



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
September 26th, 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. CONSENT AGENDA

- **CDRPA:** Approval of the September 12th, 2023 Meeting Minutes and August 2023 Commission Calendar.

V. PUBLIC COMMENT

VI. PUBLIC HEARING

- **CDRPA Proposed 2023 Supplemental Budget #1**
 - **Open Public Hearing**
 - **Receive Public Comment**
 - **Close Public Hearing**

VII. CDRPA ACTION ITEMS (Public Comment Opportunity)

- (1) City of Leavenworth – Partners in Economic Development Funding Request
- (2) Resolution 2023-08 Adoption of the Regional Port 2023 Supplemental Budget #1

VIII. SUGGESTED BREAK: 10 MINUTES

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

- (3) Executive Flight Building – Fire Sprinkler System
- (4) The Trades District – Branding/Logo
- (5) Partners in Economic Development Breakfast and Lunch – Recap

- (6) Capital Project Lists (Waterville and Mansfield Airports)
- (7) Thurston County Outreach – Recap of Tours
- (8) Congressional Outreach – Recap of Meetings

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.



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
September 12th, 2023
9:00 am**

Present:

Directors:

*Donn Etherington, Director
Jim Huffman, Director
JC Baldwin, Director (Excused Absence)*

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

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin
Stacie de Mestre, Dir. of Econ Dev.
Ron Russ, Maint. & Prop. Mngr.
Colby Goodrich, FBO Manager (Zoom)
Sarah Deenik, Communications Coordinator*

*Brooke Lammert, Executive Assistant
Tricia Degnan, CTC Manager (Zoom)
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Craig Larsen, Comm. Relationship Mngr.*

Legal Counsel:

*Quentin Batjer, Davis Arneil Law Firm LLP
Pete Fraley, Ogden Murphy Wallace PLLC*

Guests:

*Mike Mackey, Community Member
Paul Sellars, Brig. General
Ben Gering, LTC
Mitchell Sieglock, COL
Jack Mushallo, COL
Matt Cooper, COL*

*Marc Brackett, CW5
Jason Kriess, Public Affairs
Brian Brett, Wenatchee Valley Fire Department
Stephanie Krabbe, Ardurra
Emily Thornton, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)*

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 8:49 a.m. followed by a scheduled tour and presentation at the Executive Flight Building with Brigadier General Paul Sellars of the Washington State Army National Guard. Directors, Port employees, consultants and guests completed the tour and presentation at 11:00 a.m. The meeting reconvened at 12:00 p.m. at the Confluence Technology Center Building.

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 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 was presented.

Motion No.
Moved by:
Seconded by:

9-01-23 CDRPA
W. Alan Loeb sack
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting 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.

Motion Passed 5-0
*Director Baldwin Excused

PORT OF CHELAN COUNTY CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-07 was presented.

Motion No.
Moved by:
Seconded by:

9-02-23 POCC
Richard DeRock
Donn Etherington

To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-07.

Motion Passed 2-0
*Director Baldwin Excused

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Ownership Allocation Memo – Malaga Springs, LLC - Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Malaga Springs, LLC property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No.
Moved by:
Seconded by:

09-03-23 CDRPA
Richard DeRock
Donn Etherington

To approve the Ownership Allocation Memo concerning the Malaga Springs, LLC property in Malaga.

Motion Passed 5-0
*Director Baldwin Excused

Malaga Water Pump Test – Bid Award – de Mestre gave a brief overview of the project, followed by a detailed summary of the bid recommendation with Selland Construction noted as the apparent low bidder.

Motion No.
Moved by:
Seconded by:

09-04-23 CDRPA
Richard DeRock
W. Alan Loeb sack

To authorize the CEO to award and sign the contract with Selland Construction for the Malaga Test Well 1 Pump Test Project in the amount of \$755,663.25 (including Washington State Sales Tax) upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor. Additionally, to establish an overall project budget in an amount not to exceed \$907,240.00.

Motion Passed 5-0
*Director Baldwin Excused

Option to Purchase Agreement – Microsoft/Malaga Properties – Kuntz thanked Pete Fraley, Ogden Murphy Wallace PLLC, for his work on the Option to Purchase Agreement. He reviewed the background of the project and discussed the details of the purchase options. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-05-23 CDRPA
Richard DeRock
Jim Huffman
To authorize the CEO to enter into an Option to Purchase Agreement with Microsoft.

Motion Passed 5-0
*Director Baldwin Excused

Professional Services Agreement – DOH Associates – Airlift Northwest Hangar – de Mestre reminded the Board that DOH Associates was selected to design the project back in July 2023 and reviewed the current status of the project. Kuntz discussed the funding to date for the project and a draft lease term sheet. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-06-23 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to execute a professional services agreement with DOH Associates for the Airlift NW Hangar, in an amount not to exceed \$299,700 which includes a \$100,000 allowance for Task 2 – hourly/reimbursables.

Motion Passed 5-0
*Director Baldwin Excused

Executive Flight Lease Agreement – State of Washington Military Department/Department of Enterprise Services – Kuntz gave a detailed review of the lease terms and conditions including projected new revenues. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-07-23 CDRPA
Richard DeRock
Jim Huffman
To authorize the CEO to enter into a Lease Agreement with the State of Washington Military Department/Department of Enterprise Services.

Motion Passed 5-0
*Director Baldwin Excused

Federal Express Office and Hangar Lease – Pangborn Airport – Kuntz reviewed the proposed lease terms and conditions. Negotiations are still ongoing and will include a discussion regarding the brokerage fee and insurance coverage. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-08-23 CDRPA
W. Alan Loeb sack
Jim Huffman
To authorize the CEO to enter into a Lease Agreement with Federal Express.

Motion Passed 5-0
*Director Baldwin Excused

Flying W Holdings – Cashmere – Purchase and Sale Agreement – Kuntz reviewed a proposed property sale to Flying W Holdings. He shared the positive outcome of a slight net gain for the Regional Port and turning the property back over to the private sector. Additionally, de Mestre shared that the company would create 20 fulltime jobs, 5 part-time jobs and is estimated to generate around \$100,000 a year in sales tax. The following action was taken:

Motion No.
Moved by:
Seconded by:

09-09-23 CDRPA
Richard DeRock
W. Alan Loeb sack
To authorize the CEO to enter into a Purchase and Sale Agreement with Flying W Holdings.

Motion Passed 5-0
*Director Baldwin Excused

City of Leavenworth – Partners in Economic Development Funding Request – Deenik shared that the City of Leavenworth is requesting \$10,000 to conduct an updated parking study for Downtown Leavenworth, with an anticipated \$80,000 being contributed by the city. Deenik reviewed the current funding available with the Board - \$25,000 for the remainder of the year. Discussion ensued and the decision was made to withdraw the formal motion to fund with a request that staff obtain additional information. No action was taken.

Authorization to Purchase – Maintenance Truck – Russ reminded the Board that the purchase of a new maintenance truck was included in the 2023 Budget, however the amount approved will not cover the higher cost received through quotes. Additionally, there is a sense of urgency to order with brief ordering windows and long lead times. The following action was taken:

Motion No.
Moved by:
Seconded by:

09-10-23 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to purchase a maintenance truck in an amount not to exceed \$65,000, which includes Washington State Sales Tax.

Motion Passed 5-0
*Director Baldwin Excused

Electronic Record and Signature Policy – Lough presented a draft Electronic Record and Signature Policy for Board review. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-11-23 CDRPA
Richard DeRock
Donn Etherington
To approve the Electronic Record and Signature Policy as presented.

Motion Passed 5-0
*Director Baldwin Excused

At 1:51 p.m. Commissioner Spurgeon called for a 10-minute break.

Professional Services Agreement – Bernardo Wills – CDRPA Admin Office Design - Kuntz reminded the Board that CDRPA staff will be moving out of the Executive Flight Building at the end of March 2024 as the Washington State Army National Guard moves into the facility. de Mestre shared that staff is currently reviewing various layout options to move into the CTC second or third floor. Staff is looking to hire Bernardo Wills, at the basic fee level, to conduct a design analysis and give a recommendation for the location and potential buildout costs of the new office space. Etherington requested that a check-in be held with Bernardo Wills consultants in October for a cost estimate.

Motion No.
Moved by:
Seconded by:

09-12-23 CDRPA

W. Alan Loeb sack
Jim Huffman

To authorize the CEO to execute a professional services agreement with Bernardo Wills for the CDRPA Administrative Office through design development, including a cost estimate.

Motion Passed 5-0
*Director Baldwin Excused

WSDOT Aviation Revitalization Loan Acceptance – Taxiway B/Hangar Site Development
– Lough shared that the CDRPA was successful in receiving a \$1.2 million CARB Loan for use on the Taxiway B/Hangar Site Development Project. It is a 20-year loan at a 2% interest rate with three (3) years of deferred interest.

Motion No.
Moved by:
Seconded by:

09-13-23 CDRPA

Richard DeRock
Donn Etherington

To adopt Chelan Douglas Regional Port Authority Resolution No. 2023-07 approving the CEO to sign an Aviation Revitalization Loan Agreement with the Washington State Department of Transportation in the amount of \$1.2 million for the Taxiway B/Hangar Site Development Project.

Motion Passed 5-0
*Director Baldwin Excused

EXECUTIVE SESSION:

Executive Session was announced at 2:34 p.m. for a period of thirty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks and 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. The Executive Session was extended for ten minutes at 3:04 p.m. Executive Session concluded at 3:14 p.m.

Meeting reconvened in Regular Session with no action taken.

At 3:15 p.m. Commissioner Spurgeon called for a 10-minute break

INFORMATIONAL ITEMS:

Draft Supplemental Budget #1 - Lough reviewed in detail the draft Supplemental Budget #1. The formal Supplemental Budget #1 will be presented at the next Board meeting for approval following a Public Hearing.

MISCELLANEOUS STAFF REPORTS:

Deenik provided information and updates including:

- Presented the final two design options for the Unified Tax Levy Voter Education postcard for Board feedback. Postcards will be mailed out in October when ballots are distributed.

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

Commissioner Spurgeon made the decision, with support from the Board, to end the meeting due to time constraints. The final items on the agenda are to be reviewed at the September 26th, 2023 meeting.

Meeting adjourned at 4:48 p.m.

