



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
Zoom Meeting
September 22nd, 2020
9:00 am**

Present:

Directors

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

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 Cridlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Public Works & Capital Projects Mgr.
Tricia Degnan, CTC Manager
Cami Harris, Executive Assistant
*Bobbie Chatriand, Administrative Assistant
Bealinda Tidd, Accounting Specialist

*Trent Moyers, Director of Airports
Ron Russ, Property & Facilities Mgr.
Craig Larsen, Business Dev. Mgr.
*Quentin Batjer, Legal Counsel
*Pete Fraley, Legal Counsel
Randy Asplund, Port Engineer
Laura Camarillo Reyes, CTC Assistant
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):

Ellyn Freed, Forte Architects
Lenka Slapnika, Forte Architects
Reilly Kneedler, Wenatchee World
Jerrilea Crawford, Mayor City of E. Wenatchee

Ray Dobbs, City of Chelan
Linda Haglund, Downtown Association

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. 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 – Director Turner stated he has a possible conflict concerning Forte Architects and Executive Flight Space Study.

Director Loeb sack excused for a prior engagement.

CDRPA INFORMATIONAL ITEMS:

Waterville Airport Runway Improvement Project Bid Results – Moyers reminded the Board that staff was authorized to seek bids for the Waterville Airport pavement maintenance project. The project is being funded primarily through a WSDOT Aviation Grant. The bid opening was September 17th. Only one bid was received and the bid exceeded the Engineer’s estimate. Staff is awaiting a response from the WSDOT on whether the bid can be awarded as submitted in order to complete the work this year, or rebid the project in 2021. A question concerning availability of grant funding in 2021 was discussed.

It is the Regional Port Board of Director’s preference to rebid the project in 2021 if WSDOT will provide assurances that grant funding will be available. In the event WSDOT will not provide said assurances for funding in 2021, the following actions were taken:

Motion No.	09-19-2020 CDRPA
<i>Moved by:</i>	<i>JC Baldwin</i>
<i>Seconded by:</i>	<i>Jim Huffman</i>
	<i>To authorize the CEO to award the Waterville Airport Runway Improvement Project to CR Contracting, LLC for the base bid of \$193,441.67 including WSST.</i>
	<i>Motion passed 4-0.</i>

Motion No.	09-20-2020 CDRPA
<i>Moved by:</i>	<i>Jim Huffman</i>
<i>Seconded by:</i>	<i>Mark Spurgeon</i>
	<i>To establish an overall project budget in an amount not to exceed \$230,000.</i>
	<i>Motion passed 4-0.</i>

Pangborn Airport Cafe – Moyers provided information on the current Airport Café tenant. The tenant has not been able to open due to COVID-19 and has requested to be let out of the lease. Discussion ensued on options for the tenant to remain at the Airport. Staff will seek further input from the tenant and more information will be brought back to the Board at an upcoming meeting.

Pangborn Airport Land Use Planning Review – This item will be discussed at the first meeting in October.

Government & Non-Profit Leases at Lineage – This item will be discussed at the first meeting in October.

COVID-19 UPDATES:

Economic Development Initiatives Related to COVID-19 – Updates and Information Including:

- Lough provided an update on grants processed to date including all programs administered by the Regional Port.

FAA CARES Act Grant:

- Lough provided an update on the FAA CARES Act Grant reimbursements.

**PORT OF DOUGLAS COUNTY RESOLUTION NO. 2020-06
RESOLUTION TO VOID WARRANT NO. 5059**

Whereas Warrant No. 5059 in the amount of \$5.00 payable to Ron Cridlebaugh on Register 2020-13 and was created and signed on July 15, 2020.

Whereas Warrant No. 5059 was later deemed to be not received by the respective payee.

Now, therefore be in resolved by the Board of Commissioners of the Port of Douglas County, a municipal corporation of the State of Washington, that Warrant No. 5059 be declared VOID.

Dated this 13th day of October 2020.

PORT OF DOUGLAS COUNTY



W. Alan Loeb sack, Commissioner



James D. Huffman, Commissioner



Mark M. Spurgeon, Commissioner



Copy sent to Douglas County Treasurer's office

Date: _____ By: _____

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Update on potential tenant for IB#2; reviewed current photos of the building and architectural renderings of potential future exterior remodel.
- Ultra Polymers update on exhaust system removal. More information will be provided at an upcoming meeting.

Lough provided information and updates including:

- State Auditors continue their remote audits of Pangborn, and Port of Douglas County; Port of Chelan County audit will begin soon.
- Reviewing Regional Port medical insurance for 2021.

Moyers provided information and updates including:

- Pangborn has been approached by WSDOT to participate in beta testing for electric aircraft.
- August Activity Report was included in the Meeting Packet.

Public Comment – An opportunity for public comment was provided; however no public comments were made.

REVIEW CALENDAR OF EVENTS: Did not review.

ITEMS FROM BOARD OF DIRECTORS: Directors provided updates on various meeting attendance and committee work.

Meeting was adjourned at 11:30 am.

Signed and dated this 13th day of October, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director

Excused Absence

Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack, Director