



<b>SPOKANE AIRPORT BOARD</b>	
<b>Chair:</b>	David Clack
<b>Vice Chair:</b>	John Wagner
<b>Secretary:</b>	Todd Mielke
<b>Board Members:</b>	David Brukardt      David Holmes Irving Reed          Joe Shogan
<b>Airport Director:</b>	Neal Sealock
<b>Board Counsel:</b>	Michael Ormsby

**Agenda for the August 20, 2008 Board Meeting**

Board meeting held at the Airport Boardroom at 9:00 a.m.

1. **Roll call of the Airport Board**
2. **Financial Report**
3. **Human Resources Report**
4. **Approval of Minutes (07/16/08)**

**\*Consent Agenda**  
**(Items #5 - #10)**

5. **\*Approval of Vouchers**  
 Construction Warrant Numbers 002884 – 104466      \$7,053,196.94  
 Operational Warrant Numbers 104083 – 104524      \$2,079,919.57
6. **\*Third Amendment to Lease Agreement for Land – Lanier Brugh Corporation** – This ABP  
 agreement allows for an annual adjustment of rent based on the CPI. Lessee shall pay  
 \$0.28 per square foot per annum or \$4,032 annually for 14,400 square feet of improved  
 land. This rate excludes Washington state leasehold tax. Staff recommends approval.
7. **\*First Amendment to Lease Agreement for Building 1427 – Tate Incorporated** – ABP  
 Lessee utilizes 3,375 square feet of office and warehouse space in Building 1427. Rent  
 shall be \$5.48 per square foot per annum or \$1,541.25 per month or \$19,575 annually  
 excluding Washington state leasehold tax. Staff recommends approval.
8. **\*Operating Agreements – Econolodge Inn & Suites and Northern Quest Casino** - At SIA  
 the April 16, 2008 board meeting, the Airport Board adopted Resolution No. 05-08  
 defining a fee structure for ground transportation providers. All existing operating

agreements were cancelled effective May 31, 2008. Staff recommends approval of the new operating agreements with Econolodge Inn & Suites and Northern Quest Casino.

9. **\*Operating Agreement – Cooperative Supply, Inc.** – Cooperative Supply was chosen to manage the new fuel facility located in the Quick Turnaround (QTA) facility occupied by the rental car companies. This agreement allows Cooperative Supply the use of an office consisting of 100 square feet and they shall manage all fuel deliveries and equipment maintenance. The fee for these services shall be \$150 per month. Staff recommends approval. SIA
10. **\*First Amendment to Lease Agreement – Glen A. Cloninger** - In July 2007, Mr. Cloninger requested a lease for approximately 8,800 square feet of unimproved land to construct an aircraft storage hangar. The 7460-1 application has been approved by the FAA. The term of the agreement is twenty-five years and commenced February 14, 2008 with the option to renew for one 25-year period. The initial rental rate shall be \$0.18 per square foot per annum or \$1,584 per year plus Washington state leasehold tax. Staff recommends approval. FF

#### Regular Agenda

11. **Employee Policy Updates – Compensation/Benefits, Holiday Leave, Annual Leave and Jury Duty Leave** – In 1986, the Airport Board adopted Resolution No. 08-86 that established fringe benefits to full-time, non-represented employees. Upon general review of airport policies, staff and legal counsel recommend modifying this policy to reflect current standards and creating separate policies pertaining to Compensation/Benefits (No. 07-08), Holiday Leave (No. 08-08), Annual Leave (No. 09-08) and Jury Duty Leave (No. 10-08). Staff and Board Personnel Committee recommend approval. SIA, FF, ABP
12. **Award Construction Contract for Airfield Maintenance Storage Shed – Graham Construction** – Three bids for this project to build a storage shed were received on July 31, 2008. Staff recommends award of a contract for construction to the low bidder, Graham Construction, in the amount of \$194,121 which includes Washington state sales tax. Staff further requests authorization of up to \$19,000 for miscellaneous expenses for this project. SIA
13. **Award Construction Contract for Air Traffic Control Tower (ATCT) Bypass Project – Agee Electric** – This project involves the removal and relocation of power, communications, and access control system currently located in and around the existing air traffic control tower to make ready for the demolition of the old tower. Three bids were received on August 13, 2008. Staff and Engineering Committee recommend award of a construction contract to the low bidder, Agee Electric, in the amount of \$89,591.74 which includes Washington state sales tax. Staff further requests authorization of expenditures of up to \$9,000 for miscellaneous expenses for this project. SIA
14. **Professional Services Agreement for Runway Extension Project** – This project proposes to extend Runway 03 by 2,000 feet pending environmental approval. The design and planning portion of the project is nearly complete leading to the next phase, the professional services agreement. Three firms will make presentations on August 18, 2008 and the Engineering Committee will make a recommendation to award a contract at the Board meeting on August 20, 2008. SIA

15. **Modification to Existing Reimbursable Agreement No. NMR-22406F – DOT/FAA –** SIA  
 The Department of Transportation (DOT)/Federal Aviation Administration (FAA) have agreed to provide additional installation, relocation services and system hardware to the airport in order to improve and update currently outdated equipment in conjunction with the runway extension project. Staff and Engineering Committee recommend approval to reimburse the DOT/FAA in the amount of \$558,565 for additional services not included in the original agreement.
16. **Award of Construction Contract for Spotted Road Rehabilitation –** This project was legally advertised and bids will be opened on September 3, 2008. The request to award a contract is to take advantage of weather conditions and to allow adequate time for completion of this project this season. Staff and Engineering Committee recommend award of a construction contract to the lowest bidder on September 3. SIA
17. **Board Resolution No. 12-08, Commitment to Create a Reserve Fund to Cover CERB Generated Loans –** As part of the CERB award for the Cascade Aerospace related MRO Project was a special condition that the Airport Board create a \$225,000 reserve fund to cover CERB generated loans from 2005, 2006, and 2008 in the event the loan debt service source is not sufficient to meet all three loans. Staff recommends approval. SIA
18. **Joint Resolution No. 13-08, Washington State Community Economic Revitalization Board (CERB) Funding Approval –** As part of the CERB funding award was a general condition that the City and County of Spokane approve a joint resolution accepting the final contract and other documents that may be required in securing aid in financing the cost of the MRO Hangar/Shops Systems Upgrade and Expansion (MRO Project). Staff recommends approval of Joint Resolution No. 13-08. SIA
19. **Board Resolution No. 14-08, Commitment to Expend Funds to Cover Public Project Costs of the MRO Project -** On July 17, 2008, the CERB awarded the airport \$2,000,000 in grant and loan funding to help finance the MRO Project. The airport is committed to expend \$500,000 from the general revenue fund to cover public project costs associated with this project. Staff recommends approval. 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 litigation, personnel and real estate.**

*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 September 17, 2008 at Felts Field Airport Maintenance Building.**