Signed and dated this 26th day of September 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Mark Spurgeon, Director

Richard DeRock, Director

Donn Etherington, Director

JC Baldwin, Director

Jim Huffman, Director

W. Alan Loeb sack, Director

Memo

To: Board of Directors

From: Sarah Deenik

Cc: Jim Kuntz

Date: September 15, 2023

Re: Partners in Economic Development Request:
City of Leavenworth

Per the direction of the Board at the September 12th, 2023 meeting, clarification on the Parking Study scope was requested. Please find attached Jim Kuntz's email correspondence with Matthew Selby, City of Leavenworth's City Administrator.

Staff will bring the City of Leavenworth's \$10,000 Partners in Economic Development Request before the Board for additional review on September 26, 2023.

Also included for your review: the previously submitted application, a summary recap sheet showing prior year commitments, and available 2023 funding that has been set aside for local municipalities.

The Regional Port Board seems supportive of helping fund the parking lot/garage study update. A question came up at yesterday's meeting regarding the location. Apparently a "US 2 Upper Wenatchee Valley Transportation Corridor Study" said a downtown parking garage would negatively impact US 2 and the flow of traffic. I have not read the study so do not know if this is accurate. The question I have for you is if this parking garage study update is only analyzing the downtown option? If yes, is there any type of traffic flow analysis being done as part of the update to insure the in/out flow of cars does not negatively impact US 2.

Again, the Board seems supportive of a \$10k contribution, but wanted some clarification on the above question. Much thanks.

Jim Kuntz

Chief Executive Officer

One Campbell Parkway Suite A, East Wenatchee, WA 98802

☎ 509.884.4700 | Cell 509.336.5595 | www.cdrpa.org



All e-mail communications with the Chelan Douglas Regional Port Authority, related attachments, and any response are subject to disclosure under the Public Records Act and should be presumed to be public.



**2023 Partners in Economic Development
Municipalities**

| | | |
|--|-----------|---------------|
| <u>Budget:</u> | \$ | 40,000 |
| | | |
| <u>Projects Approved:</u> | | |
| Douglas County (Prior Year Approval - \$50,000 for 2024) | \$ | - |
| City of Entiat (\$7,500 Approved for 2024) | \$ | 15,000 |
| | | |
| <u>Available Funding:</u> | \$ | 25,000 |
| | | |
| <u>Pending Requests:</u> | | |
| City of Leavenworth - Parking Study Update | \$ | 10,000 |

Selection Criteria

Measurably contribute to the economic development of Chelan and Douglas Counties.

Examples include projects that will:

- 1) Retain and/or create living-wage jobs.**
- 2) Stimulate private sector capital investments.**
- 3) Infrastructure investments that directly support economic development.**
- 4) Strategic planning efforts which have a strong probability of achieving measurable economic development results.**



PARTNERS IN ECONOMIC DEVELOPMENT LOCAL GOVERNMENTS/MUNICIPALITIES

PROGRAM PURPOSE

The Chelan Douglas Regional Port Authority (CDRPA) is a regional leader in efforts to achieve long-term economic vitality for Chelan and Douglas Counties.

Effective economic development requires a dynamic synergy of people and organizations working together. The CDRPA acknowledges that local governments play an important role in economic development. The CDRPA has created the Partners in Economic Development Program to make strategic economic development investments in rural communities in Chelan and Douglas Counties.

ELIGIBLE ORGANIZATIONS

To qualify for potential funding through this program, an organization must be a municipal corporation located in Chelan or Douglas County and recognized by the Washington Secretary of State as an active municipal corporation.

ELIGIBLE PROGRAMS

Programs that qualify must:

- Measurably contribute to the economic development of Chelan and Douglas Counties. Examples include projects that will:
 - Retain and/or create living-wage jobs.
 - Stimulate private sector capital investments.
 - Infrastructure investments that directly support economic development.
 - Strategic planning efforts which have a strong probability of achieving measurable economic development results.

PRIORITIES

The CDRPA will prioritize proposals that fulfill one or more of the following:

- Address a proven need or gap;
- Illustrate a strong proof-of-concept for achieving measurable economic development impact;
- Demonstrate sustainability without continued financial support from the CDRPA;
- Demonstrate collaboration/partnership with other public and private entities;

- Local governmental match as a percentage of the overall project cost;
- Clearly contributes to the economic vitality of the local community;
- Economic development projects in rural communities in Chelan and Douglas Counties.

REQUEST GUIDELINES

- Proposals are typically funded between \$5,000 and \$30,000.
- Partial funding for a larger project may be requested; however, the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year projects may be submitted, but a new proposal must be submitted each year with subsequent requests contingent upon availability of funds and satisfactory progress toward meeting program objectives.

FUNDING & DISBURSEMENT

- The CDRPA has set aside \$40,000 as an opportunity fund to assist with emerging projects during fiscal year 2023.
- Applications can be submitted at any time until the fund is fully allocated.
- The CDRPA will reimburse after the project has been completed. If a quarterly or up-front investments are required, the local government should indicate the distribution plan necessary (and why) on the Application Form.

PROPOSAL REQUIREMENTS

Local government must submit the attached **Application Form**.

Proposals may be delivered in one of three methods:

- Electronically (PDF only)
- Mailed (3 printed copies)
- Delivered in-person (3 printed copies)

Chelan Douglas Regional Port Authority
Attn: Sarah Deenik
One Campbell Parkway, Suite A
East Wenatchee, WA 98802-9290.

EVALUATION CRITERIA

- Overall merit and quality of proposal
- Clear expectation of how program achieves measurable economic development impact
- Likelihood of achieving defined metrics/deliverables
- Demonstrated justification of requested funds

FUNDED PARTNER EXPECTATIONS

- Local government will need to enter into a Partner Agreement defining expectations and Scope of Work
- Final report completed and verbal presentation may be requested at a CDRPA Board of Directors Meeting

PROPOSAL TIMELINE

- Grant applications will be evaluated by Regional Port staff and provided to the Board of Directors during an open public meeting for approval.

QUESTIONS

Questions related to this program should be directed to Sarah Deenik, Communications Coordinator & Finance Specialist, 509-884-4700 or via email at sarah@cdrpa.org.



**Partners in Economic Development Program
Local Governments/Municipalities
Application Form**

Organization Name: _____

Organization Address: _____

Organization Phone Number: _____

Program Title: _____

Program Contact: _____

Contact Phone: _____

Contact E-mail: _____

Contact Title/Position: _____

Investment request is to fund:

Provide a project description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

Project Start Date (if applicable): _____

Project End Date (if applicable): _____

Program timeline/milestones (by quarter):

Total Project Cost: _____

Requested CDRPA Funding: _____

Budget total, broken out by category. (Note: Indirect costs are not allowed)

Is this request for partial funding of a larger project? If so, identify other funding **requested** for this project (entity, amount requested and anticipated award date), and other funding **secured** for this project (source, amount secured).

Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

If this project is not funded at the full requested amount, how will the organization adjust for less funding?

Expenses are reimbursed after the project is completed by invoice/report; explain if another option is needed:

Definition of success of the project, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

Has this organization received previous funding from the Port of Chelan County, Port of Douglas County, and/or Chelan Douglas Regional Port Authority? If so, list other funding received and when:

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).



February 24, 2023

Attn: Christie Voos

Communications Analyst – City of Leavenworth

PO Box 287 Leavenworth, Washington 98826

Phone: (509)670-0121 Email: cvoos@cityofleavenworth.com

RE: **Proposal for Parking Management Services for City of Leavenworth**

Dear Ms. Voos,

Thank you for the opportunity to provide consulting assistance regarding parking management practices for the City of Leavenworth. RWC was grateful for the chance to work with the City in 2017 to evaluate the entire parking system. Since that time the City has taken many positive strides forward to actively manage their parking system. The following proposal details the project tasks and general timeline for a parking consulting assistance agreement with the City of Leavenworth (the Client).

Project Understanding

RWC understands the City is interested in revisiting how multiple aspects of the parking system are currently functioning. In 2017/18, RWC assisted the Client in creating the Downtown Strategic Parking Management Plan, which outlined a number of recommended strategies for the on and off-street parking system. The Plan was based on a two-day (weekday and weekend) data collection effort. To date, a number of strategies have been implemented, including on-street paid parking system.

However, over the last six years a number of changes have occurred including a notable increase in Leavenworth's population along with the lingering impacts of the recent COVID-19 pandemic. To this end, the Client has reached out to RWC with the hope of revisiting the 2018 Downtown Strategic Parking Management Plan as well as refreshing the dataset (weekday and weekend) that many of the strategies were based on. Further, a number of additional parking elements are of interest to the Client for further investigation.

RWC will lead the development of an updated Implementation Roadmap, based on new data collected in 2023, a survey/stakeholder outreach plan, a parking garage proforma/feasibility analysis, a review of key elements of the parking system (e.g., pricing, time restrictions, permits, enforcement), and an overview of current technology use. To ensure RWC and the Client are communicating throughout the project, a number of internal and project team meetings will be scheduled. The intent of the Implementation Roadmap is to provide a refreshed strategic plan with a clear direction for parking management in the City of Leavenworth.

Background Information and Data Needs

To support the development of the Implementation Roadmap, RWC envisions the following needs:

- Technology vendor contacts (as needed) – meters, enforcement software, etc.
- GIS layers (transportation and land use)
- Permit information (residential and employee)
- Relevant code and policy related to the City of Leavenworth's parking system



Base Scope of Services

The Consultant will undertake the following tasks as part of the base scope of services:

TASK 1: Kick-off Meeting & Background Review

APRIL

We will commence the study with a conference call with the City of Leavenworth's staff, and other interested stakeholders including the Business Chamber and Chelan County Port. During this call, we will finalize a work scope (and study area), understand the different aspects of the study area and collect any pertinent background materials needed to familiarize ourselves with relevant parking and land use development plans.

- Hold Kick-Off conference call with City staff.
- Finalize work scope, clarify the defined study area, data collection effort (dates, times, objectives) and outreach milestones (schedule).
- Consultant will review background materials (e.g., 2016 Parking Strategy Plan, Route 2 Corridor Project, current parking code requirements, proposed future development plans if applicable) and determine which strategy elements have been completed, in-progress, or no longer applicable.

TASK 2: Data Inventory, Collection & Analysis (On and Off-Street)

MAY -JULY

RWC will conduct a detailed update to the inventory of the parking supply in the downtown, inventorying both on and off-street facilities. The inventory will be followed by a comprehensive occupancy and turnover survey (weekday and weekend), the timing of which will be coordinated with City staff. Tasks 2 elements include:

Updated Parking Inventory:

- A thorough inventory of the on and off-street parking supply by stall type, time designation, and ownership/management (public/private).
- Development of a detailed inventory database that provides information by block face, number and type of parking stall.
- Create an existing conditions map illustrating the on and off-street parking assets.

