure as provided for in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Proposer is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Proposer has marked as "Proprietary Information," COMMERCE will notify the Proposer of the request and of the date that the records will



be released to the requester unless the Proposer obtains a court order enjoining that disclosure. If the Proposer fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If a Proposer obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Proposer's information per the court order.

A charge will be made for copying and shipping as allowed by law. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

## **2.7 REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals who have made the RFP Coordinator aware of their interest. Addenda will also be published on Washington's Electronic Bid System (WEBS). The website can be located at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website. Such addenda will also be published anywhere the RFP is posted, including on COMMERCE'S public webpage, located at <http://www.commerce.wa.gov/serving-communities/current-opportunities/>.

If you downloaded this RFP from anywhere other than WEBS, you are responsible for sending your name and e-mail address to the RFP Coordinator in order for your organization to receive any RFP addenda.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

## **2.8 DIVERSE BUSINESS INCLUSION PLAN**

Proposers are required to submit a Diverse Business Inclusion Plan with their Proposal describing in good faith their aspirational goals for subcontractor types. In accordance with legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. No minimum level of minority- or women-owned business, Washington Small Businesses, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental rules included or referenced in the contract documents will apply.

COMMERCE has the following agency goals:

- 10% participation by Minority Owned Business
- 6% participation by Women Owned Business
- 5% participation by Veteran Owned Business
- 5% participation by Small Businesses

## **2.9 ACCEPTANCE PERIOD**

Proposals must provide 60 days for acceptance by COMMERCE from the due date for receipt of proposals.

## **2.10 COMPLAINT PROCESS**

Potential Proposers may submit a complaint to COMMERCE based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or
- c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the proposal response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) The complaint should include a proposed remedy.

The RFP coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of COMMERCE will be notified of all complaints and will be provided a copy of COMMERCE'S response. The complaint may not be raised again during the protest period. COMMERCE'S action or inaction in response to the complaint is final. There is no appeal process.

#### **2.11 RESPONSIVENESS**

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of this RFP may result in disqualification of the Proposal as incomplete and/or non-responsive.

Disqualified Proposers will be notified after the announcement of the Apparently Successful Contractor(s).

Disqualified Proposers will be informed of the reason for disqualification.

COMMERCE reserves the right at its sole discretion to waive minor administrative irregularities.

#### **2.12 MOST FAVORABLE TERMS**

COMMERCE reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Proposer can propose. There will be no best and final offer procedure. COMMERCE reserves the right to contact a Proposer for clarification of its Proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the Proposer's Proposal. The Proposal will become a part of the official procurement file on this matter without obligation to COMMERCE.

#### **2.13 CONTRACT GENERAL TERMS & CONDITIONS**

The Apparent Successful Contractor will be expected to enter into a contract which is substantially the same as the example contract and its general terms and conditions attached as Exhibit E. This sample contract is for information and review only and should not be returned with your Proposal. In no event is a Proposer to submit its own standard contract terms and conditions in response to this RFP. All proposed edits to the contract terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested edits and accept or reject the same at its sole discretion.

#### **2.14 COSTS TO PROPOSE**

COMMERCE will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, travel to or conduct of a presentation, or any other activities related to responding to this RFP.

#### **2.15 NO OBLIGATION TO CONTRACT**

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified herein.

#### **2.16 REJECTION OF PROPOSALS**

COMMERCE reserves the right at its sole discretion to reject any and all Proposals received without penalty and not to issue a contract as a result of this RFP.

**2.17 COMMITMENT OF FUNDS**

The Director of COMMERCE or delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFP. No services may begin and no cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

**2.18 ELECTRONIC PAYMENT**

The state of Washington prefers to utilize electronic payment in its transactions. The successful Contractor must have or obtain a Statewide Vendor Number (SWV) from the Office of Financial Management to be paid by COMMERCE. For more information, visit: [www.ofm.wa.gov](http://www.ofm.wa.gov).

**2.19 INSURANCE COVERAGE**

The Contractor is to furnish COMMERCE with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth within the contract if requested.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and, if requested, a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date. Standard insurance requirements are included within the example contract and its special terms and conditions attached as Exhibit E.

### 3. PROPOSAL CONTENTS

#### **ELECTRONIC PROPOSALS:**

Proposals must be written in English and submitted electronically through our submissions portal located at [https://bit.ly/RFP\\_IS2023](https://bit.ly/RFP_IS2023) in the order noted below:

1. Letter of Submittal
2. Certifications and Assurances (Exhibit A to this RFP)
3. Technical Proposal
4. Management Proposal
5. Environmental Health Disparities
6. Cost Proposal
7. Diverse Business Inclusion Plan (Exhibit B to this RFP)
8. Workers' Rights Certification (Exhibit C to this RFP)
9. Small or Veteran-Owned Business Certification (Exhibit D to this RFP)

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the Proposal, but should also assist the Proposer in preparing a thorough response.

**Items marked "mandatory" must be included as part of the Proposal to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.**

#### **3.1 CERTIFICATIONS AND ASSURANCES (MANDATORY)**

**The Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated** by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Proposers wishing to submit any proposed contract edits must indicate so on this form (see Section 2.14).

#### **3.2 LETTER OF SUBMITTAL (MANDATORY)**

**The Letter of Submittal must be signed and dated** by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

Along with introductory remarks, the Letter of Submittal must include the following information about the Proposer and any proposed subcontractors:

- A.** Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- B.** Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
- C.** Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- D.** Federal Employer Tax Identification number or Social Security number **and** the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Proposer does not have a UBI number, the Proposer must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- E.** Location from which the Proposer would operate.

- F. Identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information COMMERCE determines that a conflict of interest exists, the Proposer may be disqualified from further consideration.
- G. Explain how the Proposer meets the minimum qualifications as outlined in above Section 1.3.

### 3.3 TECHNICAL PROPOSAL (SCORED)

The Technical Proposal must contain a comprehensive description of services including the following elements:

- A. **Project Approach/Methodology:** Include a complete description of the Proposer's proposed approach and methodology for the project. This section should convey Proposer's full understanding of the proposed project.
- B. **Work Plan:** Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Proposer's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of COMMERCE staff. The Proposer may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation. Identify any work to be completed by subcontractors but do not select subcontractors until all relevant requirements have been reviewed, including the Code of Federal Requirements if applicable.
- C. **Project Schedule:** Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. **Outcomes and Performance Measurement:** Describe the impacts and outcomes the Proposer will achieve, including how these impacts and outcomes will be monitored, measured and reported to COMMERCE.
- E. **Risks:** The Proposer must identify potential risks that are considered significant to the success of the project in sufficient detail to convey to members of the evaluation team the Proposer's ability correctly assess and manage risk. Include how the Proposer will effectively monitor and manage these risks, including timely reporting of risks to COMMERCE.
- F. **Deliverables:** Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the purpose of this RFP described in Section 1.1 and met the requirements set forth in Section 1.2.

### 3.4 MANAGEMENT PROPOSAL

#### A. Project Management (SCORED)

1. **Project Team Structure and Internal Controls:** Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Proposers are reminded to select subcontractors only after reviewing all relevant requirements. Provide an organizational chart indicating lines of authority for personnel involved in performance of this potential contract and relationships of these staff to other programs or functions of the organization(s). This chart must also show lines of authority to the next senior level of management. Include who will have prime responsibility and final authority for the work.
2. **Staff Qualifications and Experience:** Identify staff, including any subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments

and any other pertinent information. Staff identified in the Proposal must actually perform the assigned work. Any staff substitution must have prior approval from COMMERCE.

**B. Experience of the Proposer (SCORED)**

1. Indicate the experience the Proposer has in the following areas. If the Proposer does not have the specified experience, explain whether the Proposer plans to seek a subcontractor with that experience or other mitigation strategy:
  - a. Waste management including recycling and reuse of materials
  - b. Design and operation of energy and water systems with a focus on recovery and reuse
  - c. Existing or developing technologies that repurpose industrial waste
2. Indicate any other relevant experience that shows the qualifications of the Proposer, and any subcontractors, for the performance of the potential contract.
3. Include a list of contracts the Proposer has had during the last five years that relate to the Proposer's ability to perform the services needed under this RFP. List contract reference numbers, period of performance, contact persons, telephone numbers, and e-mail addresses. COMMERCE may award extra points to entities that are new to state contracting or pass-through funding in its sole discretion.

**C. Related Information (MANDATORY)**

1. If the Proposer or any known subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the Proposer's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
3. If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

**D. References (MANDATORY)**

List names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the Proposer **and** three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references. By submitting a Proposal the Proposer and any partners or agents authorize COMMERCE to contact these references and any others who, from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not contact references in its sole discretion.

**E. OMWBE and WDVA Certification (OPTIONAL AND NOT SCORED)**

Include proof of certification issued by the Washington Office of Minority and Women's Business Enterprises (OMWBE) or Washington Department of Veteran Affairs (WDVA) if certified small, minority-, women-, or veteran-owned business(es) will be participating on this

project in any capacity. For more information please see Sections 1.5 and 2.9, and visit: [www.omwbe.wa.gov](http://www.omwbe.wa.gov) or [www.wdva.wa.gov](http://www.wdva.wa.gov).

### 3.5 ENVIRONMENTAL HEALTH DISPARITIES (SCORED)

Describe how your project will reduce environmental health disparities. Use the [Washington Environmental Health Disparities Map](#) to identify where your project will be located and how it will benefit surrounding communities. If your proposal is a research or development project, describe how the project will accomplish this goal once the technology is commercialized.

### 3.6 COST PROPOSAL

The total amount proposed must not exceed the amount specified in Section 1.4 to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose Proposal best meets the requirements of this RFP. However, Proposers are encouraged to submit Proposals which are consistent with state government efforts to conserve resources.

#### Identification of Costs (MANDATORY AND NOT SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Proposer is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Proposers are required to collect and pay Washington state sales and use taxes if applicable.

Costs for work to be completed by subcontractors are to be broken out separately.

## 4. EVALUATION AND CONTRACT AWARD

### 4.1 EVALUATION PROCEDURE

Responsive Proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of Proposals will be accomplished by one or more evaluation team(s) designated by COMMERCE, which will determine the ranking of the proposals.

COMMERCE, in its sole discretion, may elect to invite top-scoring Proposers as finalists for a virtual presentation or interview.

The RFP Coordinator may contact the Proposer for clarification of any portion of their Proposal. Proposers are not permitted to submit, resubmit, correct, or change any materials of any kind after the date and time stated in Section 2.6 SUBMISSION OF PROPOSALS.

### 4.2 EVALUATION BREAKDOWN

The following weighting will be assigned to each proposal section for evaluation purposes. Subsections may or may not be of equal weight.

#### **Technical Proposal – 75%**

- Project Approach/Methodology
- Work Plan
- Project Schedule
- Outcome and Performance Measurement
- Risks
- Deliverables

#### **Management Proposal – 20%**

- Project Team Structure
- Internal Controls
- Staff Qualifications and Experience

#### **Environmental Health Disparities – 5%**

Describe how your project will reduce environmental health disparities. Use the [Washington Environmental Health Disparities Map](#) to identify where your project will be located and how it will benefit surrounding communities. If your proposal is a research or development project, describe how the project will accomplish this goal once the technology is commercialized.

**Cost Proposal** is mandatory and **not scored**.

**Workers' Rights Certification** Those Proposers that certify they **do not** require their employees to sign an individual arbitration clause as a condition of employment will receive an extra 5% of their awarded points added to their final score (see Exhibit C).

**COMMERCE reserves the right to award the contract(s) to the Proposer(s) whose Proposal is deemed to be in the best interest of COMMERCE and the state of Washington. See also Section 1.5 MANDATORY AWARD TO SMALL OR VETERAN-OWNED BUSINESS.**

### 4.3 VIRTUAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals COMMERCE may elect to schedule virtual presentations or interviews of top-scoring Proposers. If so, COMMERCE will contact the top-scoring Proposers from the written evaluation to schedule a date and time to meet on a platform such as Zoom or Microsoft Teams. Any commitments made by the Proposer during a virtual presentation or interview will be considered binding.



