



**September 8, 2023**

**Public Notice: For Immediate Use**

The Chelan Douglas Regional Port Authority's next Board Meeting will be held Tuesday, September 12<sup>th</sup>, 2023 at 9:00 am at Confluence Technology Center, 285 Technology Way, Wenatchee, WA, and remotely via Zoom Virtual Conference Room.

**Please note:** There will be a tour of the Executive Flight Building with Brigadier General Paul Sellars beginning at 9:00 a.m. The tour will commence at the Executive Flight Building, One Campbell Parkway, Suite A, East Wenatchee, WA, 98802. The meeting will reconvene at approximately 12:00 p.m. at the Confluence Technology Center. Please refer to the attached agenda for additional information.

**If the public would like to listen and participate remotely, please register to receive a meeting link.**

**Register in advance for this webinar:**

[https://us02web.zoom.us/webinar/register/WN\\_IFWQERcRRcSXWM3u\\_hA7wQ](https://us02web.zoom.us/webinar/register/WN_IFWQERcRRcSXWM3u_hA7wQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

For more information, please contact:

Jim Kuntz, Chief Executive Officer  
jim@cdrpa.org (509) 884-4700

The meeting agenda is attached.



*Working Together to Enhance the Economic Vitality of North Central Washington*

**Chelan Douglas Regional Port Authority**

**Tour Location: 1 Campbell Parkway Suite A, East Wenatchee, WA**

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

**Meeting Agenda  
September 12<sup>th</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. TOUR AND PRESENTATION – Executive Flight  
One Campbell Parkway, Suite A, East Wenatchee 98802**

- **9:05 a.m. to 10:00 a.m.**  
**Tour of Executive Flight Building with Brigadier General Paul Sellars, Commanding General Army National Guard**
- **10:00 a.m. to 11:00 a.m.**  
**Regional Port Presentation to Brigadier General Paul Sellars**
- **12:00 p.m. Chelan Douglas Regional Port Authority Board Meeting Reconvenes at the Confluence Technology Center in the Methow & Teanaway River Rooms**

**III. INTRODUCTIONS**

**IV. CONFLICT OF INTEREST**

**V. PUBLIC COMMENT**

**VI. CONSENT AGENDA**

- **CDRPA:** Approval of the August 8th, 2023 Tri-Commission Special Meeting Minutes, August 22nd, 2023 Meeting Minutes, Calendar of Events, and Check Register Pages #2023-35 through #2023-37, including Electronic Transfers.
- **POCC:** Approval of Check Register Page 2023-07.

**VII. CDRPA ACTION ITEMS (Public Comment Opportunity)**

- (1) Ownership Allocation Memo – Malaga Springs, LLC
- (2) Malaga Water Pump Test – Bid Award
- (3) Option to Purchase Agreement – Microsoft/Malaga Properties
- (4) Professional Services Agreement –DOH Associates - Airlift Northwest Hangar
- (5) Executive Flight Lease Agreement – Department of Military/Enterprise Services
- (6) Federal Express Office and Hangar Lease – Pangborn Airport
- (7) Flying W Holdings -Cashmere – Purchase and Sale Agreement
- (8) City of Leavenworth – Partners in Economic Development Funding Request
- (9) Authorization to Purchase – Maintenance Truck
- (10) Electronic Record and Signature Policy
- (11) Professional Services Agreement – Bernardo Wills – CDRPA Admin Office Design
- (12) WSDOT Aviation Revitalization Loan Acceptance – Taxiway B/Hangar Site Development

**VIII. SUGGESTED BREAK: 10 MINUTES (APPROXIMATELY 1:30 PM)**

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

- (13) Draft Supplemental Budget #1
- (14) The Trades District – Branding/Logo
- (15) Partners in Economic Development – Recap of Meetings
- (16) Capital Project Lists (Waterville and Mansfield Airports)
- (17) Thurston County Outreach – Recap of Tours

**X. 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

**XI. PUBLIC COMMENT**

**XII. REVIEW CALENDAR OF EVENTS**

**XIII. ITEMS FROM BOARD OF DIRECTORS**

**XIV. 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.