Deliverables: Inventory summary outlining existing conditions of the parking system including GIS maps, stall types, regulatory limitations, etc.

Data Collection & Analysis:

- Two survey days (weekday and weekend) – 10-hour survey days to include a 100% sample of all on-street parking in the proposed study zone.
- Hourly off-street occupancy survey conducted concurrently with on-street, targeting a representative sample of surface and structured parking facilities. Off-street sites will be categorized by facility type (e.g., garage/surface, public/private); sampled sites will ensure size, type and geographic representation.
- RWC's proprietary models generate valuable information such as occupancies by hour of day, occupancies by stall type, average duration, system turnover, violations of posted time restrictions, number of unique vehicles, total vehicle hours parked. These indicators and others can be used not only to evaluate how the system is being used, but often times who (what type of user) is using the system. Further, this data will provide data points to inform how to calibrate the relatively new paid parking system in Leavenworth.
- Summarize, display and explain data findings that are straightforward and easy to understand. These findings will telegraph which strategies and management practices should be used to make the highest and best use of the existing parking supply.
- GIS occupancy 'heat' maps illustrate parking use by hour of day, by block face and by off-street facility.

Deliverables: Parking utilization summary memo outlining comparative data findings and occupancy heat maps.

TASK 3: Stakeholder Outreach / Online Survey

JUNE/JULY

RWC will work with the City to develop a stakeholder outreach plan to gain valuable input on the different users' experience of the parking system in Leavenworth. The Outreach Plan will include targeted surveys of different



users - employees, residents, and visitors. A combination of online survey responses, industry best practices, and parking data derived from **Task 2** will provide context for developing applicable recommendations in the Implementation Roadmap (**Task 7**). Tasks 3 elements include:

- Develop an online survey, composed of parking behavior questions to elicit public perceptions of the parking system (opportunities and challenges).
- Create postcards (with QR code – survey link) to distribute to downtown business and community organizations to encourage survey participation.
- Working with City staff to procure survey prizes (e.g., local gift cards) for random winners with the targeted respondent groups (residents, employees/business owners, and visitors).

Deliverables: Memo summarizing high level survey(s) findings.

TASK 4: Parking Garage Proforma / Feasibility Analysis

JULY/AUGUST

The City of Leavenworth is interested in the financial feasibility of development of a parking garage in the Downtown. The facility would serve a growing trip demand and would serve as a ‘district garage’, versus a facility serving a single commercial or residential land use. The garage would provide multi-purpose access to visitors, guests, and employees of the downtown -- daily, evenings, weekends, and events.

The intent is to develop up to two (2) profomas outlining capital expenses, debt service, maintenance costs, and revenue forecast assuming a 20-year financing horizon. Task 4 elements include:

- Prepare parking revenue and expense proformas for up to two (2) development site scenarios
- Develop series of operating assumptions (e.g., size, location, rates, commercial space, etc.)
- Summarize proforma findings into reviewable worksheets.
- As a comparison, determine current revenue performance (on/off-street systems) per stall.
- Meetings as necessary

Deliverables: Memo summarizing two (2) parking garage proforma findings

TASK 5: Review of Key Elements of the Parking System

AUGUST/SEPTEMBER

Using the parking data derived from Task 2, RWC will assist the City with a thorough review of current on and off-street parking operations. The intent of this task is to understand how the parking system is currently managed, to establish a baseline from which to make strategic modifications. Task 5 review elements include:

- On and Off-Street Parking:
- Hourly rates (tiered, progressive, event-based, locations)
- Time designations (compliance, duration, locations)
- ADA stalls (quantification, locations, siting protocols)
- Permits (types, quantity, locations, costs, administration procedures)
- Enforcement (protocols, schedules, staffing, technology use, violations, violation fees)

Deliverables: Summary report current parking operations

TASK 6: Technology Review

AUGUST/SEPTEMBER

With the recent installation of a paid parking system, Leavenworth’ parking system now relies more heavily on new technology. New on-street parking meters, on-street sensors as well as enforcement upgrades have transformed the Leavenworth parking program. However, there have been challenges with these different technologies (installation, maintenance, customer service, internal communication, integration of apps, backend data, user experience, etc.).

To this end, RWC will first provide a high-level overview of Leavenworth’s current technologies that are in use, determining strengths and weaknesses of the systems to determine a pragmatic path forward. The Consultant will interview City staff members to understand their experience and will conduct a high-level peer review of technology trends and vendors (success stories). Task 6 elements may include:



- Review of current technology in use – strengths and weaknesses
- Determine a pool of technology options will serve Leavenworth’s current and future needs
- Interviews with City staff
- Technology review (what is working in other cities)

Deliverables: Summary technology memo providing an overview of Leavenworth’s current technology, peer cities review, applicable path forward.

TASK 7: Implementation Roadmap

OCTOBER/NOVEMBER

RWC will aggregate all key findings, takeaways, and inputs from Tasks 1-6 into a functional Implementation Roadmap for the City of Leavenworth. The goal of the Roadmap will be to first summarize the following elements:

- Outline the current parking system (Task 5) along with previous planning efforts (Task 1)
- Provide an overview of different users perceptions/use behaviors of parking (Task 3)
- Illustrate actual parking use through data analysis (Task 2)
- Articulate the current and potential future role of technology in parking for Leavenworth from a user experience as well as from a parking operations team application (Task 6)
- Understand the potential need and financial implications of building a parking structure (Task 4)

The Roadmap will outline applicable strategic steps forward for Leavenworth’s parking system. Recommendations will be categorized into near, mid, and long-term opportunities to provide an helpful implementation guide for staff to employ over time as certain thresholds are met using a data-drive approach.

Deliverables: Draft and Final Implementation Roadmap report.

TASK 8: Internal & Project Team Meetings

APRIL-DECEMBER

Given the number of varied tasks, consistent scheduled communication between the RWC team and City staff will be important. Once the initial Kick-off meeting commences (Task 1), we envision monthly meetings to provide project updates, review deliverables, coordinate task needs, time for questions/changes to scope items, etc.

- Monthly project team meetings (up to 10)

Deliverables: Monthly project team summary briefs

Optional Services

The Consultant will undertake the following optional services if requested and authorized by the Client.

OPTIONAL Task 9: Parking Demand Projections Related to New Development

AUGUST/SEPTEMBER

If desired, using the 2023 parking data along with detailed future building plans, RWC staff will be available to model (up to 2) parking demand projections and their anticipated impacts on the on and off-street parking system. Projections will rely on building inputs (e.g., building size, land use programming, vacancy rates, on-site parking stalls, TDM measures, etc.). The outcome will be a stand-alone parking demand memo summarizing the demand inputs, methodology, outcomes and future impacts upon the larger parking system.

Schedule

Assuming the Notice to Proceed will be issued by March 2023, the commencement of the project could be as early as April 2023. The project is expected to take approximately 10 months with data collection targeted in July, and a final completion date in February 2024.

Fee and Billing

The Consultant will bill the Client only for actual hours and expenses incurred up to the total amount specified below, according to the rate schedule. All costs include expenses incurred (e.g. hotels, gas reimbursement, food).



The Consultant will not exceed this amount without the written authorization of the Client. Invoices are due and payable within 30 days of receipt.

Budget

Tasks 1-9:

Not to Exceed **\$89,200**

| TASK | COST |
|--|----------|
| TASK 1 – Kick-off & Background Review | \$2,500 |
| TASK 2 – Inventory & Data Collection | \$48,500 |
| TASK 3 – Outreach Surveys | \$4,700 |
| TASK 4 – Garage Proformas | \$6,000 |
| TASK 5 – Key Elements of Parking | \$6,800 |
| TASK 6 – Technology Review | \$4,300 |
| TASK 7 – Implementation Roadmap | \$6,750 |
| TASK 8 - Meetings | \$5,400 |
| TASK 9 (OPTIONAL) – Parking Demand | \$4,200 |

Staff and Rates

The following is an overview of the Consultant’s proposed team and roles on the project.

| | | |
|-------------------|------------|--------------------------------------|
| Owen Ronchelli: | \$175/Hour | Project Manager |
| Pete Collins: | \$160/Hour | Project Planner |
| William Reynolds: | \$160/Hour | Project Planner |
| Rick Williams: | \$190/Hour | Project Principal and Senior Advisor |
| Connor Williams: | \$100/Hour | GIS / Data Analyst |
| Michael Vasbinder | \$100/Hour | Data Collection Manager |
| Field Team | \$35/Hour | Surveyors |

Closure

If you concur in all the foregoing and wish to direct RWC to proceed with the Scope of Work, please sign below.

Thank you for the opportunity to provide these services to you and we look forward to working with your team on this project. If you have any questions about any information contained in this proposal please contact me at 503.539.9875.

Sincerely,

Owen Ronchelli
RWC Vice President

Accepted By:

Client Name: City of Leavenworth _____

Signature: _____

Printed Name and Title: Christie Voos, Comm. Analyst

Date: 2/24/23

CDRPA RESOLUTION NO. 2023-08

**RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
APPROVING THE 2023 SUPPLEMENTAL BUDGET #1**

Whereas, the proposed 2023 Supplemental Budget #1 has been presented to and reviewed by the Chelan Douglas Regional Port Authority Board of Directors; and

Whereas, the proposed 2023 Supplemental Budget #1 was reviewed at an open public hearing held on September 26th, 2023, notice of which was published as required by law.

Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2023 Supplemental Budget #1 in the form submitted to the Directors on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors at a regular meeting thereof held this 26th day of September, 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

Chelan Douglas Regional Port Authority Fund Balance Projections

| | | |
|---|------|---------------|
| December 31, 2022 - Carryforward Balances | | \$ 19,079,406 |
| Proposed Supplemental Budget #1 | | |
| Draw Down of Reserves | | (11,072,448) |
| Projected Year End Reserves - 2023 | | \$ 8,006,958 |
| | | |
| Future Inflows: | | |
| National Guard Land Sale | 2024 | \$ 1,997,500 |
| Potential Malaga Land Sale | | |
| February 2024 Option Deposit | 2024 | 476,223 |
| Malaga Land - Potential Closing | 2024 | 10,766,329 |
| Cashmere Land Sale | 2024 | 566,933 |
| FAA Reimbursements | | |
| Apron Project | | |
| 10% Holdback - Grant 44 | 2024 | 1,010,947 |
| Project Amendment | 2024 | 855,373 |
| Engineering Settlement | 2024 | 111,000 |
| Taxiway A | | |
| 10% Holdback - Grant 49 | 2024 | 1,033,953 |
| 10% Holdback - Grant 50 | 2024 | 635,421 |
| Project Amendment | 2024 | 667,903 |
| Taxiway B | | |
| 10% Holdback - Grant 51 | 2024 | 208,330 |
| Land Acquisition - MALSR | 2025 | 2,029,416 |
| Land Acquisition - RPZ (Lytle) | 2025 | 274,455 |
| Land Acquisition - RPZ | 2025 | - |
| | | \$ 20,633,783 |

