



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 March 17, 2010 Board Meeting

Board meeting held at Spokane International 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** (02/17/10 and 03/10/10 Special Meeting)

***Consent Agenda**
(Items #5 - #15)

5. ***Approval of Vouchers**
 Construction Warrant Numbers 003330 – 003347 \$1,432,792.25
 Operational Warrant Numbers 109302 – 030510 \$1,508,057.78
6. ***Use Agreement** (Spokane International) – *Parts Wholesalers Incorporated d/b/a Motion Auto Supply* – The use agreements specify the rules and regulations for operating at Spokane International Airport and the fee is \$90 per month. Staff recommends approval of the use agreement with Parts Wholesalers. SIA
7. ***Fourth Amendment to Use and Lease Agreement** – *Frontier Airlines, Inc.* – Terminal rents and fees were adjusted effective January 1, 2010 as part of the 2010 budget. Frontier Airlines currently has a month to month agreement and this amendment adjusts the rents and fees. Frontier Airlines shall pay annual rent in the amount of \$27,711.60 plus landing fees. Staff recommends approval. SIA

8. ***First Amendment to Landing Use Agreement – Allegiant Air** – This carrier provides passenger air service at Spokane International under a use agreement. This amendment increases the required insurance to \$250,000,000 which matches the requirement for signatory airlines. Staff recommends approval. SIA
9. ***Consent to Assignment, Lease Agreement – Mr. Gary Stuckle to Wm. Winkler Co.** – In July 2007, Gary Stuckle entered into a lease agreement for approximately 11,000 square feet of unimproved land at Felts Field. He relinquished the property and has requested assignment of the agreement to Wm. Winkler Co. effective March 1, 2010. Construction for Hangar 81 consisting of 5,400 square feet shall commence in the spring of 2010. The annual rent shall be \$1,980 which does not include Washington state leasehold tax. Staff recommends approval. FF
10. ***Consent to Assignment, Lease Agreement – Mr. Gary Stuckle to Forks Properties, LLC** - In July 2007, Gary Stuckle entered into a lease agreement for approximately 11,550 square feet of unimproved land at Felts Field. He relinquished the property and has requested assignment of the agreement to Forks Properties effective March 1, 2010. Construction for Hangar 83 consisting of 4,800 square feet shall commence in June of 2010. The annual rent shall be \$2,079 which does not include Washington state leasehold tax. Staff recommends approval. FF
11. ***Lease Agreement – Dennis Thompson** – Dennis Thompson has requested a lease for approximately 8,550 square feet of unimproved land to construct a 4,000-square-foot aircraft storage hangar at Felts Field. The term of the agreement shall be 25 years commencing upon beneficial occupancy. The initial rental rate for 8,550 square feet shall be \$0.21 per square foot per annum or \$1,795.50 per year plus Washington state leasehold tax. Staff recommends approval. FF
12. ***Consent to Assignment, Lease Agreement – Mr. Glen A. Cloninger to Turlan, LLC** – In July 2007, Glen Cloninger entered into a lease agreement for approximately 8,800 square feet of unimproved land at Felts Field upon which he constructed Hangar 82 consisting of 3,600 square feet. Mr. Cloninger has requested assignment of the agreement to Turlan, LLC effective March 5, 2010. The annual rent shall be \$1,584 which does not include Washington state leasehold tax. Staff recommends approval. FF
13. ***Lease Agreement – Experimental Aircraft Association, Chapter 79** – The month to month lease agreement with Felts Field Aviation for Building 10 expires on March 31, 2010. The Experimental Aircraft Association, which has occupied the building as a sub-lessee, has requested a month to month lease for the building which is comprised of 10,000 square feet. Effective April 1, 2010, rent shall be \$265.86 per month which does not include Washington state leasehold tax. Staff recommends approval. FF
14. ***Procurement of Airfield and Roadway Paint and Associated Products** – The airfield maintenance department requests permission to purchase in bulk painting products for runways and roadways during the 2010 calendar year on an as-needed basis. The materials will be purchased through the State of Washington contract purchase agreements which allow for unit price discounts resulting in a savings between \$8,000 and \$10,000. Staff recommends approval. SIA
ABP
FF

15. ***Spokane International Airport Telephone Switch Equipment Repairs** – In May of 2002, the airport replaced the complete telephone communications system and it is now necessary to expand the switch capacity and to replace a variety of components of the switch. This upgrade is scheduled to take place in early April 2010. Staff recommends the expenditure of \$40,257 plus Washington state sales tax for the necessary repairs, equipment and seamless operation of telephone service plus an additional \$4,800 for on-site technical support during the transition and installation of equipment. SIA

Regular Agenda

16. **Award Contract for Fuel Farm Tank Cleaning Project** – *WWSS Associates, Inc., d/b/a Big Sky Industrial* – Spokane International Airport has three above-ground fuel storage tanks which require routine maintenance by a certified company. Two responsive and responsible bids were received on March 4, 2010. Staff recommends award of a contract to WWSS Associates, Inc., d/b/a as Big Sky Industrial in the amount of \$55,547.55 which includes Washington state sales tax for the fuel farm tank cleaning project. SIA
17. **Modification B to Existing Reimbursable Agreement, Runway Extension Project (AJW-FN-WSA-08-0304-B)** – *Department of Transportation (DOT) and Federal Aviation Administration (FAA)* – This is a modification to the original reimbursable agreement and involves completion of flight checks, construction and installation of new NAVAIDS and re-certification of CAT III NAVAID systems due to the extension of Runway 3/21. Staff and Engineering Committee recommend approval to reimburse the DOT and the FAA for the costs of equipment and services for this project in the amount of \$1,284,228 per the agreement. SIA
18. **Reimbursable Agreement No. AJW-FN-WSA-10 S005, Line-of-Sight Project** – *Department of Transportation (DOT) and Federal Aviation Administration (FAA)* – This reimbursable agreement involves the design for the modification and relocation of FAA-owned facilities impacted by the Runway 21 line-of-sight improvement project. Staff and Engineering Committee recommend approval to reimburse the DOT and the FAA for services in the amount of \$237,693.50. SIA
19. **Felts Field Minimum Standards Review** – The current Felts Field Minimum Standards were adopted by the Airport Board in November of 2003. With no full service FBO effective April 1 and no subsequent proposals available for combined service at this time, staff recommends a review of the existing standards for relevancy. In order to have time for public testimony, review and subsequent Board approval, it is expected that this process will take six to seven months to complete. FF
20. **Operating Agreement for Management of Self Service Fuel Facility at Felts Field** – On March 7, 2010, staff advertised requests for proposals to manage and maintain the self service fuel facility for aircraft fueling at Felts Field Airport and proposals are due March 16. Staff will present the results of the proposals at the board meeting on March 17, 2010 and recommend award of the operating agreement to the proposer who has the highest overall score, pending final negotiations with the successful proposer. FF

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 April 21, 2010 at Felts Field Airport Maintenance Building.