The scores from the written evaluation and the virtual presentation combined together will determine the Apparent Successful Contractor(s).

#### 4.4 NOTIFICATION TO PROPOSERS

COMMERCE will notify the Apparent Successful Contractor(s) of their selection in writing upon completion of the evaluation process. Proposers who were not selected for further negotiation or award will be notified separately. Notification may also be made to the COMMERCE public website, Washington Electronic Business Solution (WEBS), or other publically accessible locations.

#### 4.5 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Proposer who has submitted a Proposal and received notice that they were not selected for contract negotiation may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Proposer Notification is e-mailed to the Proposer. The debriefing must be scheduled within three (3) business days of the request.

Discussion at the debriefing conference is strictly limited to the following:

- Evaluation and scoring of that Proposer's Proposal;
- Any written comments from evaluators related to that Proposer;
- Review of Proposer's final score in comparison with the other final scores **without** identifying the other Proposers or reviewing their Proposals.

Comparisons between Proposals or evaluations of the other Proposals is not allowed. COMMERCE will not discuss any items other than the three bullet points above. Debriefing conferences may be conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes. COMMERCE reserves the right to end a debriefing for any reason.

#### 4.6 PROTEST PROCEDURE

Protests may be filed only by Proposers who submitted a response to this RFP and who have participated in a debriefing conference. Upon completing the debriefing conference, the Proposer is allowed five (5) business days to file a protest with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 5:00pm Pacific time on the fifth business day following the debriefing. Protests must be submitted by email. Proposers may choose to copy COMMERCE'S Central Contracts Office at [comcustserv@commerce.wa.gov](mailto:comcustserv@commerce.wa.gov). Do not copy any other COMMERCE staff.

Proposers protesting this RFP shall follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to Proposers under this RFP.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized agent. The protest must state the RFP number, the grounds for the protest from the list below with specific facts, and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this RFP or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be dismissed as without merit if they address issues such as an evaluator's professional judgment on the quality of a proposal, or COMMERCE'S assessment of its own and/or other agencies' needs or requirements.

Scores received are not a valid basis of protest and will be dismissed as without merit unless included with facts supporting bias, discrimination, or conflict of interest on the part of an evaluator.

Upon receipt of a protest, a protest review will be held by COMMERCE. COMMERCE'S Chief Contracts Officer, or other employee delegated by the Director who was not involved in the award process, will consider the record along with all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may directly impact the actual interest of another Proposer, such Proposer may be given an opportunity to submit its views and any relevant information on the protest.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
  - Correct the error(s) and re-evaluate all proposals, or
  - Cancel this RFP and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If COMMERCE does not find merit in the protest, COMMERCE may enter into a contract with the Apparent Successful Contractor(s). If the protest is determined to have merit, one of the options above will be taken.

## **5. RFP EXHIBITS**

- Exhibit A Certifications and Assurances
- Exhibit B Diverse Business Inclusion Plan
- Exhibit C Workers' Rights Certification
- Exhibit D Small or Veteran-Owned Business Certification
- Exhibit E Service Contract Format with General Terms and Conditions
- Exhibit F Industrial Symbiosis Statute

**CERTIFICATIONS AND ASSURANCES**

**I/we make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:**

1. I/we declare that all answers and statements made in the Proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached Proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this Proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this RFP or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this Proposal. All Proposals become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached Proposal constitutes acceptance of the RFP contents and the attached example contract and general terms and conditions. If there are any proposed edits to these terms, I/we have described those edits in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and any others who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated in this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the state of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we are not debarred from doing business with the state of Washington or the United States.

**I/We have reviewed the Contract and General Terms and Conditions and I/we: (check one)**

- are** submitting proposed contract edits. If proposed contract edits are being submitted for consideration, I/we have attached them to this form. (See Section 2.14)
- are not** submitting proposed contract edits. (Default if neither are checked)

On behalf of the Proposer submitting this Proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

---

Signature of Proposer

---

Date

---

Printed Name

---

Title



**DIVERSE BUSINESS INCLUSION PLAN**

Please see Section 2.9 for more information regarding the Diverse Business Inclusion Plan.

<b>If awarded a contract as a result of this RFP,</b>	<b>Yes</b>	<b>No</b>
Do you anticipate subcontracting* with State Certified Minority Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
Do you anticipate subcontracting with State Certified Women’s Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
Do you anticipate subcontracting with State Certified Veteran Businesses?	<input type="checkbox"/>	<input type="checkbox"/>
Do you anticipate subcontracting with Washington State Small Businesses?	<input type="checkbox"/>	<input type="checkbox"/>

**Proposer’s Goals:**

Please list the approximate percentage of work to be accomplished by each subcontractor type:

- Minority-owned businesses: \_\_\_\_\_%
- Woman-owned businesses: \_\_\_\_\_%
- Veteran-owned businesses: \_\_\_\_\_%
- Small businesses: \_\_\_\_\_%

**If you plan to subcontract and answered ‘No’ to all questions above, please explain:**

**Click or tap here to enter text.**

I/We do not plan to subcontract any of the work described in this RFP.

Please identify the person in your organization who will manage your Diverse Business Inclusion Plan related to this project:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**\* Please note that subcontracting must be done in accordance with contractual terms and conditions which may include specific subcontractor selection requirements. Do not select subcontractors until you have reviewed all applicable requirements.**

**CONTRACTOR CERTIFICATION  
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS  
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Pursuant to the Washington State Governor’s Executive Order 18-03 dated June 12, 2018, the Washington Department of Commerce is seeking to contract with qualified organizations which certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers. See Section 4.2.

RFP Number: IS2023

I hereby certify, on behalf of the organization identified below, as follows (check one and sign below):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This organization requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

This organization certifies it has no employees.

I hereby certify, under penalty of perjury under the laws of the state of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the organization listed herein.

NAME: \_\_\_\_\_  
Print full legal entity name of organization

By: \_\_\_\_\_  
Signature of authorized person Printed Name

Title: \_\_\_\_\_ Place: \_\_\_\_\_  
Title of person signing certificate Print city and state where signed

Date: \_\_\_\_\_

Return to Procurement Coordinator as part of your complete response.

**Small or Veteran-Owned Business Certification**

**See Section 1.5 for more information about COMMERCE’S award obligation to Small and Veteran-Owned Businesses.**

**Small Business**

- By checking this box and signing below I/we hereby certify under penalty of perjury that the business represented in this Proposal is a Washington business including a sole proprietorship, corporation, partnership, or other legal entity, that is:
  - (a) Owned and operated independently from all other businesses and has either:
    - (i) Fifty or fewer employees; or
    - (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or
  - (b) Is certified with the Office of Women and Minority Business Enterprises under chapter 39.19 RCW. I/we are including a copy of the certification.

**Veteran-Owned Business**

- By checking this box and signing below, I/we certify the business represented in this Proposal is certified by the Washington Department of Veteran Affairs. I/we are including a copy of the certification.

Failure to return or sign this Exhibit, or failure to check an applicable box, may result in failure to qualify as a responsive and responsible Small or Veteran-Owned Business.

Failure to include a copy of the relevant certification may result in failure to qualify as a responsive and responsible Small or Veteran-Owned Business.

**Additional Representation**

The following is not required nor scored. Your answers or lack of answers will not impact the outcome of this RFP. This information helps Commerce monitor our level of success in meeting our diverse contracting goals. See Section 2.9 for more information about Commerce’s diverse contracting goals.

For informational purposes only, the business represented in this Proposal is:

- Certified Woman-Owned by the Office of Women and Minority Business Enterprises
- Certified Minority-Owned by the Office of Women and Minority Business Enterprises

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title





**Grant Agreement with**

Please enter the Entity/Business Name of Grantee Organization

**through**

Click or tap here to enter text.

**Grant Number:**

Please enter Grant Number

**For**

Provide Project Title/ Primary Grant Purpose in 25 words or less

**Dated:** Please enter start date of grant

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## Face Sheet

Grant Number: <Insert Number>

<Select Division, Board, or Commission> <Insert Unit or Office>  
<Insert Program(s) and/or Project(s)>

<b>1. Grantee</b> <Insert legal name> <Insert mailing address> <Insert physical address> <Insert location>		<b>2. Grantee Doing Business As (as applicable)</b> <Insert DBA name> <Insert DBA mailing address> <Insert DBA physical address> <Insert DBA location>	
<b>3. Grantee Representative</b> <Insert name> <Insert title> <Insert phone> <Insert FAX> <Insert e-mail>		<b>4. COMMERCE Representative</b> <Insert name>                      <Insert mailing address> <Insert title>                        <Insert physical address> <Insert phone>                       <Insert location> <Insert FAX> <Insert e-mail>	
<b>5. Grant Amount</b> <Insert \$ Total>	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	<b>7. Start Date</b> <Insert date>	<b>8. End Date</b> <Insert date>
<b>9. Federal Funds (as applicable)</b> <Insert \$ amount>		<b>Federal Agency:</b> <Insert name>	
		<b>ALN</b> <Insert number>	
<b>10. Tax ID #</b> <Insert number>	<b>11. SWV #</b> <Insert number>	<b>12. UBI #</b> <Insert number>	<b>13. UEI #</b> <Insert number>
<b>14. Grant Purpose</b> <Briefly describe Grant purpose>			
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment "A" - <insert title>, Attachment "B" - <insert title>, Attachment "C" - <insert title>, <etc.>			
<b>FOR GRANTEE</b>  _____ <insert name>, <insert title>  _____ Signature  _____ Date		<b>FOR COMMERCE</b>  _____ <insert name>, <insert title>  _____ Date  <b>APPROVED AS TO FORM ONLY          BY ASSISTANT ATTORNEY GENERAL          APPROVAL ON FILE</b>	

## **Special Terms and Conditions**

### **1. GRANT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Grant.

The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

### **2. COMPENSATION**

COMMERCE shall pay an amount not to exceed \$ \_\_\_\_\_ for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. Grantee's compensation for services rendered shall be based on the following rates or in accordance with the following terms:

#### **EXPENSES**

Grantee shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by COMMERCE as reimbursable. The maximum amount to be paid to the Grantee for authorized expenses shall not exceed \$ \_\_\_\_\_, which amount is included in the Grant total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Grantee shall receive compensation for travel expenses at current state travel reimbursement rates.

### **3. BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Grantee upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Grant Number \_\_\_\_\_.

If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

COMMERCE may, in its sole discretion, terminate the Grant or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Grant.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

#### **Invoices and End of Fiscal Year**

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Grantee must invoice for all expenses from the beginning of the Grant through June 30, regardless of the Grant start and end date.

#### **Duplication of Billed Costs**

The Grantee shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

#### Disallowed Costs

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

#### **4. SUBGRANTEE DATA COLLECTION**

Grantee will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Grant performed by subgrantees and the portion of Grant funds expended for work performed by subgrantees, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subgrantees. "Subgrantees" shall mean subgrantees of any tier.

#### **5. INSURANCE**

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee, or agents of either, while performing under the terms of this Grant. Failure to maintain the required insurance coverage may result in termination of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall provide COMMERCE thirty (30) calendar days' advance notice of any insurance cancellation, non-renewal or modification.

The Grantee shall submit to COMMERCE within fifteen (15) calendar days of the Grant start date OR a written request by COMMERCE, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, if required or requested, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Grantee shall provide, at COMMERCE's request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days' advance written notice of cancellation.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

**Commercial General Liability Insurance Policy.** Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantees provide adequate insurance coverage for the activities arising out of subgrants.

**Automobile Liability.** In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined

Single Limit for bodily injury and property damage.

**Professional Liability, Errors and Omissions Insurance.** The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under Grant to the Grantee. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

**Fidelity Insurance.** Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

- A. The amount of fidelity coverage secured pursuant to this Grant shall be \$100,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
- B. Subgrantees that receive \$10,000 or more per year in funding through this Grant shall secure fidelity insurance as noted above. Fidelity insurance secured by Subgrantees pursuant to this paragraph shall name the Grantee as beneficiary.