**Chelan Douglas Regional Port Authority
2023 Final and Supplemental #1 Budgets**

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|---|-------------------|---------------------------------|
| OPERATING REVENUES | | |
| BUSINESS PARKS | | |
| <u>CASHMERE MILL DISTRICT</u> | | |
| Building A - Blue Spirits | \$ 163,588 | \$ 129,507 |
| Building B - Hurst International & Blue Spirits | 137,700 | 126,765 |
| Utility & Operating Reimbursements | 57,750 | 57,750 |
| Misc. Income | 2,500 | 2,500 |
| TOTAL CASHMERE MILL DISTRICT | \$ 361,538 | \$ 316,522 |
| <u>CONFLUENCE TECHNOLOGY CENTER</u> | | |
| Office Space Leases | \$ 592,890 | \$ 583,930 |
| CTC South Office Space Leases | 22,667 | 26,968 |
| Video Conference/Meeting Room Rentals | 200,000 | 210,000 |
| Utility & Operating Reimbursements | 35,796 | 35,796 |
| Misc. Income | 1,500 | 1,500 |
| TOTAL CONFLUENCE TECHNOLOGY CENTER | \$ 852,853 | \$ 858,194 |
| <u>COLUMBIA STREET PROPERTIES</u> | | |
| Building A - Badger Mtn Brewing | \$ 45,360 | \$ 45,360 |
| Buildings G/I - Streamline | 143,712 | 143,712 |
| Buildings C/D - Streamline | - | 41,648 |
| Building E - Streamline | - | 24,300 |
| Building F - Streamline | 36,000 | 48,000 |
| Building B - Streamline | - | 25,090 |
| Misc. Rents | 1,200 | 1,200 |
| Utility & Operating Reimbursements | 23,500 | 35,150 |
| TOTAL COLUMBIA STREET PROPERTIES | \$ 249,772 | \$ 364,460 |
| <u>MALAGA INDUSTRIAL SITE</u> | | |
| Farm/Land Rents | \$ - | \$ - |
| TOTAL MALAGA INDUSTRIAL SITE | \$ - | \$ - |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|---------------------|---------------------------------|
| <u>OLDS STATION BUSINESS PARK</u> | | |
| IB 2 - Synergy Food Solutions | \$ 54,871 | \$ 54,871 |
| IB 3 - Confluence Health | 76,456 | 76,456 |
| IB 4 - Pregis Corporation | 216,949 | 216,949 |
| IB 5 - Chelan County PUD | 356,631 | 356,631 |
| IB 6 - ABC Early Learning | 13,307 | 13,565 |
| IB 7 & 8 - Pacific Aerospace & Electronics | 754,907 | 754,907 |
| IB 9 - Sinclair Systems & Frito Lay | 262,278 | 300,600 |
| Utility & Operating Reimbursements | 167,500 | 167,500 |
| Misc. Income | 2,500 | 2,500 |
| TOTAL OLDS STATION BUSINESS PARK | \$ 1,905,399 | \$ 1,943,979 |
| <u>PANGBORN AIRPORT</u> | | |
| Landing Fees | \$ 20,000 | \$ 28,500 |
| Parking Income | 150,000 | 155,000 |
| Aircraft Parking | 5,000 | 8,500 |
| Rental Income - Aviation Land | 102,575 | 101,362 |
| Rental Income - NonAviation Land | 60,565 | 69,995 |
| Rental Income - Terminal/Aviation Building | 63,930 | 79,640 |
| Rental Income - NonAviation Buildings | 98,045 | 97,850 |
| Rental Income - Hangars | 179,175 | 168,905 |
| Glycol Discharge Reimbursement | 50,000 | 25,000 |
| Car Rental Concession Fees | 59,500 | 59,500 |
| Fuel Flowage Fees | 20,000 | 20,000 |
| Festival of Flight | - | 19,840 |
| Misc. Fees and Permits | 25,000 | 51,250 |
| TOTAL PANGBORN AIRPORT | \$ 833,790 | \$ 885,342 |
| <u>PANGBORN FBO</u> | | |
| FBO Fuel Income | \$ 1,600,000 | \$ 1,600,000 |
| FBO Income (After hours) | 12,500 | 12,500 |
| FBO Misc. Income | 10,000 | 10,000 |
| TOTAL PANGBORN FBO | \$ 1,622,500 | \$ 1,622,500 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|-------------------|---------------------------------|
| <u>PANGBORN BUSINESS PARK</u> | | |
| <u>Land Leases</u> | | |
| Lot 4 - Coca-Cola | \$ 85,778 | \$ 85,778 |
| Lot 17 - Salcido | 33,140 | 33,140 |
| <u>Building Leases</u> | | |
| 3306 - Multi-Tenant | 119,675 | 119,750 |
| 3310 - Accor Building | 360,489 | 360,489 |
| CWICC | 202,318 | 202,318 |
| Utility & Operating Reimbursements | 9,975 | 14,650 |
| Misc. Income | 2,500 | 2,500 |
| TOTAL PANGBORN BUSINESS PARK | \$ 813,875 | \$ 818,625 |
| <u>REGIONAL PORT OFFICE/AVIATION CENTER</u> | | |
| Rental Income - Offices | \$ 31,495 | \$ 148,248 |
| Rental Income - Aviation/Hangar Uses | 169,500 | 168,500 |
| Misc. Income | 2,500 | 2,500 |
| TOTAL RPA OFFICE/AVIATION CENTER | \$ 203,495 | \$ 319,248 |
| <u>LAKE CHELAN AIRPORT</u> | | |
| Rental Income - Kelly Property | \$ 3,840 | \$ 3,840 |
| TOTAL LAKE CHELAN AIRPORT | \$ 3,840 | \$ 3,840 |
| <u>MANSFIELD AIRPORT</u> | | |
| Lease Income | \$ - | \$ - |
| TOTAL MANSFIELD AIRPORT | \$ - | \$ - |
| <u>WATERVILLE AIRPORT</u> | | |
| Lease Income | \$ 2,490 | \$ 2,544 |
| Parcell Hangar | 6,000 | 6,900 |
| TOTAL WATERVILLE AIRPORT | \$ 8,490 | \$ 9,444 |
| <u>ORONDO RIVER PARK</u> | | |
| Chelan County PUD | \$ 45,750 | \$ 45,750 |
| Misc. Income | - | - |
| TOTAL ORONDO RIVER PARK | \$ 45,750 | \$ 45,750 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|------------------------------------|---------------------|---------------------------------|
| <u>PYBUS INCUBATOR</u> | | |
| Office Space Lease | \$ 24,863 | \$ 24,863 |
| Misc. Income | - | - |
| TOTAL PYBUS INCUBATOR | \$ 24,863 | \$ 24,863 |
| | | |
| TOTAL BUSINESS PARK REVENUE | \$ 6,926,165 | \$ 7,212,767 |
| | | |
| <u>TAX RECEIPTS</u> | | |
| Current Levy | \$ 4,476,575 | |
| 1.0% of Prior Year Tax | 44,766 | |
| New Construction | 96,765 | |
| Tax Refunded (receipts) | 5,806 | |
| TOTAL TAX RECEIPTS | \$ 4,623,912 | \$ 4,628,462 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|---|-------------------|---------------------------------|
| <u>NON-OPERATING REVENUES</u> | | |
| <u>Cashmere Mill District</u> | | |
| Property Sale - City of Cashmere | \$ 50,000 | \$ 52,697 |
| Property Sale - North Parcels | - | 259,185 |
| <u>Confluence Technology Center</u> | | |
| Sale of Surplus Equipment | 1,210,000 | 1,210,000 |
| <u>COLUMBIA STREET PROPERTIES</u> | | |
| JAB Investors - Letter of Intent | - | 10,000 |
| <u>Malaga Industrial Sites</u> | | |
| Dept of Com - Malaga Waterline Ext (\$1,498,650) | 1,198,650 | 1,498,650 |
| Client Contr - Malaga Waterline Ext (\$8,501,350) | 4,070,821 | 3,001,350 |
| Client Overhead Reimb. - Waterline Ext (\$300,000) | - | 150,000 |
| Client Contribution - Cooling Water System | 1,700,000 | 2,263,053 |
| Client Overhead Reimb. - Cooling Water System | - | 16,800 |
| Client Contribution - Hayes Property Acquisition | 853,765 | - |
| Client Contribution - Property Acqu. (Misc.) | 5,000,000 | - |
| Option to Purchase Deposits | - | 3,783,306 |
| Surplus Property | - | 10,200 |
| <u>Pangborn Airport</u> | | |
| FAA Grant Proceeds (Apron Rehab) | 1,912,602 | - |
| Engineering Settlement (Apron Project) | - | - |
| FAA Grant Proceeds (Foam Testing Equipment) | 25,000 | - |
| FAA Grant Proceeds (Phase I - Taxiway A Realignment) | 10,044,464 | 9,062,387 |
| FAA Grant Proceeds (Phase II - Taxiway A Realignment) | 6,174,214 | 5,718,793 |
| WSDOT - Taxiway A Realignment | 591,306 | 594,881 |
| FAA Grant Proceeds (Taxiway B to Site Development) | 1,723,802 | 1,874,971 |
| Taxiway B - CARB Loan | - | 1,200,000 |
| Bond Proceeds - GA Terminal | 3,000,000 | - |
| Douglas County .09 - GA Terminal | 250,000 | 250,000 |
| National Guard Land Sale | 2,473,500 | - |
| Airlift NW - Capital Facilities Charge | 316,300 | - |
| PFC Capital Funds | 85,000 | 97,500 |
| TSA Operating Grant | 7,300 | 14,160 |
| Air Service - Minimum Revenue Guarantee Support | - | 60,000 |
| Misc. - Insurance Settlement for Perimeter Fencing | - | 20,306 |
| <u>Pangborn Business Park</u> | | |
| Douglas County Payment - PWTF | 80,000 | 80,000 |
| Trades District EDA Grant (\$4,990,967) | 3,087,500 | - |
| Trades District State Capital Grant (\$2,950,000) | 2,885,000 | - |
| Trades District CERB Financing (\$2,500,000) | - | - |
| Trades District SBIF Grant (\$1,000,000) | - | 750,000 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|----------------------|---------------------------------|
| <u>Waterville Airport</u> | | |
| WSDOT Aviation - Lighting Construction | 498,354 | 506,264 |
| <u>Economic Development</u> | | |
| ADO Contracts - Dept. of Commerce | 150,000 | 150,000 |
| Chelan County .09 Grant - Partnership Projects | 20,000 | - |
| Dept of Commerce - Statewide Disaster Relief Grant | - | 84,796 |
| Dept of Commerce - Evergreen Manuf. Growth Grant | - | 185,212 |
| <u>Other</u> | | |
| EPA Brownsfield Grant (\$600,000) | 200,000 | 200,000 |
| Dept of Commerce - Chelan PUD Surface Water Study | 300,000 | - |
| PUD 5th Street - Marketing/Legal Reimbursement | 10,000 | - |
| Regional Aquatic Center Study | 290,000 | 270,000 |
| Other Tax Income (LHT & Timber Dist.) | 10,125 | 14,050 |
| Interest Income | 91,750 | 129,750 |
| Other Income | 5,000 | 5,000 |
| Diamond Foundry - Letter of Intent | - | 130,000 |
| Sale of Fixed Assets | - | - |
| TOTAL NON-OPERATING REVENUES | \$ 48,314,453 | \$ 33,653,311 |
| TOTAL REVENUES | \$ 59,864,530 | \$ 45,494,540 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|---|-------------------|---------------------------------|
| BUSINESS PARK EXPENSES | | |
| <u>CASHMERE MILL DISTRICT</u> | | |
| Debt Service - Buildings A & B (2035) | \$ 219,134 | \$ 219,134 |
| CERB Loan (2031) | 75,781 | 75,781 |
| Property Insurance | 22,250 | 22,002 |
| Building Maintenance | 5,000 | 15,000 |
| Property Maintenance | 20,000 | 20,000 |
| Utilities | 34,000 | 37,500 |
| Misc. Expenses | 2,500 | 2,500 |
| TOTAL CASHMERE MILL DISTRICT | \$ 378,665 | \$ 391,917 |
| <u>CONFLUENCE TECHNOLOGY CENTER</u> | | |
| Salaries | \$ 98,500 | \$ 128,000 |
| Employee Benefits | 32,600 | 42,500 |
| Payroll Taxes | 9,165 | 11,795 |
| Contract Labor | 20,000 | 20,000 |
| Building Operational Expenses | 461,420 | 461,420 |
| CTC South Building Operational Expenses | 23,500 | 23,500 |
| Video Conference Center/Meeting Room Expenses | 170,650 | 192,650 |
| Debt Service (2023) | 48,529 | 48,529 |
| Misc. Expenses | 5,000 | 5,000 |
| TOTAL CONFLUENCE TECHNOLOGY CENTER | \$ 869,364 | \$ 933,394 |
| <u>MALAGA INDUSTRIAL SITE</u> | | |
| GBI Property Maintenance | \$ 5,000 | \$ 5,000 |
| Hayes Property Maintenance | 5,000 | 5,000 |
| Property Insurance | 1,500 | 560 |
| Utilities | 1,000 | 1,000 |
| Misc. Expenses | 5,000 | 5,000 |
| TOTAL MALAGA INDUSTRIAL SITE | \$ 17,500 | \$ 16,560 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|-------------------|---------------------------------|
| <u>OLDS STATION BUSINESS PARK</u> | | |
| Building Maintenance & Repairs | \$ 12,000 | \$ 20,000 |
| Property & Grounds | 42,500 | 42,500 |
| Utilities | 54,000 | 54,000 |
| Fire Protection in lieu of taxes | 11,030 | 13,397 |
| Property Insurance | 71,385 | 68,885 |
| Misc. Expenses | 7,500 | 7,500 |
| TOTAL OLDS STATION BUSINESS PARK | \$ 198,415 | \$ 206,282 |
| <u>COLUMBIA STREET PROPERTIES</u> | | |
| Building Maintenance & Repairs | \$ 10,000 | \$ 15,000 |
| Property & Grounds | 7,500 | 7,500 |
| Fire Protection in lieu of taxes | 10,520 | 12,779 |
| Property Insurance | 61,300 | 60,622 |
| Utilities | - | 35,000 |
| Misc. Expenses | 50,000 | 15,000 |
| TOTAL COLUMBIA STREET PROPERTIES | \$ 139,320 | \$ 145,901 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|---------------------|---------------------------------|
| <u>PANGBORN AIRPORT</u> | | |
| Salaries | \$ 592,500 | \$ 610,000 |
| Salaries - Overtime | 30,000 | 37,500 |
| Employee Benefits | 188,500 | 192,500 |
| Payroll Taxes | 73,245 | 77,500 |
| Engineering/Professional Fees | 65,000 | 25,000 |
| Real Estate Commission (Lease Negotiation) | - | 15,000 |
| Air Service Development | 48,000 | 48,000 |
| Non-Aviation Maintenance | 10,000 | 15,000 |
| Aviation Maintenance | 16,000 | 10,000 |
| Terminal Maintenance | 35,000 | 55,000 |
| Airfield Maintenance | 60,000 | 60,000 |
| Vehicle & Equipment Maintenance | 35,000 | 35,000 |
| Small Tools & Equipment | 3,500 | 4,000 |
| Utilities | 170,735 | 70,000 |
| Irrigation | - | 60,785 |
| Stormwater | - | 44,460 |
| Aviation Ramp Glycol Disposal | 50,000 | 25,000 |
| Security Expenses | 20,000 | 12,000 |
| Property/Liability Insurance | 136,750 | 130,505 |
| Fuel (M&O) | 65,000 | 65,000 |
| Regulatory Compliance | 45,000 | 25,000 |
| Winter Operations | 35,000 | 60,000 |
| Memberships & Subscriptions | 5,500 | 5,000 |
| Marketing | 25,000 | 20,000 |
| Conferences, Training & Meetings | 30,000 | 30,000 |
| Information Technology | 57,500 | 57,500 |
| Parking Lot Expenses | 20,000 | 20,000 |
| Credit Card Fees (Parking/Fuel Sales) | 30,000 | 30,000 |
| Line of Credit - Interest Expense | - | 20,833 |
| COVID-19 Compliance | 5,000 | - |
| Misc. Expenses | 15,000 | 15,000 |
| TOTAL PANGBORN AIRPORT | \$ 1,867,230 | \$ 1,875,583 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|---------------------|---------------------------------|
| <u>PANGBORN FBO</u> | | |
| Salaries | \$ 271,500 | \$ 275,500 |
| Salaries - Overtime | 20,000 | 20,000 |
| Employee Benefits | 117,810 | 105,000 |
| Payroll Taxes | 39,250 | 39,750 |
| FBO Building Maintenance | 10,000 | 10,000 |
| FBO Building Utilities | 10,000 | 10,000 |
| FBO Expenses | 50,000 | 50,000 |
| Fuel (Resale) | 1,200,000 | 1,200,000 |
| Supplies (Resale) | 10,000 | 10,000 |
| TOTAL PANGBORN FBO | \$ 1,728,560 | \$ 1,720,250 |
| <u>PANGBORN BUSINESS PARK</u> | | |
| Building Maintenance & Repairs | \$ 32,500 | \$ 32,500 |
| Property & Grounds | 57,500 | 57,500 |
| Utilities | 29,000 | 29,000 |
| Storm Water | 4,220 | 3,668 |
| Property Insurance | 47,050 | 43,635 |
| Debt Service (2023) | 82,264 | 82,264 |
| Misc. Expenses | 2,000 | 2,000 |
| TOTAL PANGBORN BUSINESS PARK | \$ 254,534 | \$ 250,567 |
| <u>REGIONAL PORT OFFICE/AVIATION CENTER</u> | | |
| Building Maintenance & Repairs | \$ 45,000 | \$ 55,000 |
| Property & Grounds | 12,000 | 12,000 |
| Utilities | 52,500 | 70,000 |
| Insurance | 39,775 | 36,897 |
| Misc. Expenses | 5,000 | 5,000 |
| Total RPA OFFICE/AVIATION CENTER | \$ 154,275 | \$ 178,897 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|---|-------------------|---------------------------------|
| <u>LAKE CHELAN AIRPORT</u> | | |
| Maintenance & Operations Subsidy (City of Chelan) | \$ 47,116 | \$ 47,116 |
| Aircraft Counter/Operations Report | 4,800 | 4,800 |
| Environmental Assessment | 11,735 | 11,735 |
| FAA Pavement Maintenance Project | - | 15,632 |
| Maintenance (Kelly Property) | 8,500 | 8,500 |
| Insurance | 810 | 810 |
| Utilities | 350 | 350 |
| Misc. Expenses (Kelly Property) | 1,500 | 1,500 |
| TOTAL LAKE CHELAN AIRPORT | \$ 74,811 | \$ 90,443 |
| <u>MANSFIELD AIRPORT</u> | | |
| Property Maintenance | \$ 10,500 | \$ 10,500 |
| Utilities | 1,000 | 1,000 |
| Property Insurance | 4,500 | 4,500 |
| Aircraft Counter/Operations Report | 4,800 | 4,800 |
| Misc. Expenses | 1,500 | 1,500 |
| TOTAL MANSFIELD AIRPORT | \$ 22,300 | \$ 22,300 |
| <u>WATERVILLE AIRPORT</u> | | |
| Property Maintenance | \$ 7,500 | \$ 10,000 |
| Utilities | 1,000 | 1,000 |
| Property Insurance | 4,750 | 4,750 |
| Aircraft Counter/Operations Report | 4,800 | 4,800 |
| Misc. Expenses | 1,500 | 1,500 |
| TOTAL WATERVILLE AIRPORT | \$ 19,550 | \$ 22,050 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|---|---------------------|---------------------------------|
| <u>ORONDO RIVER PARK</u> | | |
| Building Maintenance | \$ 3,000 | \$ 3,000 |
| Property Maintenance | 30,000 | 30,000 |
| Water System Management | 3,000 | 3,000 |
| Security Patrol | 6,500 | 6,500 |
| Utilities | 2,750 | 2,750 |
| Property Insurance | 1,900 | 1,765 |
| Misc. Expenses | 1,500 | 1,500 |
| TOTAL ORONDO RIVER PARK | \$ 48,650 | \$ 48,515 |
| <u>CDRPA BUSINESS PARK MAINTENANCE</u> | | |
| Salaries | \$ 138,475 | \$ 155,000 |
| Employee Benefits | 18,570 | 21,250 |
| Payroll Taxes | 16,900 | 18,250 |
| Auto Expenses | 7,500 | 7,500 |
| Small Equipment | 5,000 | 5,000 |
| TOTAL CDRPA BUSINESS PARK MAINT. | \$ 186,445 | \$ 207,000 |
| TOTAL BUSINESS PARK EXPENSES | \$ 5,959,619 | \$ 6,109,659 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|---------------------|---------------------------------|
| <u>ADMINISTRATIVE & GENERAL EXPENSES</u> | | |
| Salaries | \$ 1,210,300 | \$ 1,215,000 |
| Commissioners' Compensation, Benefits & Taxes | 262,175 | 262,175 |
| Employee Benefits | 402,395 | 408,500 |
| Payroll Taxes | 108,220 | 110,500 |
| Professional Services | | |
| Legal | 220,000 | 220,000 |
| Engineering/Architectural | 75,000 | 75,000 |
| WA State Audit Costs | 72,630 | 72,630 |
| Government Affairs Representation - State | 80,000 | 72,000 |
| Government Affairs Representation - Federal | 80,000 | 93,500 |
| Other Professional Services | 30,000 | 40,000 |
| Conferences, Training, and Meetings | 15,000 | 20,000 |
| Commission Conferences & Travel | 25,000 | 30,000 |
| County Election Expenses | 75,000 | 100,000 |
| Memberships and Subscriptions | 55,000 | 55,000 |
| Travel (Reimbursement) | 15,000 | 25,000 |
| Office Expense | | |
| Supplies | 25,000 | 25,000 |
| Telephone | 14,250 | 14,250 |
| Computers/Hardware | 13,100 | 13,100 |
| Software/Backup/Internet | 22,030 | 22,030 |
| Managed Services/Maintenance | 40,546 | 40,546 |
| Insurance (Public Officials, General Liability, etc) | 118,120 | 116,100 |
| Line of Credit - Interest Expense | - | 20,750 |
| Misc. Expenses | 10,000 | 10,000 |
| TOTAL ADMINISTRATIVE & GENERAL EXPENSES | \$ 2,968,766 | \$ 3,061,081 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|---|-------------------|---------------------------------|
| <u>BUSINESS DEVELOPMENT & MARKETING EXPENSES</u> | | |
| Marketing & Communications | \$ 50,000 | \$ 50,000 |
| Business Recruitment & Trade Shows | 20,000 | 20,000 |
| Real Estate Marketing | 25,000 | 25,000 |
| Douglas County GIS | 11,150 | 11,193 |
| Chelan-Douglas Trends | 7,000 | 7,000 |
| Small Business Development Center (WSU) | 80,000 | 60,000 |
| Promotional Hosting | 7,000 | 7,000 |
| TOTAL BUSINESS DEVELOPMENT & MARKETING EXPENSES | \$ 200,150 | \$ 180,193 |
| <u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u> | | |
| Cashmere Chamber of Commerce | \$ - | \$ 12,000 |
| Lake Chelan Wine Valley Alliance | 11,123 | 11,123 |
| Leavenworth Museum - 2022 Carryover | 5,100 | 6,800 |
| Leavenworth Museum - 2023 | - | 6,500 |
| Our Valley, Our Future | 20,000 | - |
| TREAD | - | 20,000 |
| Wenatchee Downtown Association | - | 4,000 |
| WV Sports Foundation - Winter Special Olympics | 7,000 | 7,000 |
| Community Nonprofit ED Projects | 50,000 | 5,800 |
| TOTAL ECONOMIC DEVELOPMENT CONTRACTS | \$ 93,223 | \$ 73,223 |
| <u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u> | | |
| City of Entiat | \$ - | \$ 15,000 |
| Opportunity Placeholder | 40,000 | 25,000 |
| TOTAL COMMUNITY PARTNERSHIP PROJECTS | \$ 40,000 | \$ 40,000 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|---|----------------------|---------------------------------|
| <u>OTHER EXPENDITURES</u> | | |
| EPA Brownsfield Grant - Consultant Services | \$ 200,000 | \$ 200,000 |
| Chelan County PUD - Surface Water Study | 300,000 | 300,000 |
| Regional Aquatic Center Study | 300,000 | 300,000 |
| Statewide Disaster Relief Grant - Tall Timber Ranch | - | 82,326 |
| Evergreen Manuf. Growth Grant - Beta Hatch | - | 185,212 |
| PUD 5th Street Campus - Marketing & Legal | 10,000 | - |
| TOTAL OTHER EXPENDITURES | \$ 810,000 | \$ 1,067,538 |
| TOTAL EXPENSES | \$ 10,071,758 | \$ 10,531,694 |
| LESS OPERATING REVENUES | \$ 59,864,530 | \$ 45,494,540 |
| NET RESULTS BEFORE CAPITAL PROJECTS | \$ 49,792,771 | \$ 34,962,846 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|-------------------|---------------------------------|
| CAPITAL PROJECTS | | |
| <u>Cashmere Mill District</u> | | |
| South Parcels Infrastructure - Design | - | 82,000 |
| <u>Confluence Technology Center</u> | | |
| Avidex Audio System (Approved in 2022) | 120,000 | 130,000 |
| Salvage, Demo & Restoration | 4,257,257 | 4,257,257 |
| CDRPA Office Planning/Study | 130,000 | 96,000 |
| CDRPA Office Build Out | - | - |
| Meeting Center Cameras | 74,000 | 74,000 |
| Cameras/Security System | 64,000 | 71,229 |
| <u>Malaga Industrial Site</u> | | |
| Waterline Extension Project | 5,269,471 | 4,500,000 |
| Cooling Water Disposal Project | 1,700,000 | 336,000 |
| Property Acquisition | 5,000,000 | - |
| Adcock | - | 41,096 |
| Kemah | - | 923,186 |
| Malaga Springs | - | 2,276,242 |
| Quilter, C | - | 890,227 |
| Quilter, J | - | 720,227 |
| Schoenwald | - | 620,227 |
| Shaffer | - | 1,419,660 |
| Baker | - | 850,000 |
| Other (Peace Officers Assoc) | - | 54,945 |
| <u>Olds Station Business Park</u> | | |
| IB #9 Emergency Power Shut Off | 45,000 | 30,325 |
| IB #9 Roof Repairs | - | 50,000 |
| Irrigation Projects | - | 55,850 |
| IB #6 Exterior Improvements - Design | - | 20,000 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|-------------------|---------------------------------|
| <u>Pangborn Airport</u> | | |
| Terminal Apron | 533,278 | 1,307,095 |
| Taxiway A | 18,678,699 | 19,912,152 |
| Taxiway B/Hangar Site Development | 4,229,156 | 4,023,412 |
| GA Terminal Remodel | 5,140,742 | 195,000 |
| MALSR Carryover & Equipment | 252,705 | 270,055 |
| MALSR Land Purchase (Relocation Assistance) | - | 33,667 |
| Airlift NW Hangar - Design | - | 125,000 |
| Foam Testing Equipment | 30,000 | - |
| Snow Removal Equipment A&E | 35,000 | 34,500 |
| 1996 Snow Blower (City of Pullman) | - | 56,378 |
| Commercial Air Service Support/Equipment | 150,000 | - |
| Jet A Fuel Truck - Sales Tax/Title Transfer | - | 23,034 |
| Baggage Screening Remodel | 82,500 | - |
| Terminal Radio Repeater | 150,000 | - |
| Removal of Underground Storage Tanks - Design | 160,000 | 146,000 |
| FBO - Deice Truck (Used) | 90,000 | 90,000 |
| GWID Annexation | - | 1,765 |
| National Guard Land Costs | - | 25,000 |
| Poly Tanks - Liquid Deicer Fluid | - | 15,000 |
| Lytle Property Purchase - Phase II | - | 304,950 |
| AGIS Terrain Study | - | 4,133 |
| VAISALA Pavement Sensor | - | 50,000 |
| Maintenance Office HVAC | - | 20,000 |
| <u>Pangborn Business Park</u> | | |
| Trades District | 5,972,500 | 700,000 |
| CWICC Carpet Replacement | 95,000 | 95,000 |
| Accor HVAC Design Phase I | 50,000 | - |
| <u>Regional Port Office/Aviation Center</u> | | |
| Roof Repair/Gutter Modification | 50,000 | 20,000 |
| Hangar Foam Suppression System Conversion | 50,000 | 150,000 |
| Surveillance Camera System | 19,875 | 19,875 |
| Hangar Door Repairs | - | 9,984 |
| Apron Repair (Design) | - | 31,000 |
| Fire Sprinkler System | - | 50,000 |

