



<b>SPOKANE AIRPORT BOARD</b>	
<b>Chair:</b>	David Clack
<b>Vice Chair:</b>	(vacant)
<b>Secretary:</b>	David Holmes
<b>Board Members:</b>	David Brukardt   Skip Davis Jeff Hamilton   Mark Richard   Joe Shogan
<b>Airport Director:</b>	Lawrence J. Krauter, A.A.E., AICP

**Agenda for the April 20, 2011 Board Meeting**

Board meeting held at Felts Field Airport Maintenance Building at 9:00 a.m.

1. **Roll call of the Airport Board**
2. **General Counsel Legal Services Agreement**  
 At the March 16, 2011 meeting, the Airport Board approved the recommendation from the selection committee that James McDevitt provides Spokane Airports with general counsel legal services pending an agreement. An agreement has been reached with Mr. McDevitt effective April 11, 2011. The Board Personnel Committee and staff recommend approval.
3. **Financial Report** (written report)
4. **Human Resources Report** (written report)
5. **Approval of Minutes** (03/16/11)
6. **Appointment of Nominating Committee**
7. **Resolution Honoring Skip Davis**
8. **Felts Field Community Day Event, June 2-4, 2011**

**\*Consent Agenda**  
**(Items #9- #20)**

9. **\*Approval of Vouchers**

Construction Warrant Numbers 003565 – 003575	\$ 968,930.16
Operational Warrant Numbers 112815 – 113161	\$2,124,275.78

10. **\*Fourth Amendment to Lease and Operating Agreement – JetTech Aerospace, LLC** – This amendment amends the premises to include 5,967 square feet of the north annex of the facility for the purpose of developing an in-house upholstery shop. The effective date of this amendment shall be July 1, 2011 and the total annual rent shall be \$157,334.78. Staff recommends approval. SIA
11. **\*Use Agreement – BeavEx Incorporated (Spokane International Airport)** – BeavEx provides courier service on the eastside of the airfield and a use agreement is required. The agreement is effective April 1, 2011 and the fee is \$90 per month. Staff recommends approval. SIA
12. **\*Second Amendment to Lease Agreement – Qwest Corporation** – Qwest has been leasing space in the terminal since March 2001 and they wish to continue leasing the 287 square feet of space. The term of this agreement shall be five years and the rental rate shall be \$24.96 per square foot per annum or \$7,163.52 annually. Staff recommends approval. SIA
13. **\*Second Amendment to Lease Agreement – Blue Wings, LLC** – This agreement allows for a rental rate adjustment every three years. Effective October 1, 2010, the rental rate is adjusted to \$0.19 per square foot per annum for 11,000 square feet or \$2,090 annually plus Washington state leasehold tax. Staff recommends approval. FF
14. **\*Use Agreement – BeavEx Incorporated (Felts Field Airport)** – BeavEx provides a courier service on the airfield at Felts Field Airport. A use agreement is required and the fee is \$35 per month commencing April 1, 2011. Staff recommends approval. FF
15. **\*Second Amendment to Lease Agreement – Gary Ely** – This agreement allows for a rental rate adjustment every three years. Effective October 1, 2010, this amendment adjusts the rental rate to \$0.19 per square foot per annum for 7,600 square feet or \$1,444 annually plus Washington state leasehold tax. Staff recommends approval. FF
16. **\*Consent to Assignment Lease Agreement – Felts Field Hangar Association to Felts Field Hanger Owners’ Association** – This consent to assignment is being done in order to ensure that the lease agreement reflects the name of the legal entity, Felts Field Hanger Owners’ Association, to match the name in the Articles of Incorporation and Bylaws. The effective date of the consent to assignment is May 1, 2011. Staff recommends approval. FF
17. **\*License to Use Airport Facilities – Northwest Biplane Fly-In** – A group of aircraft owners are planning the bi-annual fly-in to be conducted at Felts Field Airport the weekend of July 15-17, 2011. Staff has met with the fly-in committee to assure that all safety, FAA and Board requirements are met. Staff recommends approval of the license to use airport facilities with Northwest Biplane Fly-In. FF
18. **\*FAA Final Balancing Change Order #3, Terminal Ramp Construction Bid Package II Project (TRC II)– Acme Concrete Paving, Inc.** – The FAA Final Balancing Change Order #3 for this project captures quantity variances and non-performed work that resulted in a credit. The Engineering Committee and staff recommend approval of FAA Final Balancing Change Order #3 for a credit in the amount of \$627,710.76. SIA