## 6. **FRAUD AND OTHER LOSS REPORTING**

Grantee shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

## 7. **ORDER OF PRECEDENCE**

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Add any other attachments incorporated by reference from the Face Sheet listed within order of attached.

## **General Terms and Conditions**

### **1. DEFINITIONS**

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Grant" or "Agreement" or "Contract" means the entire written agreement between COMMERCE and the Grantee, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this Grant shall be the same as delivery of an original.
- D. "Grantee" or "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the Grantee.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subgrantee/subcontractor" shall mean one not in the employment of the Grantee, who is performing all or part of those services under this Grant under a separate Grant with the Grantee. The terms "subgrantee" and "subcontractor" mean subgrantee/subcontractor(s) in any tier.
- H. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.
- I. "Vendor" is an entity that agrees to provide the amount and kind of services requested by COMMERCE; provides services under the grant only to those beneficiaries individually determined to be eligible by COMMERCE and, provides services on a fee-for-service or per-unit basis with contractual penalties if the entity fails to meet program performance standards.

### **2. ACCESS TO DATA**

In compliance with RCW 39.26.180, the Grantee shall provide access to data generated under this Grant to COMMERCE, the Joint Legislative Audit and Review Committee, and the Office of the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Grantee's reports, including computer models and the methodology for those models.

### **3. ADVANCE PAYMENTS PROHIBITED**

No payments in advance of or in anticipation of goods or services to be provided under this Grant shall be made by COMMERCE.



4. **ALL WRITINGS CONTAINED HEREIN**

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

5. **AMENDMENTS**

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35**

The Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

7. **ASSIGNMENT**

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

8. **ATTORNEYS' FEES**

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorneys' fees and costs.

9. **CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

A. "Confidential Information" as used in this section includes:

- i. All material provided to the Grantee by COMMERCE that is designated as "confidential" by COMMERCE;
- ii. All material produced by the Grantee that is designated as "confidential" by COMMERCE; and
- iii. All Personal Information in the possession of the Grantee that may not be disclosed under state or federal law.

B. The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

## 10. **CONFLICT OF INTEREST**

Notwithstanding any determination by the Executive Ethics Board or other tribunal, COMMERCE may, in its sole discretion, by written notice to the Grantee terminate this Grant if it is found after due notice and examination by COMMERCE that there is a violation of the Ethics in Public Service Act, Chapters 42.52 RCW and 42.23 RCW; or any similar statute involving the Grantee in the procurement of, or performance under this Grant.

Specific restrictions apply to Granting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. The Grantee and their subgrantee(s) must identify any person employed in any capacity by the state of Washington that worked with the COMMERCE program executing this Grant, including but not limited to formulating or drafting the legislation, participating in procurement planning and execution, awarding Grants, and monitoring Grant, during the 24-month period preceding the start date of this Grant. Identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by COMMERCE that a conflict of interest exists, the Grantee may be disqualified from further consideration for the award of a Grant.

In the event this Grant is terminated as provided above, COMMERCE shall be entitled to pursue the same remedies against the Grantee as it could pursue in the event of a breach of the Grant by the Grantee. The rights and remedies of COMMERCE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which COMMERCE makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Grant.

## 11. **COPYRIGHT**

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Grantee with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

## 12. **DISPUTES**

Except as otherwise provided in this Grant, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;

- state the disputed issues;
- state the relative positions of the parties;
- state the Grantee's name, address, and Grant number; and
- be mailed to the Director and the other party's (respondent's) Grant Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

### 13. **DUPLICATE PAYMENT**

COMMERCE shall not pay the Grantee, if the Grantee has charged or will charge the State of Washington or any other party under any other Grant or agreement, for the same services or expenses.

### 14. **GOVERNING LAW AND VENUE**

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

### 15. **INDEMNIFICATION**

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the Grant. "Claim" as used in this Grant, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The Grantee's obligation to indemnify, defend, and hold harmless includes any claim by Grantee's agents, employees, representatives, or any subgrantee or its employees.

The Grantee's obligation shall not include such claims that may be caused by the sole negligence of the State and its agencies, officials, agents, and employees. If the claims or damages are caused by or result from the concurrent negligence of (a) the State, its agents or employees and (b) the Grantee, its subcontractors, agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Grantee or its subgrantees, agents, or employees.

The Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

### 16. **INDEPENDENT CAPACITY OF THE GRANTEE**

The parties intend that an independent Grantee relationship will be created by this Grant. The Grantee and its employees or agents performing under this Grant are not employees or agents of the state of Washington or COMMERCE. The Grantee will not hold itself out as or claim to be an officer or employee of COMMERCE or of the state of Washington by reason hereof, nor will the Grantee make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Grantee.

## **17. INDUSTRIAL INSURANCE COVERAGE**

The Grantee shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Grantee fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the Grantee the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the Grantee to the accident fund from the amount payable to the Grantee by COMMERCE under this Grant, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Grantee.

## **18. LAWS**

The Grantee shall comply with all applicable laws, ordinances, codes, regulations and policies of local, state, and federal governments, as now or hereafter amended.

## **19. LICENSING, ACCREDITATION AND REGISTRATION**

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Grant.

## **20. LIMITATION OF AUTHORITY**

Only the Authorized Representative or the Authorized Representative's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Grant. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this Grant is not effective or binding unless made in writing and signed by the Authorized Representative.

## **21. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

During the performance of this Grant, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Grantee's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the Grantee may be declared ineligible for further grants with COMMERCE. The Grantee shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

The funds provided under this Grant may not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this Grant.

## **22. PAY EQUITY**

The Grantee agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

- A.** Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;
- B.** Grantee may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
  - i.** A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.

- ii. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
- iii. A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Grant may be terminated by the Department, if the Department or the Department of Enterprise Services determines that the Grantee is not in compliance with this provision.

### **23. POLITICAL ACTIVITIES**

Political activity of Grantee's employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

### **24. PUBLICITY**

The Grantee agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE's name is mentioned, or language used from which the connection with the state of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

### **25. RECAPTURE**

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grant.

### **26. RECORDS MAINTENANCE**

The Grantee shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant.

The Grantee shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

### **27. REGISTRATION WITH DEPARTMENT OF REVENUE**

If required by law, the Grantee shall complete registration with the Washington State Department of Revenue.

### **28. RIGHT OF INSPECTION**

The Grantee shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all

reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant.

**29. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may suspend or terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

**30. SEVERABILITY**

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

**31. SITE SECURITY**

While on COMMERCE premises, Grantee, its agents, employees, or subgrantees shall conform in all respects with physical, fire or other security policies or regulations.

**32. SUBGRANTING/SUBCONTRACTING**

The Grantee may only subgrant/subcontract work contemplated under this Grant if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subgranting/subcontracting, the Grantee shall maintain written procedures related to subgranting, as well as copies of all subgrants/subcontract and records related to subgrants/subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subgranting/subcontracting procedures as they relate to this Grant; (b) prohibit the Grantee from subgranting/subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subgrant/subcontract.

Every subgrant/subcontract shall bind the Subgrantee/Subcontractor to follow all applicable terms of this Grant. The Grantee is responsible to COMMERCE if the Subgrantee/Subcontractor fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subgrantee/Subcontractor to assure fiscal conditions of this Grant. In no event shall the existence of a subgrant/subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subgrant/subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subgrantee/Subcontractor's performance of the subgrant/subcontract.

**33. SURVIVAL**

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

**34. TAXES**

All payments accrued on account of payroll taxes, unemployment contributions, the Grantee's income or gross receipts, any other taxes, insurance or expenses for the Grantee or its staff shall be the sole responsibility of the Grantee.

**35. TERMINATION FOR CAUSE**

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this Grant. Before suspending or terminating the Grant, COMMERCE shall notify the Grantee in writing of the need to



take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Grantee or a decision by COMMERCE to terminate the Grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are, in addition to any other rights and remedies, provided by law.

### **36. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

### **37. TERMINATION PROCEDURES**

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this Grant, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Grantee the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Grantee and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Grant. COMMERCE may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

- A.** Stop work under the Grant on the date, and to the extent specified, in the notice;
- B.** Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
- C.** Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;

- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants/subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the Grantee and in which COMMERCE has or may acquire an interest.

**38. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Grantee, for the cost of which the Grantee is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the Grantee. Title to other property, the cost of which is reimbursable to the Grantee under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Grantee shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Grant.
- B. The Grantee shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Grantee or which results from the failure on the part of the Grantee to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Grantee shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Grantee shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Grant.
- E. All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subgrantees/Subcontractors.

**39. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.



## **Attachment A: Scope of Work**

## **Attachment B: Budget**

## Industrial Symbiosis Statute

### **RCW 43.31.625**

#### **Industrial waste coordination program.**

(1) An industrial waste coordination program is established in order to provide expertise, technical assistance, and best practices to support local industrial symbiosis projects.

(2) The industrial waste coordination program must be administered by the department of commerce and administered regionally, with each region provided with a dedicated facilitator and technical and administrative support.

(3) The industrial waste coordination program must facilitate waste exchange by:

(a) Developing inventories of industrial waste innovation currently in operation;

(b) Generating a material flow data collection system in order to capture and manage data on resource availability and potential synergies;

(c) Establishing guidance and best practices for emerging local industrial resource hubs, which must include a consideration of steps to avoid creating or worsening negative impacts to overburdened communities as identified by tools such as the department of health's environmental health disparities map;

(d) Identifying access to capital in order to fund projects, including federal, state, local, and private funding;

(e) Developing economic, environmental, and health disparities metrics to measure the results of industrial or commercial hubs;

(f) Hosting workshops and connecting regional businesses, governments, utilities, research institutions, and other organizations in order to identify opportunities for resource collaboration;

(g) Assisting entities throughout the entire life cycle of industrial symbiosis projects, from identification of opportunities to full project implementation;

(h) Developing economic cluster initiatives in order to spur growth and innovation; and

(i) Making any additional recommendations to the legislature in order to incentivize and facilitate industrial symbiosis.

(4) The department of commerce may coordinate with other agencies, representatives of business and manufacturing networks, and other entities in order to develop material flow generation data and increase multisectoral outreach.

(5) In generating the material flow data collection system under subsections (3)(b) and (4) of this section, the department of commerce may only use publicly available data or data voluntarily provided by program participants. No entity may be required to disclose material flow data. The department of commerce must keep any proprietary business information confidential and such information is exempt from public disclosure, as provided in RCW 42.56.270.

#### **[ 2021 c 308 § 2. ]**

#### **NOTES:**

**Findings—Intent—2021 c 308:** "The legislature finds that industrial symbiosis networks create valuable collaborative opportunities where the underutilized resources of one company, such as waste, by-products, residues, energy, water, logistics, capacity, expertise, equipment, and materials may be used by another. The legislature further finds that many existing businesses and organizations in the state have the potential to partner in the establishment of these networks, and the formation of industrial symbiosis innovation hubs at the state and local level would facilitate a systems approach that identifies business opportunities to improve resource utilization and productivity for a more sustainable and integrated industrial economy.

Therefore, the legislature intends to establish a statewide industrial waste coordination program in order to nurture and coordinate existing industrial symbiosis efforts and to catalyze new industrial symbiosis opportunities. Furthermore, the legislature intends to establish the program in order to: Find ways of turning waste and by-products into valued resource inputs; reduce waste management costs; generate new business opportunities; increase the size and diversity of business networks; identify

means of improving environmental performance; achieve environmental justice in goals and policies; incentivize pathways to family-wage, green jobs; expand the regional circular economy; and drive innovation." [ [2021 c 308 § 1.](#)]

### **RCW [43.31.635](#)**

#### **Industrial symbiosis grant program.**

(1) Subject to the availability of amounts appropriated for this specific purpose, a competitive industrial symbiosis grant program is established in order to provide grants for the research, development, and deployment of local waste coordination projects.

(2) Grants may go towards:

(a) Existing industrial symbiosis efforts by public or private sector organizations;

(b) Emerging industrial symbiosis opportunities involving public or private sector organizations, including projects arising from:

(i) The industrial waste coordination program established in RCW [43.31.625](#);

(ii) Conceptual work completed by public utilities to redirect their wastes to productive use; or

(iii) Existing inventories or project concepts involving specific biobased wastes converted to renewable natural gas;

(c) Research on product development using a specific waste flow;

(d) Feasibility studies to evaluate potential biobased resources;

(e) Feasibility studies for publicly owned utilities to evaluate business models to transform to multiutility operations or for the evaluation of potential symbiosis connections with other regional businesses; or

(f) Other local waste coordination projects as determined by the department of commerce.

(3) The department of commerce must develop a method and criteria for the allocation of grants, subject to the following:

(a) Project allocation should reflect geographic diversity, with grants being distributed equally in western and eastern parts of the state, urban and rural areas, and small towns and large cities;

(b) Project allocation should consider factors such as time to implementation and scale of economic or environmental benefits;

(c) Grants must require a one-to-one nonstate to state match;

(d) Individual grant awards may not exceed \$500,000; and

(e) Project allocation should avoid creating or worsening environmental health disparities and should make use of tools such as the department of health's environmental health disparities map.

[ [2021 c 308 § 3.](#)]

#### **NOTES:**

**Findings—Intent—2021 c 308:** See note following RCW [43.31.625](#).

**Chelan Douglas Regional Port Authority  
Budget vs Actual  
For the Period Ending March 31, 2023**

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b>OPERATING REVENUES</b>																	
<b>BUSINESS PARKS</b>																	
<b><u>CASHMERE MILL DISTRICT</u></b>																	
Building A - Blue Spirits	\$ 163,588	\$ 40,897	\$ 13,632	\$ 13,632	\$ 13,632										\$ 40,896	\$ (122,692)	\$ (1)
Building B - Hurst International & Blue Spirits	137,700	34,425	11,475	11,475	11,475										34,425	(103,275)	-
Utility & Operating Reimbursements	57,750	14,438	5,129	12,192	7,971										25,292	(32,458)	10,854
Misc. Income	2,500	625	-	200	-										200	(2,300)	(425)
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 361,538</b>	<b>\$ 90,385</b>	<b>\$ 30,236</b>	<b>\$ 37,499</b>	<b>\$ 33,078</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,813</b>	<b>\$ (260,725)</b>	<b>\$ 10,428</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>																	
Office Space Leases	\$ 592,890	\$ 148,223	\$ 40,757	\$ 39,818	\$ 52,695										\$ 133,270	\$ (459,620)	\$ (14,953)
CTC South Office Space Leases	22,667	5,667	1,419	1,290	1,572										4,281	(18,386)	(1,386)
Video Conference/Meeting Room Rentals	200,000	50,000	43,421	17,067	22,318										82,806	(117,194)	32,806
Utility & Operating Reimbursements	35,796	8,949	2,981	3,354	3,184										9,519	(26,277)	570
Misc. Income	1,500	375	-	-	-										-	(1,500)	(375)
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 852,853</b>	<b>\$ 213,214</b>	<b>\$ 88,578</b>	<b>\$ 61,529</b>	<b>\$ 79,769</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 229,876</b>	<b>\$ (622,977)</b>	<b>\$ 16,662</b>
<b><u>COLUMBIA STREET PROPERTIES</u></b>																	
Buildings A/B - Badger Mtn Brewing	\$ 45,360	\$ 11,340	\$ 3,780	\$ 3,780	\$ 3,780										\$ 11,340	\$ (34,020)	\$ -
Buildings G/I - Streamline	143,712	35,928	11,976	11,976	11,976										35,928	(107,784)	-
Buildings C/D - Streamline	-	-	-	2,568	3,908										6,476	6,476	6,476
Building E - Streamline	-	-	2,025	2,025	2,025										6,075	6,075	6,075
Building F - Streamline	36,000	12,000	4,000	4,000	4,000										12,000	(24,000)	-
Misc. Rents	1,200	300	100	100	100										300	(900)	-
Utility & Operating Reimbursements	23,500	5,875	2,282	2,727	3,503										8,512	(14,988)	2,637
<b>TOTAL COLUMBIA STREET PROPERTIES</b>	<b>\$ 249,772</b>	<b>\$ 65,443</b>	<b>\$ 24,163</b>	<b>\$ 27,176</b>	<b>\$ 29,292</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,631</b>	<b>\$ (169,141)</b>	<b>\$ 15,188</b>
<b><u>MALAGA INDUSTRIAL SITE</u></b>																	
Farm/Land Rents	\$ -	\$ -	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
<b>TOTAL MALAGA INDUSTRIAL SITE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>																	
IB 2 - Synergy Food Solutions	\$ 54,871	\$ 13,515	\$ 4,505	\$ 4,505	\$ 4,505										\$ 13,515	\$ (41,356)	\$ -
IB 3 - Confluence Health	76,456	18,785	6,262	6,262	6,262										18,786	(57,670)	1
IB 4 - Pregis Corporation	216,949	54,237	18,079	18,079	18,079										54,237	(162,712)	-
IB 5 - Chelan County PUD	356,631	88,494	29,499	29,499	29,499										88,497	(268,134)	3
IB 6 - ABC Early Learning	13,307	3,629	1,233	1,233	1,233										3,699	(9,608)	70
IB 7 & 8 - Pacific Aerospace & Electronics	754,907	188,727	62,909	62,909	62,909										188,727	(566,180)	-
IB 9 - Sinclair Systems & Frito Lay	262,278	75,426	24,900	24,900	24,900										74,700	(187,578)	(726)
Utility & Operating Reimbursements	167,500	41,875	7,416	14,273	25,100										46,789	(120,711)	4,914
Misc. Income	2,500	625	-	-	774										774	(1,726)	149
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 1,905,399</b>	<b>\$ 485,313</b>	<b>\$ 154,803</b>	<b>\$ 161,660</b>	<b>\$ 173,261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 489,724</b>	<b>\$ (1,415,675)</b>	<b>\$ 4,411</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b><u>PANGBORN AIRPORT</u></b>																	
Landing Fees	\$ 20,000	\$ 5,000	\$ 3,703	\$ 2,544	\$ 3,229										\$ 9,476	\$ (10,524)	\$ 4,476
Parking Income	150,000	37,500	12,211	15,282	18,051										45,544	(104,456)	8,044
Aircraft Parking	5,000	1,250	430	817	845										2,092	(2,908)	842
Rental Income - Aviation Land	102,575	25,644	56,656	3,938	5,324										65,918	(36,657)	40,274
Rental Income - NonAviation Land	60,565	60,565	65,617	-	-										65,617	5,052	5,052
Rental Income - Terminal/Aviation Building	63,930	15,983	6,679	9,036	6,488										22,203	(41,727)	6,220
Rental Income - NonAviation Buildings	98,045	24,511	8,102	8,102	8,164										24,368	(73,677)	(143)
Rental Income - Hangars	179,175	44,794	35,244	12,318	11,985										59,547	(119,628)	14,753
Glycol Discharge Reimbursement	50,000	12,500	-	-	-										-	(50,000)	(12,500)
Car Rental Concession Fees	59,500	14,875	6,695	4,839	6,320										17,854	(41,646)	2,979
Fuel Flowage Fees	20,000	5,000	1,217	308	2,280										3,805	(16,195)	(1,195)
Misc. Fees and Permits	25,000	6,250	2,559	2,043	14,624										19,226	(5,774)	12,976
<b>TOTAL PANGBORN AIRPORT</b>	<b>\$ 833,790</b>	<b>\$ 253,872</b>	<b>\$ 199,113</b>	<b>\$ 59,227</b>	<b>\$ 77,310</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 335,650</b>	<b>\$ (498,140)</b>	<b>\$ 81,778</b>
<b><u>PANGBORN FBO</u></b>																	
FBO Fuel Income	\$ 1,600,000	\$ 400,000	\$ 80,133	\$ 125,863	\$ 121,055										\$ 327,051	\$ (1,272,949)	\$ (72,949)
FBO Income (After hours)	12,500	3,125	585	520	945										2,050	(10,450)	(1,075)
FBO Misc. Income	10,000	2,500	916	508	1,605										3,029	(6,971)	529
<b>TOTAL PANGBORN FBO</b>	<b>\$ 1,622,500</b>	<b>\$ 405,625</b>	<b>\$ 81,634</b>	<b>\$ 126,891</b>	<b>\$ 123,605</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 332,130</b>	<b>\$ (1,290,370)</b>	<b>\$ (73,495)</b>
<b><u>PANGBORN BUSINESS PARK</u></b>																	
<b><u>Land Leases</u></b>																	
Lot 4 - Coca-Cola	\$ 85,778	\$ -	\$ -	\$ -	\$ -										\$ -	\$ (85,778)	\$ -
Lot 17 - Salcido	33,140	8,285	2,762	2,762	2,762										8,286	(24,854)	1
<b><u>Building Leases</u></b>																	
3306 - Multi-Tenant	119,675	29,919	9,972	9,972	9,972										29,916	(89,759)	(3)
3310 - Accor Building	360,489	90,122	29,707	29,707	29,707										89,121	(271,368)	(1,001)
CWICC	202,318	50,580	16,860	16,860	16,860										50,580	(151,738)	-
Utility & Operating Reimbursements	9,975	2,494	2,926	1,226	1,247										5,399	(4,576)	2,905
Misc. Income	2,500	625	-	-	-										-	(2,500)	(625)
<b>TOTAL PANGBORN BUSINESS PARK</b>	<b>\$ 813,875</b>	<b>\$ 182,025</b>	<b>\$ 62,227</b>	<b>\$ 60,527</b>	<b>\$ 60,548</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183,302</b>	<b>\$ (630,573)</b>	<b>\$ 1,277</b>
<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>																	
Rental Income - Offices	\$ 31,495	\$ 7,874	\$ 2,640	\$ 2,640	\$ 2,640										\$ 7,920	\$ (23,575)	\$ 46
Rental Income - Aviation/Hangar Uses	169,500	42,375	15,090	15,420	15,056										45,566	(123,934)	3,191
Misc. Income	2,500	625	-	-	-										-	(2,500)	(625)
<b>TOTAL RPA OFFICE/AVIATION CENTER</b>	<b>\$ 203,495</b>	<b>\$ 50,874</b>	<b>\$ 17,730</b>	<b>\$ 18,060</b>	<b>\$ 17,696</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,486</b>	<b>\$ (150,009)</b>	<b>\$ 2,612</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b>LAKE CHELAN AIRPORT</b>																	
Rental Income - Kelly Property	\$ 3,840	\$ 960	\$ 320	\$ 320	\$ 320										\$ 960	\$ (2,880)	\$ -
<b>TOTAL LAKE CHELAN AIRPORT</b>	<b>\$ 3,840</b>	<b>\$ 960</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 960</b>	<b>\$ (2,880)</b>	<b>\$ -</b>
<b>MANSFIELD AIRPORT</b>																	
Lease Income	\$ -	\$ -	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
<b>TOTAL MANSFIELD AIRPORT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WATERVILLE AIRPORT</b>																	
Lease Income	\$ 2,490	\$ 623	\$ 1,012	\$ -	\$ -										\$ 1,012	\$ (1,478)	\$ 389
Parcell Hangar	6,000	1,500	400	400	400										1,200	(4,800)	(300)
<b>TOTAL WATERVILLE AIRPORT</b>	<b>\$ 8,490</b>	<b>\$ 2,123</b>	<b>\$ 1,412</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,212</b>	<b>\$ (6,278)</b>	<b>\$ 89</b>
<b>ORONDO RIVER PARK</b>																	
Chelan County PUD	\$ 45,750	\$ 11,438	\$ -	\$ -	\$ 649										\$ 649	\$ (45,101)	\$ (10,789)
Misc. Income	-	-	-	-	-										-	-	-
<b>TOTAL ORONDO RIVER PARK</b>	<b>\$ 45,750</b>	<b>\$ 11,438</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 649</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 649</b>	<b>\$ (45,101)</b>	<b>\$ (10,789)</b>
<b>PYBUS INCUBATOR</b>																	
Office Space Lease	\$ 24,863	\$ 8,288	\$ 2,763	\$ 2,763	\$ 2,763										\$ 8,289	\$ (16,574)	\$ 1
Misc. Income	-	-	-	-	-										-	-	-
<b>TOTAL PYBUS INCUBATOR</b>	<b>\$ 24,863</b>	<b>\$ 8,288</b>	<b>\$ 2,763</b>	<b>\$ 2,763</b>	<b>\$ 2,763</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,289</b>	<b>\$ (16,574)</b>	<b>\$ 1</b>
<b>TOTAL BUSINESS PARK REVENUE</b>	<b>\$ 6,926,165</b>	<b>\$ 1,769,560</b>	<b>\$ 662,979</b>	<b>\$ 556,052</b>	<b>\$ 598,691</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,817,722</b>	<b>\$ (5,108,443)</b>	<b>\$ 48,162</b>
<b>TAX RECEIPTS</b>																	
Current Levy	\$ 4,476,575																
1.0% of Prior Year Tax	44,766																
New Construction	96,765																
Tax Refunded (receipts)	5,806																
<b>TOTAL TAX RECEIPTS</b>	<b>\$ 4,623,912</b>	<b>\$ 1,155,978</b>	<b>\$ 9,274</b>	<b>\$ 26,593</b>	<b>\$ 387,710</b>										<b>\$ 423,577</b>	<b>\$ (4,200,335)</b>	<b>\$ (732,401)</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b>NON-OPERATING REVENUES</b>																	
<b><u>Cashmere Mill District</u></b>																	
Property Sales	\$ 50,000	\$ 50,000	\$ -	\$ 52,697	\$ -										\$ 52,697	\$ 2,697	\$ 2,697
<b><u>Confluence Technology Center</u></b>																	
Sale of Surplus Equipment	1,210,000	1,210,000	1,210,000	-	-										1,210,000	-	-
<b><u>Malaga Industrial Sites</u></b>																	
Dept of Com - Malaga Waterline Ext (\$1,498,650)	1,198,650	-	-	-	-										-	(1,198,650)	-
Client Contr - Malaga Waterline Ext (\$8,501,350)	4,070,821	280,250	149,771	-	130,478										280,249	(3,790,572)	(1)
Client Contribution - Cooling Water System	1,700,000	-	-	-	-										-	(1,700,000)	-
Client Contribution - Hayes Property Acquisition	853,765	-	-	-	-										-	(853,765)	-
Client Contribution - Property Acq. (Misc.)	5,000,000	-	-	-	-										-	(5,000,000)	-
<b><u>Pangborn Airport</u></b>																	
FAA Grant Proceeds (Apron Rehab)	1,912,602	-	-	-	-										-	(1,912,602)	-
FAA Grant Proceeds (Foam Testing Equipment)	25,000	-	-	-	-										-	(25,000)	-
FAA Grant Proceeds (Phase I - Taxiway A Relocation)	10,044,464	31,357	31,357	-	-										31,357	(10,013,107)	-
FAA Grant Proceeds (Phase II - Taxiway A Relocation)	6,174,214	-	-	-	-										-	(6,174,214)	-
WSDOT - Taxiway A Relocation	591,306	1,742	1,742	-	-										1,742	(589,564)	-
FAA Grant Proceeds (Taxiway B to Site Development)	1,723,802	-	-	-	-										-	(1,723,802)	-
Bond Proceeds - GA Terminal	3,000,000	-	-	-	-										-	(3,000,000)	-
Douglas County .09 - GA Terminal	250,000	-	-	-	-										-	(250,000)	-
National Guard Land Sale	2,473,500	-	-	-	-										-	(2,473,500)	-
Airlift NW - Capital Facilities Charge	316,300	-	-	-	-										-	(316,300)	-
PFC Capital Funds	85,000	21,250	5,886	7,911	8,896										22,693	(62,307)	1,443
TSA Operating Grant	7,300	1,825	1,260	1,020	1,260										3,540	(3,760)	1,715
<b><u>Pangborn Business Park</u></b>																	
Douglas County Payment - PWTF	80,000	-	-	-	-										-	(80,000)	-
Trades District EDA Grant (\$4,990,967)	3,087,500	-	-	-	-										-	(3,087,500)	-
Trades District State Capital Grant (\$2,950,000)	2,885,000	-	-	-	-										-	(2,885,000)	-
Trades District CERB Financing (\$2,500,000)	-	-	-	-	-										-	-	-
<b><u>Waterville Airport</u></b>																	
WSDOT Aviation - Lighting Construction	498,354	6,370	1,348	-	5,021										6,369	(491,985)	(1)
<b><u>Economic Development</u></b>																	
ADO Contracts - Dept. of Commerce	150,000	37,500	-	-	37,500										37,500	(112,500)	-
Chelan County .09 Grant - Partnership Projects	20,000	-	-	-	-										-	(20,000)	-
<b><u>Other</u></b>																	
EPA Brownsfield Grant (\$600,000)	200,000	73,317	14,873	25,494	32,950										73,317	(126,683)	-
Dept of Commerce - Chelan PUD Surface Water Study	300,000	-	-	-	-										-	(300,000)	-
PUD 5th Street - Marketing/Legal Reimbursement	10,000	-	-	-	-										-	(10,000)	-
Regional Aquatic Center Study	290,000	-	-	-	-										-	(290,000)	-
Other Tax Income (LHT & Timber Dist.)	10,125	2,531	476	2,141	1,247										3,864	(6,261)	1,333
Interest Income	91,750	22,938	4,093	10,072	32,041										46,206	(45,544)	23,268
Other Income	5,000	1,250	-	-	-										-	(5,000)	(1,250)
Sale of Fixed Assets	-	-	-	-	-										-	-	-
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 48,314,453</b>	<b>\$ 1,740,330</b>	<b>\$ 1,420,806</b>	<b>\$ 99,335</b>	<b>\$ 249,393</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,769,534</b>	<b>\$ (46,544,919)</b>	<b>\$ 29,204</b>
<b>TOTAL REVENUES</b>	<b>\$ 59,864,530</b>	<b>\$ 4,665,868</b>	<b>\$ 2,093,059</b>	<b>\$ 681,980</b>	<b>\$ 1,235,794</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,010,833</b>	<b>\$ (55,853,697)</b>	<b>\$ (655,035)</b>