| | <u>2023 Final</u> | <u>2023 Supplemental #1</u> |
|--|------------------------------|---------------------------------|
| <u>Chelan Airport</u> | | |
| Waterline Extension (\$670,000 total contribution) | 670,000 | - |
| <u>Waterville Airport</u> | | |
| Lighting Project Construction | 555,003 | 557,857 |
| <u>Orondo River Park</u> | | |
| Well Pump/Chlorination System | 150,000 | 45,000 |
| <u>Vehicles/Equipment</u> | | |
| Engine for Elgin Vac Truck | 18,000 | 21,550 |
| Subcompact Tractor w/Mower Deck | 50,000 | 46,351 |
| SxS UTV | 15,000 | 19,522 |
| Small to Mid-size Pesticide Sprayer | 5,000 | 7,462 |
| Mower with 72" Deck, Blower, Broom | 40,000 | 47,410 |
| Fleet Vehicle | 45,000 | 65,000 |
| <u>Other</u> | | |
| Administrative - Copier | 15,000 | 13,671 |
| Opportunity Fund - Other | 250,000 | - |
| TOTAL CAPITAL PROJECTS | <u>\$ 54,242,186</u> | <u>\$ 46,035,294</u> |
| NET RESULTS AFTER CAPITAL PROJECTS | <u>\$ (4,449,415)</u> | <u>\$ (11,072,448)</u> |

Memo

To: Board of Directors

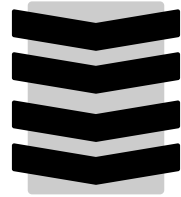
From: Stacie de Mestre

Date: September 6, 2023

Re: The Trades District – Branding/Logo

Staff has been working with Claridge Media on a logo for the Trades District. The logo will be used on site signage, building signage, advertising, and our Trades District webpage. Claridge Media was given direction to come up with a clean, crisp, simple logo that represents the site's history, our architectural design influence from the Hispanic culture, and the types of businesses that will be our future tenants.

