



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

Agenda for the August 19, 2009 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** (06/17/09 and 07/15/09)

***Consent Agenda**
(Items # 5 - #21)

5. ***Approval of Vouchers**
 Construction Warrant Numbers 003162 – 003202 \$9,706,013.02
 Operational Warrant Numbers 107539 – 107843 \$1,659,201.17
6. ***First Amendment to Lease Agreement, Building 1378 – Diversified Maintenance Systems, Inc.** – Lessee wishes to continue leasing space in Building 1378 for one year for their on-site project management office. Effective August 1, 2009, rent for approximately 286 square feet shall be \$14.21 per square foot per annum or \$338.67 per month or \$4,064.04 annually excluding Washington state leasehold tax. Staff recommends approval. ABP
7. ***Second Amendment to Lease Agreement, Building 1427 – Tate Incorporated** – Tate Incorporated utilizes 3,205 square feet of office space and 170 square feet of warehouse space in Building 1427. The term of this agreement shall continue on a month to month basis and the rent shall be \$1,586.25 per month excluding Washington state leasehold tax. Staff recommends approval. ABP
8. ***First Amendment to Real Estate Broker Services Agreement – CB Richard Ellis, Inc.** SIA

The term of the option period for an additional one-year period for the real estate services agreement with CB Richard Ellis commenced on March 1, 2009 and shall expire on February 28, 2010. Staff recommends approval.

9. ***Use Agreement – Cascade Aerospace (USA) Inc.** – Cascade Aerospace has requested a use agreement in order to provide in line maintenance service to the air carriers at Spokane International Airport. This agreement is month to month effective June 1, 2009 and the fee is \$75 per month. Staff recommends approval. SIA
10. ***Second Amendment to Signatory Airline Lease and Operating Amendment - Delta Airlines, Inc. and Northwest Airlines, Inc.** – The current agreements with signatory airlines allow for the adjustment of rents, fees and charges annually on January 1, 2009. The amendments reflect an average 5.5 percent increase in all terminal rents and landing fees increased from \$1.32 to \$1.50. Staff recommends approval. SIA
11. ***Third Amendment to Signatory Airline Lease and Operating Agreement – Delta Airlines, Inc.** – Delta and Northwest Airlines are consolidating their operations under the Delta Airlines name. Delta has requested to lease an additional 655 square feet of maintenance space at a rate of \$21.68 per square foot per annum and 770 square feet of operations space at \$33.35 per square foot per annum. Staff recommends approval. SIA
12. ***Agreement for Explosive Storage Magazines – Transportation Security Administration (TSA)** – The TSA has requested to lease 480 square feet of property for the storage of canine explosives training aids in connection with their National Explosive Detection Canine Team Program. This agreement shall be for a period of five (5) years. Rent shall be \$105 per month plus all utility costs. Staff recommends approval. SIA
13. ***Lease and Operating Agreement – Acme Hangar** – The term of the agreement with Acme Hangar for the lease of Hangars 34 and 35 will expire on August 31, 2009 and there are no further renewal options. A Request for Proposals for the management of the hangars was published and Acme Hangar was the only respondent. Their proposal was deemed responsive and the new agreement shall have an initial term of five (5) years commencing September 1, 2009. The rent shall be \$14,783.60 annually for 9,000 square feet of hangar space and 30,440 square feet of adjacent land. Staff recommends approval. FF
14. ***Lease Agreement for Building 15 – Air Services, LLC** – Air Services has requested to lease Building 15 at Felts Field as of July 1, 2009. This is a month to month agreement and the rent is \$2,481.11 per month for 15,025 square feet of building space and 62,360 square feet of adjacent ramp. This rate excludes Washington state leasehold tax. Staff recommends approval. FF
15. ***Fourth Amendment to Lease Agreement – Corporation of Gonzaga University** – Gonzaga wishes to exercise the remaining five-year renewal option of their lease agreement which expired on July 31, 2009. The agreement allows for the adjustment of rental rates at the time of renewal. The adjusted annual rent shall be \$2,957.40. Staff recommends approval. FF
16. ***Consent to Assignment, Rental Car Quick Turnaround (QTA) Facility Lease and Operating Agreement – Enterprise Rent-A-Car to EAN Holdings, LLC** – On June 19, 2009, Enterprise Rent-A-Car notified airport staff of their new operating name, EAN Holdings, LLC. An agreement must be officially assigned to the new entity reflecting their operation at SIA

the consolidated QTA. All required documentation has been submitted and approved. Staff recommends approval.

17. ***Consent to Assignment, Concession and Lease Agreement – Enterprise Rent-A-Car to EAN Holdings, LLC** - Under Enterprise Rent-A-Car's new operating name, EAN Holdings, LLC, a concession and lease agreement must be officially assigned to the new entity. All required documentation has been submitted and approved. Staff recommends approval. SIA
18. ***Lease Agreement – Highquest Aviation LLC** - Highquest Aviation is an airplane sales company and has requested to lease space in Building 11 at Felts Field. The term of the agreement is month to month effective July 1, 2009. Rent shall be \$195.97 per month for 246 square feet of building space and 29 square feet of common use restroom. The rate excludes Washington state leasehold tax. Staff recommends approval. FF
19. ***First Amendment to Lease Agreement – Randy and Julie Ingraham** – The agreement with Randy and Julie Ingraham allows for the adjustment of rental rates every five years. Effective July 1, 2009, the rental rate for 18,068 square feet of unimproved land at Felts Field is \$3,613.60 per year plus Washington state leasehold tax. Staff recommends approval. FF
20. ***First Amendment to Lease Agreement, Building 4 and Building 5 – Spokane Turbine Center** – According to the lease agreement with Spokane Turbine Center the rental rate shall be adjusted three percent (3%) annually on May 1. The adjusted annual rent for Buildings 4 and 5 is \$61,895.97 which does not include Washington state leasehold tax. Staff recommends approval. FF
21. ***License to Use Airport Facilities – Angel Flight** – Angel Flight is a non-profit corporation and has requested the use of the facilities at Felts Field to conduct an Aviation Awareness Event on August 22, 2009. The event is intended to provide information to terminally ill children and their families. Angel Flight will provide the required insurance coverage and will be responsible for all setup and cleanup activities. Staff recommends approval. FF

Regular Agenda

22. **Authorization of Purchase Agreement for Land Acquisition – Michael and Carolyn Widhalm** - The runway 3 expansion project is currently under construction and expected to be completed by late 2010. Several land acquisitions have been made and the purchase of the final home and acreage that is being impacted has been successfully negotiated with Michael and Carolyn Widhalm. This transaction requires approval from the City of Spokane, County of Spokane and the Airport Board. Staff recommends authorization of the purchase and sale agreement. SIA
23. **Contract Signature Authorization Revision** – Airport contracts and resolutions have been signed by four or more individuals. This practice has led to some delays in the implementation of contracts. Staff recommends reducing the required signatures necessary to legally authorize contractual obligations to two (2) signatures on future agreements and contracts. ABP, SIA, FF
24. **Award Construction Contract for 2009 Miscellaneous Pavement Project** – This project involves the pavement rehabilitation of parts of Inbound and Outbound Airport Drive. A pre-bid meeting was held and bids will be received on August 27, 2009. Staff recommends acceptance of the lowest responsive bid and award of a construction contract to the SIA

successful, responsive low bidder if under \$675,000.

Staff Reports

- **Report on Geiger Corrections Center**
- **Report on Armed Forces and Aerospace Museum**
- **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 16, 2009 at Felts Field Airport.