



Spokane Airports

9000 W. Airport Dr. #204 ● Spokane, WA 99224 ● (509) 455-6455



SPOKANE AIRPORT BOARD

Chair:	Mark Richard	
Vice Chair:	David Holmes	
Secretary:	Jeff Hamilton	
Board Members:	David Brukardt	David Clack
	Skip Davis	Nancy McLaughlin
Chief Executive Officer:	Lawrence J. Krauter, A.A.E., AICP	

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the January 26, 2012 Board Meeting

Board meeting held in the boardroom at Spokane International Airport at 9:00 a.m.

1. **Roll Call of the Airport Board**
2. **U.S. Air Force Recognition of SIA for 2011 Basing Operation**
3. **Police Department Promotion Ceremony - Sergeant Brian Behrens**
4. **Financial Report** (written report)
5. **Human Resources Report** (written report)
6. **Approval of Minutes** (12/21/11 meeting)

*Consent Agenda (Items #7 - #19)

7. ***Approval of Vouchers**

Construction Warrant Numbers 003693 – 003703	\$ 640,171.31
Operational Warrant Numbers 115429 – 115737	\$1,977,594.71
8. ***Fourth Amendment to Lease Agreement for Building 1525 – Cobra Roofing Services, Inc.** – ABP
This lease agreement allows for an annual rent adjustment. Total annual rent for the shop space, outside storage and unimproved land shall be \$27,769.80. The Finance Committee and staff recommend approval.
9. ***Third Amendment to Lease Agreement for Building 1425 – Tate Incorporated** – The term of this agreement expired on January 20, 2012 and lessee has requested continuation of the agreement on a month-to-month basis. The monthly rent for office space, warehouse space and fenced outside storage shall be \$2,328.75. The Finance Committee and staff recommend approval. ABP

10. ***First Amendment to Land Lease Agreement City of Spokane - Fire Department** – With the January 2012 annexation of property in the West Plains area by the City of Spokane, the City Fire Department needed to provide a station to support the expanded service area. This amendment serves to establish the commencement date of the land lease as September 1, 2011 and the term of the agreement shall be five years. The Finance Committee and staff recommend approval. ABP
11. ***Approval of the Seventh Amendment to Lease Agreement – City of Spokane** – In August 2011, the City of Spokane agreed to relinquish approximately 10.5 acres of property to accommodate Waste Management’s construction of the Materials Recovery Facility. The date to obtain necessary permits has been extended to April 1, 2012. The Finance Committee and staff recommend approval. ABP
12. ***First Amendment to Land Lease Agreement – Waste Management of Washington, Inc.** – Waste Management is leasing 10.5 acres of unimproved land adjacent to the Waste to Energy facility for the construction of a Materials Recovery Facility. Permits for the construction of the new facility will be obtained by April 1, 2012. The Finance Committee and staff recommend approval. ABP
13. ***Amendment #2, Grounds Maintenance Program Service Contract – Haase Landscaping, Inc.** – This amendment exercises the second of four one-year options. Haase Landscaping has agreed to provide landscaping maintenance services for both the Airport Business Park and Spokane International Airport at the 2011 rate of \$99,960. The Finance Committee and staff recommend approval. ABP, SIA
14. ***Execution of the Consent to Assignment of Lease Agreement documents from RMA, Inc. dba Spokane Airways and the Alan and Kaye Hale Family Limited Partnership (XN Air) to Ross Spokane LLC** – On November 29, 2011, the Board approved the assignment of several agreements to Ross Spokane LLC, who will operate as a Fixed Base Operator, contingent upon the final closing of the real estate and financial transactions. The transactions between the parties closed on January 10, 2012. The Finance Committee and staff recommend execution of the consent to assignment of lease agreement documents for Buildings 702 and 725 and the land lease with Spokane Airways and the land lease agreement with XN Air to Ross Spokane LLC. SIA
15. ***Execution of Seventh Amendment to Lease Agreement for Building 702 – Ross Spokane LLC** – This amendment amends the term of the lease to include one five-year option which shall commence on January 1, 2014. In consideration for the option period, Ross Spokane shall return Building 725 to the Airport should the Airport secure an operator for the building. In the event an operator is not secured, Ross agrees to make an investment of \$200,000 in improvements to any of their leased premises within the first two years of the option period commencing January 1, 2014. The Finance Committee and staff recommend approval. SIA
16. ***Supplemental Agreement #5 to Lease Number DTFANM-05-00019 – Federal Aviation Administration (FAA)** – This supplemental lease amendment deletes 2,699 square feet from the agreement. The FAA will continue to utilize 253 square feet of office space in Building 11 and the rent shall be \$3,379.08 annually. The Finance Committee and staff recommend approval. FF
17. ***Award Professional Services Agreement for On-Call Professional Services – T-O Engineers, Inc.** – This agreement provides for architectural, civil, electrical and mechanical engineering and survey services on an on-call basis through December 31, 2012. The maximum total contract amount is \$100,000. The Engineering Committee recommends approval. SIA, ABP, FF

18. ***Award Professional Services Agreement for On-Call Construction Management and Testing Services – OAC Services, Inc.** – This agreement provides for construction management and testing services for small projects occurring through December 31, 2012. The maximum total contract amount is \$100,000. The Engineering Committee recommends approval. SIA, ABP, FF
19. ***Authorizing the Chief Executive Officer to Enter into Cooperative Purchasing Agreements –** RCW 39.34 and Board Resolution 01-07 authorize the use of piggybacking and interlocal government purchase contracts and agreements to purchase goods and services as a substitute to the formal bid process. The Finance Committee and staff recommend the authorization of the Chief Executive Officer to enter into interlocal government purchase contracts. SIA, ABP, FF

Regular Agenda

20. **Award Contract for Procurement of Multi-Function Response Vehicle for Airport Fire Department – General Fire Apparatus** – A request for bids was issued on November 28, 2011 and one responsive bid was received. The Engineering Committee recommends award of the bid for the purchase of one Rosenbauer Timberwolf Class 3 ARFF multi-function response vehicle from General Fire Apparatus of Spokane in the amount of \$346,519.29 which includes Washington state and vehicle sales tax. SIA
21. **Staff Reports**
- **Master Plan Update – Comparison of Terminal Building Design/Layout Concepts**
 - **Chief Executive Officer’s Report**

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

22. **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.*

23. **Adjourn**
24. **Due to travel commitments, the next Board meeting will be continued from its regular date of February 15 to February 22, 2012 at Spokane International Airport.**