Please see attached for our final two options and advertising mockups for context. Further discussion will be had at Tuesday's meeting to finalize the logo.



TRADES DISTRICT

Color Scheme Ideas




COLOR OPTION 1



Color Option 1

TRADES DISTRICT 


TRADES DISTRICT
A Place to Grow



TRADES DISTRICT



A Place to Grow

Affordable workspace studios for tradespeople, businesses, and production shops.



WORKSPACES TO **CRAFT** YOUR FUTURE

Discover The Trades District

Workspaces for crafting dreams and igniting innovation. Located near Pangborn Airport in East Wenatchee, WA. *Your future starts here.*



www.TradesDistrict.org



COLOR OPTION 2



Color Option 2

TRADES DISTRICT



TRADES DISTRICT

A Place to Grow



Flag Mockup



TRADES DISTRICT



WORKSPACES TO **BREW** YOUR FUTURE





CLARIDGE
M E D I A



www.claridgemedia.com

Capital Improvement Program (CIP) Tracking

The following information is for **Waterville Airport** for year 2023.

[Back to Airport List](#)

CIP Resources

Use the following to identify CIP projects:

- Airport Layout Plan - Capital Improvement Program
- Pavement Management Report
- Plan Update Schedule
- Maintenance Schedule

Need help? Contact WSDOT Aviation's Construction Project Managers at 360 596 8954 or MacartJ@wsdot.wa.gov or click [SCIP Grant Assistance](#)

Search Project(s)

Start Year:

Project Type: [All]

Status: [All]

List of Project(s) (Click on project title to view/edit the project information)

| Start Year | Project Title | Project Description | Budget(\$) | Project Category | Work Code(s) | Status | Last Modified Date |
|------------|--|--|------------|------------------|--------------|---------|------------------------|
| 2020 | Pavement Maintenance Project | Crack seal all cracks on primary runway, parking apron and taxiways. Then apply a slurry seal to all pavement surfaces. Repaint all runway, taxiway and tiedown markings. | 142337.99 | Maintenance | IM, RE, RW | Planned | 10/28/2019 12:49:02 PM |
| 2022 | Electrical Improvement Project-Runway Lighting System (Including PAPI) (Design) | To replace the old runway edge lighting with new runway edge lighting. To replace the old direct bury undersized wire with new wire in conduit. To replace the direct bury wire from the power source/circuitbreaker out to the runway edge lighting. To install a PAPI on Runway 3. To install 3 flush-mounted lights along edge of runway which is adjacent to Apron 02. | 17825.00 | Capital, Safety | LI, RW, ST | Planned | 2/6/2019 9:56:08 AM |
| 2023 | Airport Layout Plan Update | To update the existing Airport Layout Plan. | 51750.00 | Planning | MA, PL | Planned | 10/15/2020 1:53:23 PM |
| 2024 | Electrical Improvement Project-Runway Lighting System (Including new PAPI) (2017 Construction Phase) | To replace the old runway edge lighting with new runway edge lighting. To replace the old direct bury undersized wire with new wire in conduit. To replace the direct bury wire from the power source/circuit breaker out to the runway edge lighting. To Replace the old 'Apollo' PAPI on Runway 25 with a new serviceable PAPI. | 176610.11 | Capital, Safety | LI, RW, ST | Planned | 10/15/2020 1:53:44 PM |
| 2025 | Pavement Maintenance Project | Crack seal all cracks on primary runway, parking apron and taxiways. Then apply a fog seal to all pavement surfaces. Repaint all runway, taxiway and tiedown markings. | 119150.35 | Maintenance | IM, RE, RW | Planned | 10/15/2020 1:54:06 PM |

Upload Project Documents (Project needs to be selected)

WSDOT Airport Information System

[Home](#) [Submit Information](#) ▶ [Reports](#) ▶ [Change Password](#) [GIS Application](#) [Feedback](#) [Logout](#)

Capital Improvement Program (CIP) Tracking

The following information is for **Mansfield Airport** for year 2023.

[Back to Airport List](#)

CIP Resources

Use the following to identify CIP projects:

- Airport Layout Plan - Capital Improvement Program
- Pavement Management Report
- Plan Update Schedule
- Maintenance Schedule

Need help? Contact WSDOT Aviation's Construction Project Managers at 360 596 8954 or MacartJ@wsdot.wa.gov or click [SCIP Grant Assistance](#)

Search Project(s)

Start Year:

Project Type:

[All] ▼

Status:

[All] ▼

List of Project(s) (Click on project title to view/edit the project information)

| Start Year | Project Title | Project Description | Budget(\$) | Project Category | Work Code(s) | Status | Last Modified Date |
|------------|---|--|------------|------------------|--------------|---------|------------------------|
| 2020 | Pavement Maintenance Project | Crack seal all cracks on primary runway, parking apron and taxiways. Then apply a slurry seal to all pavement surfaces. Re-paint all runway, taxiway and apron markings. | 119561.43 | Maintenance | IM, RE, RW | Planned | 10/28/2019 12:48:21 PM |
| 2022 | Electrical Improvement Project-Runway Lighting System (Including PAPI) (Design) | To replace the old runway edge lighting with new runway edge lighting. To replace the old direct bury undersized wire with new wire in conduit. To replace the direct bury wire from the power source/circuitbreaker out to the runway edge lighting. To install a PAPI on Runway 3. To install 3 flush-mounted lights along edge of runway which is adjacent to Apron 02. | 17825.00 | Capital, Safety | LI, RW, ST | Planned | 1/4/2019 10:37:41 AM |
| 2023 | Airport Layout Plan Update | To update the existing Airport Layout Plan. | 51750.00 | Planning | MA, PL | Planned | 10/15/2020 1:52:00 PM |
| 2024 | Pavement Maintenance Project | Crack seal all cracks on primary runway, parking apron and taxiways. Then apply a fog seal to all pavement surfaces. Re-paint all runway, taxiway and tiedown markings. | 98596.40 | Maintenance | IM, RE, RW | Planned | 1/4/2019 10:36:24 AM |
| 2024 | Electrical Improvement Project-Runway Lighting System (Including PAPI) (Construction Phase) | To replace the old runway edge lighting with new runway edge lighting. To replace the old direct bury undersized wire with new wire in conduit. To replace the direct bury wire from the power source/circuitbreaker out to the runway edge lighting. To install a PAPI on Runway 3. To install 3 flush-mounted runway edge lights where runway is adjacent to Apron 02. | 150195.75 | Safety | LI, RW, ST | Planned | 10/15/2020 1:52:17 PM |
| 2025 | Apron A02MA Rehabilitation | Rehabilitate the failed pavement on Apron A02MA. The apron area is 66,490 square feet. The project will remove the old failed pavement material as it is too deteriorated to be ground and utilized for a base material. A sand seal mixture will be applied to create a new surface. | 36410.15 | Maintenance | AP, IM, RE | Planned | 10/15/2020 1:52:33 PM |

