



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
Zoom Meeting  
July 14<sup>th</sup>, 2020  
1:00 pm**

**Present:**

**Directors**

JC Baldwin, Director (via Zoom)  
Donn Etherington, Director (via Zoom)  
\*Rory Turner, Director

Jim Huffman, Director (via Zoom)  
W. Alan Loeb sack, Director (via Zoom)  
Mark Spurgeon, Director (via Zoom)

**Staff**

\*Jim Kuntz, Chief Executive Officer  
\*Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Economic Development  
Craig Larsen, Business Development Manager  
Tricia Degnan, CTC Manager  
Sarah Deenik, Communications Coordinator  
Cami Harris, Executive Assistant  
Laura Camarillo Reyes, CTC Assistant  
Stacie de Mestre, Public Works & Capital Projects Mgr.  
Sam Williams, Intern

\*Trent Moyers, Director of Airports  
\*Bobbie Chatriand, Administrative Asst.  
Ron Russ, Property Mgr.  
Bealinda Tidd, Accounting Specialist  
Randy Asplund, Port Engineer  
\*Pete Fraley, Legal Counsel  
\*Quentin Batjer, Legal Counsel  
Esther McKivor, Accounting Specialist

\*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, Pete Fraley, and Bobbie Chatriand in person; others via Zoom.

**Guests (all via Zoom):**

Linda Haglund, Wenatchee Downtown  
Reilly Kneeder, Wenatchee World  
J.R. Norvell, T-O Engineers

Jeanne Davis, Apple Blossom Floral

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 1:00 pm. Due to the COVID-19 virus outbreak, the meeting was held at Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.**

**Director Turner inquired how his fellow Directors are doing during COVID-19, and each Director gave a short report. Roll call was taken.**

**Conflict of Interest** – None.

**Guest Jeanne Davis** – Kuntz introduced Jeanne Davis of Apple Blossom Floral. Apple Blossom Floral was recently awarded a grant from the Regional Port to assist the business affected by COVID-19. Jeanne expressed her gratitude for the grant and told the Directors how the grant helped her get the business restarted in May.

**Introductions** – Lough introduced Bealinda Tidd, new CDRPA Accounting Specialist; and Sam Williams, CDRPA Intern for the summer.

**CONSENT AGENDAS:**

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of June 23<sup>rd</sup>, 2020; and Check Register Pages #2020-16-#2020-23, including electronic transfers, was presented and the following action was taken:

<b>Motion No.</b>	<b>07-01-20 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of June 23 <sup>rd</sup> , 2020 Meeting; and Check Register Pages #2020-16-#2020-23, including electronic transfers, as presented.

Motion passed 6-0.

**POCC CONSENT AGENDA:**

**The Consent Agenda consisting of POCC Check Register Page #2020-11 was presented for approval and the following action was taken:**

<b>Motion No.</b>	<b>07-02-20 POCC</b>
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To approve the Port of Chelan County (POCC) Consent Agenda consisting of Check Register Page #2020-11, as presented.

Motion passed 3-0.

**PODC CONSENT AGENDA:**

**The Consent Agenda consisting of PODC Check Register Pages #2020-10-#2020-11, including electronic transfers was presented and the following action was taken:**

<b>Motion No.</b>	<b>07-03-20 PODC</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the Port of Douglas County (PODC) Consent Agenda consisting of Check Register Pages #2020-10-#2020-11, including electronic transfers, as presented.

Motion passed 3-0.



**Pangborn Memorial Airport 2019 Annual Financial Report** – Lough provided details noting some highlights of the Pangborn Memorial Airport Annual Financial Report for 2019. Discussions ensued and the following action was taken:

<b>Motion No.</b>	<b>07-07-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Donn Etherington
	To approve the 2019 Pangborn Memorial Airport Financial Report, as presented.

*Motion passed 6-0.*

**Port of Douglas 2019 Annual Financial Report** – Lough presented the Port of Douglas Annual Financial Report for 2019 and the following action was taken:

<b>Motion No.</b>	<b>07-08-20 PODC</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the 2019 Port of Douglas County Financial Report, as presented.

*Motion passed 3-0.*

#### **CDRPA INFORMATIONAL ITEMS:**

**Airport Approach Lighting System** – Kuntz and Moyers provided an update on the approach lighting system at Pangborn Airport including land acquisition and a timeline for phase 1 and phase 2 of the project. J.R. Norvell with T-O Engineers, and Randy Asplund, Port Engineer, provided additional information on the project. Commissioners directed staff to proceed with the project as one phase to expedite the process and realize the estimated savings of approximately \$200,000 if the project was completed in one phase vs. two.

**LOJO Property** – Kuntz and de Mestre provided an update on the LOJO property located in Malaga, including the results of the Phase 1 Environmental Site Assessment (ESA). On June 30, 2020 staff received the Phase 1 ESA from RH2 Engineering. The assessment revealed evidence of low risk that environmental conditions exist on or beneath the subject property, with the exception of a floor drain in the shop area. Staff continues to work on water supply issues with Malaga Water District. Discussions ensued. The Board asked that additional testing be done within the floor drain.

**Subsplash Space Marketing** – Kuntz and Deenik provided information on the marketing campaign for the Subsplash incubator space in Pybus Public Market. Deenik reviewed the results of a digital campaign created by Cherry Creek Media. Additional results will be presented at an August Commission Meeting.

**Business Leads** – Larsen provided information on recent business leads for Cashmere Mill District including updates on:

- Honey Jun
- L.E. Wilson

Larsen will continue working with these businesses who have shown interest in the Cashmere Mill District buildings and/or property.

**Actapio Space at the CTC** – Kuntz reviewed the available square feet and power availability in the space at the CTC currently occupied by Actapio. Actapio’s lease ends in February 2021, and marketing efforts will begin soon to fill the space. Discussions ensued.