	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b>BUSINESS PARK EXPENSES</b>																	
<b><u>CASHMERE MILL DISTRICT</u></b>																	
Debt Service - Buildings A & B (2035)	\$ 219,134	\$ -	\$ -	\$ -	\$ -										\$ -	\$ (219,134)	\$ -
CERB Loan (2031)	75,781	75,781	75,781	-	-										75,781	-	-
Property Insurance	22,250	-	-	-	-										-	(22,250)	-
Building Maintenance	5,000	1,250	-	992	-										992	(4,008)	(258)
Property Maintenance	20,000	5,000	2,783	-	639										3,422	(16,578)	(1,578)
Utilities	34,000	8,500	4,469	859	6,902										12,230	(21,770)	3,730
Misc. Expenses	2,500	625	1,311	-	-										1,311	(1,189)	686
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 378,665</b>	<b>\$ 91,156</b>	<b>\$ 84,344</b>	<b>\$ 1,851</b>	<b>\$ 7,541</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,736</b>	<b>\$ (284,929)</b>	<b>\$ 2,580</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>																	
Salaries	\$ 98,500	\$ 24,625	\$ 8,999	\$ 8,811	\$ 9,137										\$ 26,947	\$ (71,553)	\$ 2,322
Employee Benefits	32,600	8,150	2,821	2,801	2,835										8,457	(24,143)	307
Payroll Taxes	9,165	2,291	793	777	813										2,383	(6,782)	92
Contract Labor	20,000	5,000	525	390	1,953										2,868	(17,132)	(2,132)
Building Operational Expenses	461,420	115,355	50,650	23,957	26,050										100,657	(360,763)	(14,698)
CTC South Building Operational Expenses	23,500	5,875	2,447	1,298	3,431										7,176	(16,324)	1,301
Video Conference Center/Meeting Room Expenses	170,650	42,663	21,799	12,827	16,685										51,311	(119,339)	8,648
Debt Service (2023)	48,529	48,529	48,529	-	-										48,529	-	-
Misc. Expenses	5,000	1,250	-	-	-										-	(5,000)	(1,250)
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 869,364</b>	<b>\$ 253,738</b>	<b>\$ 136,563</b>	<b>\$ 50,861</b>	<b>\$ 60,904</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 248,328</b>	<b>\$ (621,036)</b>	<b>\$ (5,410)</b>
<b><u>MALAGA INDUSTRIAL SITE</u></b>																	
GBI Property Maintenance	\$ 5,000	\$ 1,250	\$ -	\$ -	\$ -										\$ -	\$ (5,000)	\$ (1,250)
Hayes Property Maintenance	5,000	1,250	-	-	-										-	(5,000)	(1,250)
Property Insurance	1,500	-	-	-	-										-	(1,500)	-
Utilities	1,000	250	27	61	143										231	(769)	(19)
Misc. Expenses	5,000	1,250	-	-	-										-	(5,000)	(1,250)
<b>TOTAL MALAGA INDUSTRIAL SITE</b>	<b>\$ 17,500</b>	<b>\$ 4,000</b>	<b>\$ 27</b>	<b>\$ 61</b>	<b>\$ 143</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 231</b>	<b>\$ (17,269)</b>	<b>\$ (3,769)</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>																	
Building Maintenance & Repairs	\$ 12,000	\$ 3,000	\$ 8,497	\$ 314	\$ 1,327										\$ 10,138	\$ (1,862)	\$ 7,138
Property & Grounds	42,500	10,625	7,685	1,634	120										9,439	(33,061)	(1,186)
Utilities	54,000	13,500	5,976	6,650	5,651										18,277	(35,723)	4,777
Fire Protection in lieu of taxes	11,030	11,030	13,397	-	-										13,397	2,367	2,367
Property Insurance	71,385	-	-	-	-										-	(71,385)	-
Misc. Expenses	7,500	1,875	888	898	888										2,674	(4,826)	799
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 198,415</b>	<b>\$ 40,030</b>	<b>\$ 36,443</b>	<b>\$ 9,496</b>	<b>\$ 7,986</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,925</b>	<b>\$ (144,490)</b>	<b>\$ 13,895</b>
<b><u>COLUMBIA STREET PROPERTIES</u></b>																	
Building Maintenance & Repairs	\$ 10,000	\$ 2,500	\$ 3,574	\$ 1,173	\$ 11										\$ 4,758	\$ (5,242)	\$ 2,258
Property & Grounds	7,500	1,875	-	-	-										-	(7,500)	(1,875)
Fire Protection in lieu of taxes	10,520	10,520	12,779	-	-										12,779	2,259	2,259
Property Insurance	61,300	-	-	-	-										-	(61,300)	-
Misc. Expenses	50,000	12,500	3,723	3,099	3,037										9,859	(40,141)	(2,641)
<b>TOTAL COLUMBIA STREET PROPERTIES</b>	<b>\$ 139,320</b>	<b>\$ 27,395</b>	<b>\$ 20,076</b>	<b>\$ 4,272</b>	<b>\$ 3,048</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,396</b>	<b>\$ (111,924)</b>	<b>\$ 1</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b><u>PANGBORN AIRPORT</u></b>																	
Salaries	\$ 592,500	\$ 148,125	\$ 56,192	\$ 48,816	\$ 53,373										\$ 158,381	\$ (434,119)	\$ 10,256
Salaries - Overtime	30,000	7,500	9,419	791	1,850										12,060	(17,940)	4,560
Employee Benefits	188,500	47,125	16,926	15,645	16,213										48,784	(139,716)	1,659
Payroll Taxes	73,245	18,311	6,996	5,218	5,791										18,005	(55,240)	(306)
Engineering/Professional Fees	65,000	16,250	5,864	4,124	7,902										17,890	(47,110)	1,640
Air Service Development	48,000	12,000	-	-	-										-	(48,000)	(12,000)
Non-Aviation Maintenance	10,000	2,500	643	66	2,057										2,766	(7,234)	266
Aviation Maintenance	16,000	4,000	-	2,167	1,217										3,384	(12,616)	(616)
Terminal Maintenance	35,000	8,750	2,107	9,374	3,421										14,902	(20,098)	6,152
Airfield Maintenance	60,000	15,000	2,926	6,739	12,399										22,064	(37,936)	7,064
Vehicle & Equipment Maintenance	35,000	8,750	22,348	344	1,471										24,163	(10,837)	15,413
Small Tools & Equipment	3,500	875	413	84	413										910	(2,590)	35
Utilities	170,735	42,684	8,463	7,929	110,058										126,450	(44,285)	83,766
Aviation Ramp Glycol Disposal	50,000	12,500	-	-	-										-	(50,000)	(12,500)
Security Expenses	20,000	5,000	942	2,476	892										4,310	(15,690)	(690)
Property/Liability Insurance	136,750	38,125	38,125	-	-										38,125	(98,625)	-
Fuel (M&O)	65,000	16,250	7,714	2,481	3,836										14,031	(50,969)	(2,219)
Regulatory Compliance	45,000	11,250	4,767	1,396	4,533										10,696	(34,304)	(554)
Winter Operations	35,000	8,750	28,630	11,938	466										41,034	6,034	32,284
Memberships & Subscriptions	5,500	1,375	95	89	-										184	(5,316)	(1,191)
Marketing	25,000	6,250	2,128	-	27										2,155	(22,845)	(4,095)
Conferences, Training & Meetings	30,000	7,500	1,511	1,665	1,823										4,999	(25,001)	(2,501)
Information Technology	57,500	14,375	5,272	3,092	3,000										11,364	(46,136)	(3,011)
Parking Lot Expenses	20,000	5,000	1,023	1,006	1,324										3,353	(16,647)	(1,647)
Credit Card Fees	30,000	7,500	2,053	2,386	2,533										6,972	(23,028)	(528)
COVID-19 Compliance	5,000	1,250	-	-	-										-	(5,000)	(1,250)
Misc. Expenses	15,000	3,750	425	684	400										1,509	(13,491)	(2,241)
<b>TOTAL PANGBORN AIRPORT</b>	<b>\$ 1,867,230</b>	<b>\$ 470,745</b>	<b>\$ 224,982</b>	<b>\$ 128,510</b>	<b>\$ 234,999</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 588,491</b>	<b>\$ (1,278,739)</b>	<b>\$ 117,746</b>
<b><u>PANGBORN FBO</u></b>																	
Salaries	\$ 271,500	\$ 67,875	\$ 23,163	\$ 22,055	\$ 23,134										\$ 68,352	\$ (203,148)	\$ 477
Salaries - Overtime	20,000	5,000	2,298	1,297	755										4,350	(15,650)	(650)
Employee Benefits	117,810	29,453	8,872	8,653	8,709										26,234	(91,576)	(3,219)
Payroll Taxes	39,250	9,813	3,143	2,912	3,071										9,126	(30,124)	(687)
FBO Building Maintenance	10,000	2,500	-	-	-										-	(10,000)	(2,500)
FBO Building Utilities	10,000	2,500	-	-	-										-	(10,000)	(2,500)
FBO Expenses	50,000	12,500	9,692	4,449	7,554										21,695	(28,305)	9,195
Fuel (Resale)	1,200,000	300,000	59,599	94,260	100,948										254,807	(945,193)	(45,193)
Supplies (Resale)	10,000	2,500	210	-	89										299	(9,701)	(2,201)
<b>TOTAL PANGBORN FBO</b>	<b>\$ 1,728,560</b>	<b>\$ 432,141</b>	<b>\$ 106,977</b>	<b>\$ 133,626</b>	<b>\$ 144,260</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 384,863</b>	<b>\$ (1,343,697)</b>	<b>\$ (47,278)</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b><u>PANGBORN BUSINESS PARK</u></b>																	
Building Maintenance & Repairs	\$ 32,500	\$ 8,125	\$ 5,576	\$ 2,049	\$ 2,189										\$ 9,814	\$ (22,686)	\$ 1,689
Property & Grounds	57,500	14,375	2,558	-	-										2,558	(54,942)	(11,817)
Utilities	29,000	7,250	2,739	2,483	2,283										7,505	(21,495)	255
Storm Water	4,220	3,668	-	-	3,668										3,668	(552)	-
Property Insurance	47,050	-	-	-	-										-	(47,050)	-
Debt Service (2023)	82,264	-	-	-	-										-	(82,264)	-
Misc. Expenses	2,000	500	-	-	-										-	(2,000)	(500)
<b>TOTAL PANGBORN BUSINESS PARK</b>	<b>\$ 254,534</b>	<b>\$ 33,918</b>	<b>\$ 10,873</b>	<b>\$ 4,532</b>	<b>\$ 8,140</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,545</b>	<b>\$ (230,989)</b>	<b>\$ (10,373)</b>
<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>																	
Building Maintenance & Repairs	\$ 45,000	\$ 11,250	\$ 9,122	\$ 2,138	\$ 7,146										\$ 18,406	\$ (26,594)	\$ 7,156
Property & Grounds	12,000	3,000	-	-	-										-	(12,000)	(3,000)
Utilities	52,500	13,125	18,523	9,974	11,470										39,967	(12,533)	26,842
Insurance	39,775	-	-	-	-										-	(39,775)	-
Misc. Expenses	5,000	1,250	-	-	-										-	(5,000)	(1,250)
<b>Total RPA OFFICE/AVIATION CENTER</b>	<b>\$ 154,275</b>	<b>\$ 28,625</b>	<b>\$ 27,645</b>	<b>\$ 12,112</b>	<b>\$ 18,616</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,373</b>	<b>\$ (95,902)</b>	<b>\$ 29,748</b>
<b><u>LAKE CHELAN AIRPORT</u></b>																	
Maintenance & Operations Subsidy (City of Chelan)	\$ 47,116	\$ 11,779	\$ 11,779	\$ -	\$ -										\$ 11,779	\$ (35,337)	\$ -
Aircraft Counter/Operations Report	4,800	1,200	400	400	400										1,200	(3,600)	-
Environmental Assessment	11,735	2,934	-	-	-										-	(11,735)	(2,934)
Maintenance (Kelly Property)	8,500	2,125	-	-	-										-	(8,500)	(2,125)
Insurance	810	-	-	-	-										-	(810)	-
Utilities	350	88	-	24	25										49	(301)	(39)
Misc. Expenses (Kelly Property)	1,500	375	-	-	-										-	(1,500)	(375)
<b>TOTAL LAKE CHELAN AIRPORT</b>	<b>\$ 74,811</b>	<b>\$ 18,501</b>	<b>\$ 12,179</b>	<b>\$ 424</b>	<b>\$ 425</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,028</b>	<b>\$ (61,783)</b>	<b>\$ (5,473)</b>
<b><u>MANSFIELD AIRPORT</u></b>																	
Property Maintenance	\$ 10,500	\$ 2,625	\$ -	\$ -	\$ -										\$ -	\$ (10,500)	\$ (2,625)
Utilities	1,000	250	46	44	42										132	(868)	(118)
Property Insurance	4,500	-	-	-	-										-	(4,500)	-
Aircraft Counter/Operations Report	4,800	1,200	400	400	400										1,200	(3,600)	-
Misc. Expenses	1,500	375	-	-	-										-	(1,500)	(375)
<b>TOTAL MANSFIELD AIRPORT</b>	<b>\$ 22,300</b>	<b>\$ 4,450</b>	<b>\$ 446</b>	<b>\$ 444</b>	<b>\$ 442</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,332</b>	<b>\$ (20,968)</b>	<b>\$ (3,118)</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b><u>WATERVILLE AIRPORT</u></b>																	
Property Maintenance	\$ 7,500	\$ 1,875	\$ 100	\$ 165	\$ 1,750										\$ 2,015	\$ (5,485)	\$ 140
Utilities	1,000	250	54	53	46										153	(847)	(97)
Property Insurance	4,750	-	-	-	-										-	(4,750)	-
Aircraft Counter/Operations Report	4,800	1,200	400	400	400										1,200	(3,600)	-
Misc. Expenses	1,500	375	948	-	-										948	(552)	573
<b>TOTAL WATERVILLE AIRPORT</b>	<b>\$ 19,550</b>	<b>\$ 3,700</b>	<b>\$ 1,502</b>	<b>\$ 618</b>	<b>\$ 2,196</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,316</b>	<b>\$ (15,234)</b>	<b>\$ 616</b>
<b><u>ORONDO RIVER PARK</u></b>																	
Building Maintenance	\$ 3,000	\$ 750	\$ -	\$ -	\$ -										\$ -	\$ (3,000)	\$ (750)
Property Maintenance	30,000	7,500	-	-	-										-	(30,000)	(7,500)
Water System Management	3,000	750	-	-	-										-	(3,000)	(750)
Security Patrol	6,500	1,625	-	-	-										-	(6,500)	(1,625)
Utilities	2,750	688	125	124	123										372	(2,378)	(316)
Property Insurance	1,900	-	-	-	-										-	(1,900)	-
Misc. Expenses	1,500	375	-	-	-										-	(1,500)	(375)
<b>TOTAL ORONDO RIVER PARK</b>	<b>\$ 48,650</b>	<b>\$ 11,688</b>	<b>\$ 125</b>	<b>\$ 124</b>	<b>\$ 123</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 372</b>	<b>\$ (48,278)</b>	<b>\$ (11,316)</b>
<b><u>CDRPA BUSINESS PARK MAINTENANCE</u></b>																	
Salaries	\$ 138,475	\$ 34,619	\$ 10,366	\$ 9,407	\$ 10,435										\$ 30,208	\$ (108,267)	\$ (4,411)
Employee Benefits	18,570	4,643	1,562	1,508	1,589										4,659	(13,911)	16
Payroll Taxes	16,900	4,225	1,134	1,004	1,634										3,772	(13,128)	(453)
Auto Expenses	7,500	1,875	380	364	506										1,250	(6,250)	(625)
Small Equipment	5,000	1,250	-	-	-										-	(5,000)	(1,250)
<b>TOTAL CDRPA BUSINESS PARK MAINT.</b>	<b>\$ 186,445</b>	<b>\$ 46,612</b>	<b>\$ 13,442</b>	<b>\$ 12,283</b>	<b>\$ 14,164</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,889</b>	<b>\$ (146,556)</b>	<b>\$ (6,723)</b>
<b>TOTAL BUSINESS PARK EXPENSES</b>	<b>\$ 5,959,619</b>	<b>\$ 1,466,699</b>	<b>\$ 675,624</b>	<b>\$ 359,214</b>	<b>\$ 502,987</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,537,825</b>	<b>\$ (4,421,794)</b>	<b>\$ 71,126</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>																	
Salaries	\$ 1,210,300	\$ 302,575	\$ 103,385	\$ 104,393	\$ 121,520										\$ 329,298	\$ (881,002)	\$ 26,723
Commissioners' Compensation, Benefits & Taxes	262,175	65,544	19,679	19,814	19,951										59,444	(202,731)	(6,100)
Employee Benefits	402,395	100,599	34,444	35,725	34,266										104,435	(297,960)	3,836
Payroll Taxes	108,220	27,055	9,102	9,138	10,579										28,819	(79,401)	1,764
Professional Services																	
Legal	220,000	55,000	23,792	14,015	14,447										52,254	(167,746)	(2,746)
Engineering/Architectural	75,000	18,750	1,762	1,688	-										3,450	(71,550)	(15,300)
WA State Audit Costs	72,630	-	-	-	-										-	(72,630)	-
Government Affairs Representation - State	80,000	20,000	6,000	6,000	6,000										18,000	(62,000)	(2,000)
Government Affairs Representation - Federal	80,000	20,000	-	8,500	8,500										17,000	(63,000)	(3,000)
Other Professional Services	30,000	7,500	-	-	-										-	(30,000)	(7,500)
Conferences, Training, and Meetings	15,000	3,750	-	1,983	3,735										5,718	(9,282)	1,968
Commission Conferences & Travel	25,000	6,250	1,720	6,470	2,380										10,570	(14,430)	4,320
County Election Expenses	75,000	-	-	-	-										-	(75,000)	-
Memberships and Subscriptions	55,000	13,750	46,521	428	393										47,342	(7,658)	33,592
Travel (Reimbursement)	15,000	3,750	1,527	1,767	4,199										7,493	(7,507)	3,743
Office Expense																	
Supplies	25,000	6,250	2,667	2,299	1,644										6,610	(18,390)	360
Telephone	14,250	3,563	897	1,020	1,579										3,496	(10,754)	(67)
Computers/Hardware	13,100	3,275	5,504	1,741	2,282										9,527	(3,573)	6,252
Software/Backup/Internet	22,030	5,508	3,548	1,565	379										5,492	(16,538)	(16)
Managed Services/Maintenance	40,546	10,137	2,802	3,984	4,095										10,881	(29,665)	744
Insurance (Public Officials, General Liability, etc)	118,120	-	-	-	-										-	(118,120)	-
Misc. Expenses	10,000	2,500	905	1,479	1,103										3,487	(6,513)	987
<b>TOTAL ADMINISTRATIVE &amp; GENERAL EXPENSES</b>	<b>\$ 2,968,766</b>	<b>\$ 675,756</b>	<b>\$ 264,255</b>	<b>\$ 222,009</b>	<b>\$ 237,052</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 723,316</b>	<b>\$ (2,245,450)</b>	<b>\$ 47,560</b>
<b>BUSINESS DEVELOPMENT &amp; MARKETING EXPENSES</b>																	
Marketing & Communications	\$ 50,000	\$ 12,500	\$ 289	\$ 567	\$ 14,399										\$ 15,255	\$ (34,745)	\$ 2,755
Business Recruitment & Trade Shows	20,000	5,000	1,022	2,419	1,140										4,581	(15,419)	(419)
Real Estate Marketing	25,000	6,250	15,800	-	1,714										17,514	(7,486)	11,264
Douglas County GIS	11,150	-	-	-	-										-	(11,150)	-
Chelan-Douglas Trends	7,000	-	-	-	-										-	(7,000)	-
Small Business Development Center (WSU)	80,000	20,000	-	-	15,000										15,000	(65,000)	(5,000)
Promotional Hosting	7,000	1,750	-	-	631										631	(6,369)	(1,119)
<b>TOTAL BUSINESS DEVELOPMENT &amp; MARKETING EXPENSES</b>	<b>\$ 200,150</b>	<b>\$ 45,500</b>	<b>\$ 17,111</b>	<b>\$ 2,986</b>	<b>\$ 32,884</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,981</b>	<b>\$ (147,169)</b>	<b>\$ 7,481</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b><u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u></b>																	
Our Valley, Our Future	\$ 20,000	\$ -	\$ -	\$ -	\$ -										\$ -	\$ (20,000)	\$ -
WV Sports Foundation - Winter Special Olympics	7,000	7,000	-	-	7,000										7,000	-	-
Lake Chelan Wine Valley Alliance	11,123	-	-	-	-										-	(11,123)	-
Leavenworth Museum	5,100	5,100	6,800	-	-										6,800	1,700	1,700
Wenatchee Downtown Association	-	-	-	-	4,000										4,000	4,000	4,000
Community Nonprofit ED Projects	50,000	5,700	-	-	-										-	(50,000)	(5,700)
<b>TOTAL ECONOMIC DEVELOPMENT CONTRACTS</b>	<b>\$ 93,223</b>	<b>\$ 17,800</b>	<b>\$ 6,800</b>	<b>\$ -</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,800</b>	<b>\$ (75,423)</b>	<b>\$ -</b>
<b><u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u></b>																	
Opportunity Placeholder	\$ 40,000	\$ -	\$ -	\$ -	\$ -										\$ -	\$ (40,000)	\$ -
<b>TOTAL COMMUNITY PARTNERSHIP PROJECTS</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (40,000)</b>	<b>\$ -</b>
<b><u>OTHER EXPENDITURES</u></b>																	
EPA Brownsfield Grant - Consultant Services	\$ 200,000	\$ 73,317	\$ 14,873	\$ 25,494	\$ 32,950										\$ 73,317	\$ (126,683)	\$ -
Chelan County PUD - Surface Water Study	300,000	235,209	235,209	-	-										235,209	(64,791)	-
Regional Aquatic Center Study	300,000	483	-	483	-										483	(299,517)	-
PUD 5th Street Campus - Marketing & Legal	10,000	-	-	-	-										-	(10,000)	-
<b>TOTAL OTHER EXPENDITURES</b>	<b>\$ 810,000</b>	<b>\$ 309,009</b>	<b>\$ 250,082</b>	<b>\$ 25,977</b>	<b>\$ 32,950</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 309,009</b>	<b>\$ (500,991)</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 10,071,758</b>	<b>\$ 2,514,764</b>	<b>\$ 1,213,872</b>	<b>\$ 610,186</b>	<b>\$ 816,873</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,640,931</b>	<b>\$ (7,430,827)</b>	<b>\$ 126,167</b>
<b>LESS OPERATING REVENUES</b>	<b>\$ 59,864,530</b>	<b>\$ 4,665,868</b>	<b>\$ 2,093,059</b>	<b>\$ 681,980</b>	<b>\$ 1,235,794</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,010,833</b>	<b>\$ (55,853,697)</b>	<b>\$ (655,035)</b>
<b>NET RESULTS BEFORE CAPITAL PROJECTS</b>	<b>\$ 49,792,771</b>	<b>\$ 2,151,104</b>	<b>\$ 879,187</b>	<b>\$ 71,794</b>	<b>\$ 418,921</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,369,902</b>	<b>\$ (48,422,869)</b>	<b>\$ (781,202)</b>