Chelan Douglas Regional Port Authority Contract Log

Updated: 9/13/2023

| Contract Number | Contract Type | Company Name | Scope | Original Amount w/ Tax | Final Amount | Contract Start | Contract End | Type of Solicitation | Type of Funding |
|-----------------|---------------|----------------------------------|---|------------------------|--------------|----------------|--------------|----------------------|-----------------|
| N/A | PERS | Voltaire Aviation | Air Service Development and Marketing | \$48,000.00 | | 3/1/2018 | 1/31/2024 | | CDRPA |
| 2020-09 | PROF | RH2 Engineering | 2020 General Engineering Services | T&M | | 2/19/2020 | 2/19/2025 | Formal | CDRPA |
| 2021-11 | UP | Inland Fire Protection | Fire Sprinkler Maintenance, Repair and Inspection Services | \$60,992.88 | | 5/1/2021 | 5/1/2024 | Small Works | CDRPA |
| 2021-12 | UP | D&B Backflow | Backflow Assembly Maintenance, Repair and Inspection Services | \$9,830.10 | | 5/1/2021 | 5/1/2024 | Small Works | CDRPA |
| 2021-26 | PS | GFC Services | CTC and CTC South Janitorial Services | \$47,874.54 | | 1/1/2021 | 12/31/2023 | Small Works | CDRPA |
| 2021-44 | UP | Schmitt Electric, Inc. | Unit Price Commercial Electrical Services | \$32,416.55 | | 8/1/2021 | 7/31/2024 | Small Works | CDRPA |
| 2021-50 | PW | Holiday Parks | Executive Flight HVAC Replacement Phase 2 | \$808,606.39 | | 8/11/2021 | 8/1/2022 | Design Build | CDRPA |
| 2021-60 | PROF | The DOH Associates, PS | CTC Core and Shell Restoration | \$94,660.00 | | 6/16/2021 | 6/28/2022 | Task Authorization | CDRPA/Actapio |
| 2021-63 | PW | Hurst Construction | Pangborn Terminal Apron Reconstruction | \$9,500,017.54 | | 8/25/2021 | 10/15/2022 | Formal | CDRPA/FAA |
| 2021-80 | PU | Pacific Security | Security Patrol and Guard Services | \$21,792.00 | | 1/1/2022 | 12/31/2023 | Public Works | CDRPA |
| 2021-85 | PROF | Maul Foster Alongi | EPA Brownfields Coalition Grant Consulting Services | \$591,800.00 | | 1/12/2021 | 10/31/2023 | Formal | EPA Grant |
| 2022-11 | PW | Selland Construction, Inc. | Pangborn Memorial Airport Taxiway A Realignment | \$16,444,627.44 | | 4/3/2023 | 9/18/2023 | Formal | CDRPA/FAA |
| 2022-12 | PROF | ALSC Architects | Architectural Services - Pangborn Memorial Airport General Aviation Terminal Building | \$474,258.00 | | 5/13/2022 | 9/1/2023 | Formal | CDRPA |
| 2022-12-03 | PW | | GA Terminal Remodel - Construction | | | | | | |
| 2022-22 | UP | Johnson Controls | CTC Building Management System Upgrade | \$36,900.00 | | 1/5/2022 | 12/31/2022 | Direct | CDRPA |
| 2022-25 | PROF | T-O Engineers, Inc. | Airport General Consulting Services - Pangborn Memorial Airport | T&M | | 3/28/2022 | 3/31/2027 | Formal | CDRPA |
| 2022-33-01 | PW | Colvico, Inc | Waterville Airport Runway Edge Lighting System Replacement - Construction | \$490,482.58 | | 9/26/2022 | 5/19/2023 | Formal | CDRPA/WSDOT |
| 2022-36 | PROF | The DOH Associates, PS | General Architectural Services | \$50,000.00 | | 6/30/2022 | 6/30/2024 | Direct | CDRPA |
| 2022-38-01 | PW | Selland Construction | Malaga Water System Improvements Phase 1 - Waterline Extension | \$1,754,795.75 | | 6/7/2023 | 9/29/2023 | Formal | CDRPA |
| 2022-43 | PS | Otis Elevator Company | CTC 2022 Elevator Contract | \$12,130.00 | | 10/1/2022 | 9/30/2023 | Roster | CDRPA |
| 2022-44 | PROF | The DOH Associates, PS | CTC Salvage, Demolition, and Restoration - Architectural Services | \$29,900.00 | | 7/27/2022 | 11/15/2022 | Roster | CDRPA |
| 2022-44-01 | PW | Absher Construction Co. | CTC Salvage, Demolition, and Restoration - Construction | \$3,780,257.00 | | 11/14/2022 | 6/15/2023 | Formal | CDRPA |
| 2022-46 | PROF | Design West Architects | CDRPA Trades District Architectural/Engineering Services | \$1,125,000.00 | | 11/8/2022 | 12/31/2024 | Formal | CDRPA/ |
| 2022-46-01 | PW | | CDRPA Trades District Construction | | | | | | |
| 2022-46-02 | PROF | | CDRPA Trades District Special Inspection | | | | | | |
| 2022-46-03 | PERS | Claridge Media | CDRPA Trades District Brand Identity | \$1,900.00 | | 8/1/2023 | 9/4/2023 | Direct | CDRPA |
| 2022-49 | LPW | North Cascades Heating & Air | IB9 HVAC Repairs (on hold - to tenant) | | | | | | |
| 2022-51-01 | PW | Selland Construction Inc. | Malaga Vicinity Test Well 1 Pump Test and Temporary Pipeline | \$775,663.25 | | | | | |
| 2022-55 | PERS | Lodestar Partners | State Lobbying Services | \$80,000.00 | | 11/1/2022 | 10/31/2023 | Formal | CDRPA |
| 2022-61 | PS | North Cascades Heating & Air | 2023 CTC HVAC Service & Maintenance | \$15,957.16 | | 1/1/2023 | 12/31/2023 | Roster | CDRPA |
| 2022-63 | PERS | Elevate Government Affairs, LLC | FY2023 FAA ATP Application Support Services | \$15,000.00 | | 11/2/2022 | 12/31/2023 | Direct | CDRPA |
| 2022-64 | PS | | 3306 and CWICC Janitorial Services | | | | | | CDRPA |
| 2022-68 | PS | LocalTel Communications | CDRPA Fire Alarm Monitoring and Inspection Services | \$21,564.80 | | 1/1/2023 | 12/31/2023 | Formal | CDRPA |
| 2022-75 | PERS | Firefly Technologies | Firefly 2023 Addendum | \$188,852.21 | | 1/1/2023 | 12/31/2023 | Direct | CDRPA |
| 2023-03 | LPW | | USFS SWICC Building Carpet Replacement | | | | | | |
| 2023-05 | PROF | Berry, Dunn, McNeil & Parker LLC | Regional Sports Complex Feasibility Study | \$298,981.00 | | 4/17/2023 | 2/14/2024 | Formal | CDRPA |
| 2023-06 | PS | Young Bucks Landscaping LLC | EFI, PABP, ORP & 60 Airport Way Landscape Maintenance 2023 | \$73,367.00 | | 4/1/2023 | 10/31/2023 | Roster | CDRPA |
| 2023-09 | PW | LocalTel Communications | CTC Security Camera System Upgrade | \$64,753.79 | | 5/2/2023 | 10/31/2023 | Roster | CDRPA |
| 2023-13 | PW | Selland Construction, Inc. | Taxiway B Extension and Executive Hangar Sites | \$3,143,188.56 | | | | Formal | CDRPA/FAA |
| 2023-15 | PW | Avidex Industries, LLC | CTC VC Camera System Upgrade | \$59,613.94 | | | | | |
| 2023-17 | PROF | Pacific Engineering | Executive Flight Apron Repair - Design | \$44,000.00 | | 4/19/2023 | 7/31/2023 | Roster | CDRPA |
| 2023-17-01 | PW | | Executive Flight Apron Repair - Construction | | | | | | |
| 2023-18 | PS | Alpine Environmental | Orondo River Park Water System Management | \$2,460.00 | | 4/1/2023 | 9/30/2023 | Direct | CDRPA |
| 2023-22 | LPW | Clean Connection | PMA Air Duct Cleaning | \$19,185.55 | | 4/10/2023 | 4/30/2023 | Direct | CDRPA |
| 2023-23 | PS | Record - USA | PMA Terminal Flip Flow Maintenance | \$2,145.00 | | 5/1/2023 | 4/30/2024 | Direct | CDRPA |
| 2023-24-01 | PROF | Coffman Engineering | Executive Flight Hanger Foam Replacement Design | \$25,000.00 | | 7/24/2023 | 10/24/2023 | Roster | CDRPA |
| 2023-26 | EQP | | Maintenance Equipment Procurement | | | | | | |
| 2023-33 | PS | NuClear | CDRPA Window Cleaning Contract | \$31,854.94 | | 7/1/2023 | 6/30/2025 | Roster | CDRPA |
| 2023-37 | PROF | The DOH Associates, PS | Airlift Northwest Hangar Design Services | \$199,700.00 | | | | Formal | |
| 2023-37-01 | PW | | Airlift Northwest Hangar - Construction | | | | | | |
| 2023-38 | PS | Eric Degman Wildlife Services | CTC Wildlife Control Service Contract | Less than \$10K | | 6/21/2022 | 6/20/2024 | Direct | CDRPA |
| 2023-44 | LPW | Wells and Wade Mechanical | Accor Warehouse HVAC Compressor Replacement | \$40,398.07 | | | 10/30/2023 | Direct | CDRPA |
| 2023-45 | PROF | SCJ Alliance | Army National Guard Preliminary Permitting | \$8,496.00 | | 7/27/2023 | 7/20/2024 | Roster | CDRPA |
| 2023-46 | PROF | Erlandsen and Associates, Inc. | Malaga Property Boundary Line Adjustment (222135240100) | \$4,500.00 | | 8/3/2023 | 11/11/2023 | Roster | CDRPA |
| 2023-51 | LPW | Community Glass | Cashmere - Repair Storefront Building B | | | | | Direct | CDRPA |
| 2023-53 | LPW | | EFI Cable Installation for Surveillance Cameras | | | | | | |
| 2023-54 | PS | | Olds Station Snow Removal | | | | | | |
| 2023-55 | PS | | Cashmere Snow Removal | | | | | | |

NOTICE OF FUNDING OPPORTUNITY (NOFO)

NOFO NO. F24-100

Addendum #1

PROJECT TITLE: Child Care Partnership Grant Program

2.2 REVISED ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

| | |
|---|---|
| Issue Notice of Funding Opportunity | July 6, 2023 |
| Question & answer period | July 6-July 20, 2023 |
| Pre-Proposal Conference <i>click hyperlink to register</i> | July 13 @ 3:30-4:30pm and July 17 @ noon-1pm |
| Q&A open office hours (via Zoom) <i>click hyperlink to join</i> | July 18 @ 2-2:30pm and July 20 @ 8:30-9am |
| Answers to Q&A posted no later than | July 24, 2023 |
| Proposals due | Aug 31, 2023 at 11:59 PM |
| Evaluate Proposals | Sept 5-22, 2023 |
| Conduct virtual presentations with finalists, if required | Sept 27-Oct 5, 2023 |
| Announce "Apparent Successful Grantee" and send notification via e-mail to unsuccessful Proposers | Oct 16, 2023 |
| Hold debriefing conferences (if requested) | Oct 20-24, 2023 |
| Negotiate contract | Oct 17-Nov 2, 2023 |
| Earliest date contract may be signed | Nov 3, 2023 |

COMMERCE reserves the right to revise the above schedule.

2023 CDRPA Calendar of Events

SEPTEMBER 2023

| Date: | Time: | Event: | Location: | Attending: |
|--------|-----------------|--------------------------------------|-------------------------|---------------------------|
| 26-Sep | 9:00am-3:00pm | Fall 2023 ADO Best Practices Meeting | Spokane Convention Ctr. | Deenik |
| 26-Sep | 8:00am-9:00am | Flu Shots | CTC | Board of Directors; Staff |
| 26-Sep | 9:00am | CDRPA Board Meeting | CTC | Board of Directors; Staff |
| 26-Sep | 10:00am-11:00am | Flu Shots | Executive Flight | Board of Directors; Staff |

OCTOBER 2023

| Date: | Time: | Event: | Location: | Attending: |
|-----------|----------------|---|--------------------------------------|--|
| 4-Oct | 1:00pm-1:30pm | KPQ Interview - Unified Tax Levy | KPQ Studio | |
| 7-Oct | All Day | Triannual Fire Exercise Training | Pangborn Airport | Commissioner Spurgeon & Moyers |
| 10-Oct | 9:00am | CDRPA Board Meeting | CTC | Board of Directors; Staff |
| 12-Oct | 9:00am-11:00am | CDTC Board Meeting | CTC | Commissioner DeRock |
| 17-Oct | 6:30am | WVCC Board Meeting | Wenatchee Valley Chamber of Commerce | Commissioners Spurgeon & Etherington |
| 19-21 Oct | All Day | PMA Fresh Summit | Anaheim, CA | Commissioner Etherington & de Mestre |
| 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 | Commissioner Baldwin |
| 26-27 Oct | All Day | Small Ports Seminar | Campbell's Resort | Commissioners Etherington and Baldwin; Kuntz, Lough & Deenik |

NOVEMBER 2023

| Date: | Time: | Event: | Location: | Attending: |
|--------|----------------|--------------------------------------|--------------------------------------|--------------------------------------|
| 7-Nov | 10:00am-4:00pm | CDRPA Board Retreat | Residence Inn | Board of Directors; Staff |
| 9-Nov | 9:00am-11:00am | CDTC Board Meeting | CTC | Commissioner 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

| Date: | Time: | Event: | Location: | Attending: |
|---------|----------------|--|--------------------------------------|---|
| 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 | Commissioner 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 |