19. **\*Resolution No. 07-11, In the Matter of Adopting and Revising Affirmative Action Plans for 2011** – The U.S. Government requires employers with whom it works or has contracts to support and follow an affirmative action plan for the purpose of ensuring that all qualified persons enjoy equality of opportunity in employment. Staff recommends adoption of the 2011 Affirmative Action Plans for minorities and women, for persons with disabilities and for veterans as stated in Resolution No. 07-11. SIA, FF, ABP
20. **\*Approval for Procurement of Airfield and Roadway Paint and Associated Products** – The Airfield Maintenance Department uses a variety of paints, solvents and retroactive glass beads for painting the runways, taxiways and roadways. Materials will be purchased through the State of Washington contract purchase agreements. Total road and airfield paint purchases for 2011 are expected to be approximately \$150,000. Staff recommends approval. SIA, FF, ABP

**Regular Agenda**

21. **Cancellation of Current Lease and Concession Agreement and Approval of Lease and Operating Agreement** – *Skymeadows LLC d/b/a Skyway Café* – The current lease agreement expires on August 20, 2011. The owners of Skyway Café have requested a fixed rent rather than paying eight percent of gross revenues. Appraisals were conducted and a new agreement was created. The term is ten years commencing April 1, 2011 and the rental rate for the first five years shall be \$1,829.55 per month. Staff recommends approval. FF
22. **Resolution No. 08-11 Authorizing the Airport Director to Submit a new Passenger Facility Charge (PFC) Application #9 to the Federal Aviation Administration** – The PFC program allows the collection of PFC fees up to \$4.50 for every enplaned passenger at commercial airports. The proposed application #9 consisting of four separate projects is expected to begin collections on February 1, 2012 with a total impact of \$10,215,000. The Finance Committee and staff recommend Board authorization for the airport director to submit the new PFC application #9 to the FAA. SIA
23. **Award Contract for Construction, A & B Concourse & Ground Transportation Center Re-Roof Project** – *ICON Corporation* – The A & B Concourse and Ground Transportation Center roofs have reached the end of their useful life and are leaking. Bids were opened on April 5, 2011 and the low bid was submitted by ICON Corporation of Spokane. The Engineering Committee and staff recommend award of a contract to ICON Corporation in the amount of \$760,900 including Washington state sales tax. SIA
24. **Award Contract for Professional Services to Replace the Control Panel at the Consolidated Fuel Facility** – *Jacobs Engineering Group, Inc.* – The control panel at the airport’s consolidated fuel facility is at the end of its useful life. The scope of work for this project will include the replacement of the existing control panel and installing additional operational and safety field devices and interlocks. The Engineering Committee and staff recommend award of a contract to Jacobs Engineering Group for a fee of \$47,426. SIA
25. **Approve Modification No. 2 for Professional Services to Develop a Master Plan** – *Mead & Hunt, Inc.* – The work in this modification includes the financial feasibility analysis for the alternatives produced by the master plan and provides for the final element necessary to complete the master plan. The Engineering Committee and staff recommend approval of Modification No. 2 to Mead & Hunt for \$87,300. SIA

## **Staff Reports**

- **Airport Director's Report**

**The Airport Board may take action on other routine business issues as they may arise while the Board is in session.**

**Executive session to follow for discussion of legal, personnel and real estate matters.**

*Note: The consent agenda (\*) may be considered in a single action. Any Board member or anyone in the gallery may ask for the separation of any item from the consent agenda for individual consideration. Please notify the Board Clerk if you wish to make such a request.*

**The next scheduled Board meeting will be May 18, 2011 at Spokane International Airport.**