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b>CAPITAL PROJECTS</b>																	
<b><u>Confluence Technology Center</u></b>																	
Avidex Audio System (Approved in 2022)	\$ 120,000	\$ 53,040	\$ -	\$ -	\$ 53,040										\$ 53,040	\$ (66,960)	\$ -
Salvage, Demo & Restoration	4,257,257	700,098	7,888	307,288	384,922										700,098	(3,557,159)	-
CDRPA Office Build Out	130,000	234	-	-	234										234	(129,766)	-
Meeting Center Cameras	74,000	486	-	-	486										486	(73,514)	-
Cameras/Security System	64,000	-	-	-	-										-	(64,000)	-
<b><u>Malaga Industrial Site</u></b>																	
Waterline Extension Project	5,269,471	161,047	93,284	39,691	28,072										161,047	(5,108,424)	-
Cooling Water Disposal Project	1,700,000	1,128	198	-	930										1,128	(1,698,872)	-
Property Acquisition	5,000,000	96,529	1,612	77,882	17,035										96,529	(4,903,471)	-
<b><u>Olds Station Business Park</u></b>																	
IB #9 Emergency Power Shut Off	45,000	-	-	-	-										-	(45,000)	-
<b><u>Pangborn Airport</u></b>																	
Terminal Apron Change Order	533,278	494,885	490,471	-	4,414										494,885	(38,393)	-
Taxiway A	18,678,699	189,792	34,842	-	154,950										189,792	(18,488,907)	-
Taxiway B/Hangar Site Development	4,229,156	6,750	-	6,750	-										6,750	(4,222,406)	-
GA Terminal Remodel	5,140,742	1,998	1,998	-	-										1,998	(5,138,744)	-
MALSR Carryover & Equipment	252,705	938	-	-	938										938	(251,767)	-
MALSR Land Purchase (Relocation Assistance)	-	-	17,053	-	15,412										32,465	32,465	32,465
Foam Testing Equipment	30,000	-	-	-	-										-	(30,000)	-
Snow Removal Equipment A&E	35,000	-	-	-	-										-	(35,000)	-
1996 Snow Blower (City of Pullman)	-	-	56,378	-	-										56,378	56,378	56,378
Commercial Air Service Support/Equipment	150,000	-	-	-	-										-	(150,000)	-
Baggage Screening Remodel	82,500	-	-	-	-										-	(82,500)	-
Terminal Radio Repeater	150,000	-	-	-	-										-	(150,000)	-
GWID Annexation	-	-	-	-	1,037										1,037	1,037	1,037
National Guard Land Costs	-	-	575	372	217										1,164	1,164	1,164
Removal of Underground Storage Tanks	160,000	772	-	-	772										772	(159,228)	-
FBO - Deice Truck (Used)	90,000	-	-	-	-										-	(90,000)	-
<b><u>Pangborn Business Park</u></b>																	
Trades District	5,972,500	125,592	20,250	51,152	54,190										125,592	(5,846,908)	-
CWICC Carpet Replacement	95,000	894	894	-	-										894	(94,106)	-
Accor HVAC Design Phase I	50,000	-	-	-	-										-	(50,000)	-
<b><u>Regional Port Office/Aviation Center</u></b>																	
Roof Repair/Gutter Modification	50,000	-	-	-	-										-	(50,000)	-
Hangar Foam Suppression System Conversion	50,000	-	-	-	-										-	(50,000)	-
Surveillance Camera System	19,875	-	-	-	-										-	(19,875)	-
Hangar Doors Repairs	-	-	-	9,984	-										9,984	9,984	9,984
<b><u>Chelan Airport</u></b>																	
Waterline Extension	670,000	-	-	-	-										-	(670,000)	-
<b><u>Waterville Airport</u></b>																	
Lighting Project Construction	555,003	7,077	1,498	-	5,579										7,077	(547,926)	-
<b><u>Orondo River Park</u></b>																	
Well Pump/Chlorination System	150,000	-	-	-	-										-	(150,000)	-