**Pangborn Airport Parking Lot** – Kuntz provided an update on a recent letter from REEF Parking concerning their agreement with the Airport which allows them reduced fees in the event the number of enplaned passengers decreases by 25% for a continuous period of 90 days compared with the previous 12 months. With the current COVID-19 pandemic, air travel and enplanements have decreased dramatically, and REEF Parking is requesting reduced fees. REEF Parking agreement with the airport expires in April 2021. Regional Port staff is exploring fully-automated parking options for the future. Discussion ensued

**FAA CARES Act Grant** – Lough provided an update on FAA CARES Act Grant reimbursements.

**Badger Mountain Brewing** – Kuntz reviewed Badger Mountain Brewing’s recent request for rent deferment for the months of July, August and September 2020, in response to the COVID-19 pandemic’s effect on their business. Discussion ensued and the Board directed staff to work with Badger Mountain Brewing on rent deferment subject to them becoming current on past rent.

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Received the Surety Bond from Accor Technologies.
- Update on CWICC Building HVAC issue.

**Cridlebaugh provided information and updates including:**

- Department of Commerce may have additional COVID-19 grant funding available for the Regional Port to administer.

**Degnan provided information and updates including:**

- Update on the water feature leak at the CTC including water intrusion into the lower level. Staff will hire a landscape architect to assist with design of potential new water feature.

**Public Comment** – An opportunity for public comment was provided and Linda Haglund reported via previous Zoom message the Wenatchee Downtown Association will hold an awards ceremony on July 20<sup>th</sup>, 2020.

**REVIEW CALENDAR OF EVENTS** – Kuntz will be out of the office July 20<sup>th</sup> – July 24<sup>th</sup>.

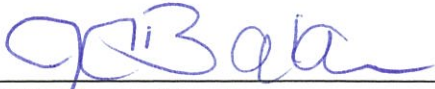
**ITEMS FROM BOARD OF DIRECTORS:** None.

**EXECUTIVE SESSION:** No Executive Session.

**Meeting was adjourned at 4:53 pm.**

Signed and dated this 28<sup>th</sup> day of July, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



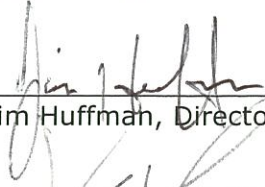
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JC Baldwin, Director



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Donn Etherington, Director



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Rory Turner, Director



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Jim Huffman, Director



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Mark Spurgeon, Director



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W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2020-13**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT  
AUTHORITY, DECLARING THAT A STATE OF EMERGENCY  
EXISTS DUE TO SIGNIFICANT ISSUES WITH THE HVAC SYSTEM  
FOR THE EXECUTIVE FLIGHT BUILDING WHICH COULD  
RESULT IN CATASTROPHIC FAILURE; AND AUTHORIZING AND  
RATIFYING, PURCHASE OF SERVICES, MATERIALS AND  
EQUIPMENT AND THE AWARD OF CONTRACTS NECESSARY  
AND APPROPRIATE TO ADDRESS THIS EMERGENCY  
SITUATION.**

**Whereas**, the policy of the State Washington is to encourage competitive bidding of purchases and services by municipalities in order to obtain the lowest responsive bid;

**Whereas**, RCW 39.04.280(1)(c) permits the CDRPA to waive competitive bidding requirements in the event of an emergency;

**Whereas**, the Executive Flight Building, located at One Campbell Parkway, East Wenatchee, Washington, has been experiencing significant and increasingly costly issues with the HVAC system in since the building was purchased by the CDRPA in January 2020; and

**Whereas**, in February 20, 2020, the CDRPA selected a firm through a standard procurement process to evaluate the CDRPA HVAC system; and

**Whereas**, that firm determined that five of the seven heating units must be shut down because they were exhausting carbon monoxide directly into the building through cracked heat exchangers, endangering the employees; and

**Whereas**, a functioning HVAC system is critical for the proper operation of the CDRPA; and

**Whereas**, components of the HVAC system must be sourced, ordered and replaced immediately before additional units fail and before the cold weather arrives in the fall; and

**Whereas**, the CDRPA Facility and Property Development Manager has exercised diligence consisting of searching and inquiring about the availability of similar equipment, and contacting dealers and distributors of such equipment to ultimately determine that the time required for another vendor to evaluate the building, source the equipment and make the repairs would risk more damage and more delay; and

**Whereas**, unforeseen circumstances beyond the control of the CDRPA present a real immediate threat to the proper performance of essential functions of the regional port and will likely result in material loss or damage to property, and bodily injury if immediate action is not taken.

**Now, Therefore,** the Board of Directors for the Chelan Douglas Regional Port Authority hereby resolves as follows:

**Section 1. Emergency Exists.** The Board of Directors finds and declares there is a critical need to replace the HVAC system immediately in the Executive Flight Building in order to ensure continued operation of the CDRPA and to maintain heat during the winter months. The actions taken and to be taken by the CEO and authorized designees are reasonable and necessary to ensure no further loss or damage to property and the continued safety for all employees within the Building.

**Section 2. Declaration of Emergency.** There is hereby declared a state of emergency for the HVAC system for the Executive Flight Building and that all competitive bidding that might otherwise apply regarding the purchase of material, equipment, items and services, and the award of related contracts necessary to address this emergency situation, are hereby waived.

**Section 3. Authorization of the CEO to Execute Necessary Agreements.** The Chief Executive Officer is authorized to purchase services, materials and equipment and award a contract necessary and appropriate to address this emergency.


**ADOPTED** by the Board of Directors of the Chelan Douglas Regional Port Authority this 14<sup>th</sup> day of July, 2020, and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack