



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

Agenda for the December 17, 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 (11/19/08)**

***Consent Agenda**
(Items #5 - #13)

5. ***Approval of Vouchers**

Construction Warrant Numbers 002996 – 003019	\$3,944,720.33
Operational Warrant Numbers 105282 – 105568	\$2,316,399.71

6. ***Use Agreement – *tw telecom of Washington llc*** – *tw telecom* is a provider of telecommunications and has requested a use agreement that will allow them to utilize existing conduit runs at Building 1200 to provide high speed internet to Cobra Corporation. The term of the agreement that commenced November 20, 2008 shall be ten (10) years and the fee shall be \$50 per month. Staff recommends approval. ABP

7. ***Lease Agreement for Building 1425 – *Tate Incorporated*** – *Tate Incorporated* has requested a lease for Building 1425 to utilize for additional administrative offices, training and warehousing. The term shall be three (3) years commencing January 5, 2009. Rent for 1,800 square feet of office space, 7,200 square feet of warehouse space and 4,500 square feet of fenced outside storage shall be \$2,130 per month or \$25,560 annually which does not include Washington state leasehold tax. Staff recommends approval. ABP

8. ***Sixth Amendment to Lease Agreement – Petrocard Systems, Inc.** – Petrocard leases approximately 61,248 square feet of land in the Business Park and is exercising the first of three five-year options. The term of the agreement commenced December 1, 2008 and Petrocard shall pay a quarterly rent of \$1,485.26 which does not include Washington state leasehold tax. Staff recommends approval. ABP
9. ***First Amendment to Rental Car Quick Turnaround Facility Lease & Operating Agreements – Hertz Rent-A-Car, Dollar Rent A Car and Thrifty Car Rental** - These amendments are necessary in order to establish the date of beneficial occupancy. On August 1, 2008, the QTA facility was turned over to the rental car operators for them to do modifications to their bays. August 1 is the date of beneficial occupancy and for rental payments to commence. These agreements shall expire on May 31, 2012. Staff recommends approval. SIA
10. ***First Amendment to Concession & Lease Agreements with On-Airport Rental Car Operators – Hertz Rent-A-Car, Dollar Rent A Car and Thrifty Car Rental** - This amendment is effective November 1, 2008 and adjusts the number of ready return stalls for each rental car company based on the final number of stalls available and their percentages as highest to lowest proposer during the RFP process. All other terms and conditions of the agreement remain the same. Staff recommends approval. SIA
11. ***Second Amendment to Air Cargo Building Lease Agreement – Horizon Air Industries, Inc.** - New air cargo building lease agreements have been in place since January 1, 2005 and they allow for an annual adjustment of rental rates. Effective January 1, 2009, Horizon Air shall pay the annual rent of \$36,558.48 for 5,480 square feet of cargo and common use space. Staff recommends approval. SIA
12. ***Signatory Airline Lease and Operating Amendment – Horizon Air Industries, Inc.** - The current agreements with the signatory airlines allow for the annual adjustment of rents, fees and charges. Effective January 1, 2009, the amendments reflect an average of 5.5 percent (5.5%) increase in terminal rents, and landing fees are being increased to \$1.50 per 1,000 pounds. Staff recommends approval of the amendment with Horizon Air. SIA
13. ***Second Amendment to Lease Agreement – Inland Helicopters, Inc.** – Inland Helicopters leases 749 square feet of office space and 8,000 square feet of ramp at Felts Field Airport. The agreement allows for a rate adjustment annually on December 1. The new rate shall be \$5,385.18 annually which does not include Washington state leasehold tax. Staff recommends approval. SIA

Regular Agenda

14. **Final Contract, Parking and Road Improvements Project – Womer & Associates** – The final design and construction management services for the parking and road improvements project include a new parking revenue control system and parking toll plaza, a new access roadway, consolidation of Concourse C parking lots with access control and taxi/shuttle segregation from curbside. Staff recommends approval of a contract to Womer & Associates in the amount of \$810,695. SIA
15. **Award Professional Services Agreement, Felts Field Electrical Improvement Project – AEI Engineering Incorporated** - The airfield circuits at Felts Field are at the FF

end of their useful life and replacements are necessary. Requests for statements of qualifications were advertised on November 25, 2008. After review of the SOQs, staff chose AEI Engineering as the best qualified firm to design this project. This is an AIP approved project granted by the FAA. Staff recommends award of a professional services agreement with AEI Engineering based upon successful negotiation of scope and fee.

Staff Reports

- **Dean Moorehouse – Strategic Research**
- **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 January 21, 2009 in the Airport Boardroom.