	2023 Approved Budget	March YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<b><u>Vehicles/Equipment</u></b>																	
Engine for Elgin Vac Truck	18,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(18,000)	-
Subcompact Tractor w/Mower Deck	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(50,000)	-
SxS UTV	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(15,000)	-
Small to Mid-size Pesticide Sprayer	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5,000)	-
Mower with 72" Deck , Blower, Broom	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(40,000)	-
Fleet Vehicle	45,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(45,000)	-
<b><u>Other</u></b>																	
Administrative - Copier	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(15,000)	-
Opportunity Fund - Other	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(250,000)	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 54,242,186</b>	<b>\$ 1,841,260</b>	<b>\$ 726,941</b>	<b>\$ 493,119</b>	<b>\$ 722,228</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,942,288</b>	<b>\$ (52,299,898)</b>	<b>\$ 101,028</b>
<b>NET RESULTS AFTER CAPITAL PROJECTS</b>	<b>\$ (4,449,415)</b>	<b>\$ 309,844</b>	<b>\$ 152,246</b>	<b>\$ (421,325)</b>	<b>\$ (303,307)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (572,386)</b>	<b>\$ 3,877,029</b>	<b>\$ (882,230)</b>



# Memo

**To:** Board of Directors

**Cc:** Jim Kuntz, CEO

**From:** Brooke Lammert

**Date:** May 18, 2023

**Re:** Enhancing Air Service – Community Support Letters

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At the April 25<sup>th</sup> meeting the Board approved entering into an Air Service Agreement with Alaska Airlines to secure an additional arrival and departure out of Pangborn Memorial Airport at a maximum revenue guaranteed amount of \$500,000.

Since this meeting, Regional Port staff have been working on a lowkey fundraising effort to help offset a portion of the \$500,000 minimum revenue guarantee commitment.

Please find attached the Enhancing Air Service letter. Additional letters will be sent as time allows. To date, no financial contributions have been made.



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884.4700 | Fax: 509.662.5151 | [www.cdrpa.org](http://www.cdrpa.org)

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May 17, 2023

**List Address**

RE: Chelan Douglas Regional Port Authority  
Pangborn Memorial Airport  
Enhancing Air Service

Dear \_\_\_\_\_,

As the Chelan Douglas Regional Port Authority works to secure additional air service for the greater Wenatchee area, it is becoming readily apparent that “Minimum Revenue Guarantees” are going to be required. Alaska Airlines, for example, has agreed to restore an early morning departure and a late-night arrival. However, the Regional Port had to agree to a one year (September 2023-September 2024) Minimum Revenue Guarantee in the amount of \$500,000. If revenues do not meet projections, then the Regional Port must cover the difference up to a cap of \$500,000 over a one-year period.

As the lead economic development agency in Chelan and Douglas counties, we believe additional air service is essential to our economic vitality. We are constantly working to expand air service to Seattle and markets beyond to make flying out of Wenatchee convenient for our citizens. Eventually, the nationwide pilot shortage will subside and small commercial service airports with ready to go “Minimum Revenue Guarantees” are going to have the best opportunity to attract additional air service. While this operating environment is somewhat frustrating, it represents the new economic reality.

While the Regional Port is willing to be a major financial underwriter of this effort, we are looking for additional financial partners to establish a community “Minimum Revenue Guarantee” fund to secure additional air service. This fund would be used to help offset the additional Alaska Airlines flights if needed, and to incentivize other carriers to serve our market.

The Regional Port remains in receipt of a federal community air service grant in the amount of \$750,000. This grant has been matched with \$340,275 in local contributions. The grant is restricted for new non-stop service to San Francisco/Bay Area. We remain hopeful that our financial incentives will eventually result in this new service.

Securing additional air service is going to take a comprehensive strategy. This includes a “Minimum Revenue Guarantee” fund to best position the Greater Wenatchee Valley for success. Our target list for additional air service includes Salt Lake City, Denver, Phoenix, and Las Vegas.

We would appreciate your financial contribution in helping to establish our Minimum Revenue Guarantee Fund. For transparency purposes, we make the following commitments:

Regional Port Commitments Regarding “Minimum Revenue Guarantee”

1. Contributions will be earmarked into a Regional Port restricted fund entitled “Minimum Revenue Fund.”
2. Funds will only be used to secure additional frequency in an existing market or to establish service in a new market.
3. Contributors/Financial Partners will be given bi-yearly written reports with the following information:
  - a. Account Balance
  - b. Funds Used & Purpose
  - c. Efforts to Secure Additional Air Service

In closing, I wanted to update you on our efforts to improve air service reliability during low visibility travel periods. The Regional Port has installed a Medium Approach Landing System off Runway 12 at a cost of \$6.4 million. This will allow pilots to fly into the airport with a visibility at ½ mile as opposed to the previous 1-mile visibility requirement. This is a significant improvement in air service reliability during low visibility travel periods.

Sincerely,

James M. Kuntz  
Chief Executive Officer

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**BOARD OF DIRECTORS**

Donn Etherington, Commissioner, Chelan County Dist. 1 | Jim Huffman, Commissioner, Douglas County Dist. 1 | JC Baldwin, Commissioner, Chelan County Dist. 2  
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 | Richard DeRock, Commissioner, Chelan County Dist. 3 | Mark Spurgeon, Commissioner, Douglas County Dist. 3

**Chelan Douglas Regional Port Authority  
Pangborn Memorial Airport  
Community Minimum Revenue Guarantee Fund**

**Suggested Contribution Levels**

Air Service Platinum	\$50,000
Air Service Gold	\$25,000
Air Service Silver	\$10,000
Air Service Bronze	\$ 5,000
Air Service Advocate	\$ 2,500

Contributions Can Be Sent To:  
Chelan Douglas Regional Port Authority  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802

Please include the informational sheet below with your check made out to:  
"Chelan Douglas Regional Port Authority". Thank you for your support!

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Name

---

Organization

---

Mailing Address

---

Email Address

---


Phone Number

---

Contribution Level (Please Circle)

\$50,000                  \$25,000                  \$10,000                  \$5,000                  \$2,500

# Memo

**To:** Board of Directors  
**From:**  Jim Kuntz  
**Date:** May 18, 2023  
**Re:** Airlift Northwest – UW Medicine Hangar

---

As you may recall, the Regional Port received a \$500k grant in the State Capital Budget for the design of a Regional Port owned hangar for Airlift Northwest.

Prior to commencing with design, the Regional Port and Airlift Northwest should enter into a construction and lease agreement. It is important to clearly define lease terms and conditions upfront.

Please find attached a draft term sheet as prepared by the Regional Port. Will review with the Board at Tuesday's meeting.

# **Draft Term Sheet**

## **Construction and Lease Agreement**

### **Tenant**

**Airlift Northwest-UW Medicine**

### **Landlord**

**Chelan Douglas Regional Port Authority (CDRPA)**

### **Landlord Responsibilities**

**CDRPA designs, constructs, and finances an approximately 10,316 sq. ft. hangar/operations complex at Pangborn Airport.**

### **Lease Term**

**20-year fixed term  
Plus (2) two five-year options of renewal  
Total term of 30-years**

### **Tenant Responsibilities**

- **Approves the final design of the facility prior to bid.**
- **Approves with CDRPA an overall project budget once construction bids have been opened. In the event the Tenant elects not to proceed after bid openings, Tenant shall reimburse Landlord for all design fees incurred to date.**
- **Approves all change orders that exceed the overall approved budget.**

## Preliminary Budget

\$3,094,800	(10,316 sq. ft. at \$300 per sq. ft.)
\$ 309,480	(Design Fees @ 10%)
<u>\$ 316,301</u>	(Capital Connection Fee to Utilities)
\$3,720,581	Total Estimated Costs

## Rental Schedule & Formula

Final total costs minus any Tenant, State or Federal Capital Contribution Credits.

Year 1	7%	of final total costs plus applicable taxes
Year 2	8%	of final total costs plus applicable taxes
Year 3	9%	of final total costs plus applicable taxes
Year 4	10%	of final total costs plus applicable taxes

Current Tenant contribution credit = \$250,000 via 2023 Legislative Session.

## Rental Example – Year One

\$3,720,581	Final total costs
<u>(250,000)</u>	Capital Contribution Credit
\$3,470,581	

<u>Year One – Yearly Rent</u>		<u>Year One – Monthly Rent</u>	
\$ 242,941	Rent	\$20,245	Rent
<u>\$ 31,194</u>	Leasehold Tax	<u>\$ 2,599</u>	Leasehold Tax
\$274,135		\$22,844	

Tenant can make capital contribution at anytime during the lease agreement.

## **Minimum Rental**

Regardless of future capital contribution credits, rent shall not be less than \$5,000 per month plus leasehold tax with a 2.5% increase per year as a minimum amount.

## **Lease Conditions**

- **Tenant pays for all utilities directly provided by service providers.**
- **Landlord will bill Tenant for Landlord provided utilities.**
- **Tenant shall reimburse Landlord for its cost to insure hangar.**
- **Landlord responsible for roof and foundation during term of lease.**



# Memo

**To:** Board of Directors

**Cc:** Jim Kuntz, CEO

**From:** Ron Russ

**Date:** May 18, 2023

**Re:** EFI Hangar Door

---

On Wednesday morning (5/17), we were notified of a problem with the south facing hangar door on the “maintenance hangar” at the EFI building.

While closing the hangar door, an Airlift Northwest employee heard a load crack as it neared the fully closed position.

Upon further inspection, we realized that one of the shafts on the bottom of the door has broken. This renders the door unusable until we can get it repaired.

Since there are 2 doors on this hangar, all tenants can continue normal operations until it is repaired.

# Memo

**To:** Board of Directors

**Cc:** Jim Kuntz, CEO

**From:** Ron Russ

**Date:** May 18, 2023

**Re:** OSBP Irrigation Leak

---

As of today, we are still working to repair the irrigation leak under the BNSF railroad tracks near the intersection of Olds Station Rd.

Since early May, we have been turning on the water for 4 hours per day to provide irrigation water to the properties served by this main. Earlier this week, we noticed water coming to the surface in the walking path near the PUD generators.

Upon excavating this “new leak”, we discovered the west end of an 8” steel carrier pipe that runs under the tracks. We have since confirmed that the irrigation main is leaking inside this carrier and the water is draining out both ends, creating the appearance of leaks on both sides of the tracks.

We are hoping to pull a 2” HDPE pipe under the railroad tracks, through the existing 4” PVC.

On Tuesday, I hope to be able to tell you that we have completed the repair.

## 2023 CDRPA Calendar of Events

### MAY 2023

Date:	Time:	Event:	Location:	Attending:
17-19 May	All Day	WPPA 2023 Spring Meeting	Davenport Hotel	Commissioners Baldwin, Spurgeon, Etherington & DeRock; Kuntz, de Mestre & Fancher
21-24 May	All Day	117th Annual Conference - Gov. Fin. Officers Association	Portland, OR	Lough
23-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-May	All Day	Memorial Day - Office Closed	All Offices	CDRPA Staff

### JUNE 2023

Date:	Time:	Event:	Location:	Attending:
3-5 Jun	All Day	AAAE Annual Conference	Denver, CO	Commissioners Baldwin & DeRock; Moyers
7-9 Jun	All Day	WPPA Fin. & Admin Seminar	Alderbrook Resort	Deenik
8-Jun	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Jun	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
15-Jun	4:30pm	Historic Downtown Chelan & Downtown Wenatchee Association Happy Hour - Celebrating WA Main Street Week	216 E. Woodin Ave., Chelan, WA	
20-Jun	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
27-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

### JULY 2023

Date:	Time:	Event:	Location:	Attending:
4-Jul	All Day	Independence Day - Office Closed	All Offices	CDRPA Staff
8-Jul	All Day	Pangborn Festival of Flight	Pangborn Airport	Commissioners Baldwin, Spurgeon & DeRock; CDRPA Staff
11-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-14 Jul	All Day	WPPA 2023 Directors' Seminar	Hotel Indigo, Everett	Kuntz
18-Jul	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	
22-23 July	All Day	Entiat Vintage Hydro Races	Entiat Park	
24-26 Jul	All Day	WPPA 2023 Commissioner Seminar	Alderbrook Resort	Commissioners Baldwin, Spurgeon & DeRock
25-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

## AUGUST 2023

Date:	Time:	Event:	Location:	Attending:
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
8-10 Aug	All Day	WEDA Summer Conference	Marcus Whitman Hotel & Conference Center, Walla Walla	
8-11 Aug	All Day	Brownfields 2023 Conference	Detroit, MI	Commissioner Baldwin & Larsen
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-15 Aug	All Day	Routes Takeoff (Airline Meetings)	Atlantic City, NJ	Moyers
15-Aug	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-Aug	6:00pm	Dinner with Jack Penning	Visconti's	Commissioner Baldwin
30-Aug	7:30am-1:30pm	Partners in Economic Development Breakfast & Lunch - Jack Penning	Wenatchee Valley Convention Center	Board of Directors; Staff
30-Aug	6:00pm	Dinner with Jack Penning	Atlas Fare	
31-Aug	12:00pm	Wenatchee Rotary Club	Pybus Event Center	Kuntz and Deenik

## SEPTEMBER 2023

Date:	Time:	Event:	Location:	Attending:
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-12 Sep	All Day	National Airports Conference	Spokane, WA	Moyers
12-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Sep	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-Sep	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-22 Sep	All Day	2023 WFOA 68th Annual Conf.	Spokane Convention Ctr.	Lough
20-22 Sep	All Day	NWAAAE Annual Conference	Kelowna, BC	Moyers
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

## OCTOBER 2023

Date:	Time:	Event:	Location:	Attending:
7-Oct	All Day	Triannual Fire Exercise Training	Pangborn Airport	Moyers; Staff
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
17-Oct	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-26 Oct	All Day	Infrastructure Assistance Coordinating Council Conference	Wenatchee Convention Center	
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	Commissioners Spurgeon and Baldwin

## NOVEMBER 2023

<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
21-Nov	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

## DECEMBER 2023

<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
6-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	Commissioner Baldwin, Spurgeon & DeRock
12-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
3-Dec	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-Dec	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff