



**SPOKANE AIRPORT BOARD**

**Chair:** David Clack  
**Vice Chair:** (vacant)  
**Secretary:** David Holmes

**Board Members:** David Brukardt Jeff Hamilton  
 Irving Reed Mark Richard Joe Shogan

**Interim Airport Director:** Skip Davis  
**Board Counsel:** Laura McAloon

**Agenda for the March 16, 2011 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 (02/16/11)**

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

5. **\*Approval of Vouchers**  
 Construction Warrant Numbers 003559 – 003564 \$ 182,277.37  
 Operational Warrant Numbers 112528 – 112814 \$1,705,849.01
6. **\*Third Amendment to Lease Agreement, Building 1378, Suite 101 and 105 – Acme Concrete Paving, Inc.** – Acme Concrete Paving has requested an amendment to their lease agreement to add Suite 101 back into the lease. They will lease Suite 101 and Suite 105 on a month-to-month basis and shall pay \$14.24 per square foot per annum for 1,174 square feet. Staff recommends approval. ABP
7. **\*First Amendment to Land Lease Agreement – Gordon Trucking, Inc.** – Enterprise Rent A Car has entered into a lease agreement for Building 43 adjacent to land leased by Gordon Trucking. Gordon Trucking has agreed to a right of way access through a portion of their leasehold and will receive a credit of \$84 per month. Staff recommends approval. ABP

8. **\*Tenth Amendment to Lease Agreement** – *Uniserve Facilities Service Corp.* – Uniserve leases office space as part of their janitorial operations. Their custodial contract will be renewed for a term of twelve months commencing May 1, 2011. The rent for 239 square feet of space is \$25.85 per square foot per annum or \$6,178.15 per year. Staff recommends approval. SIA
9. **\*Use Agreement** – *TJD Delivery d/b/a City Parcel* – TJD Delivery provides courier services for a bank and needs access to the general aviation area of the airport. A use agreement is required and TJD will pay a fee of \$90 per month effective March 1, 2011. Staff recommends approval. SIA
10. **\*Twelfth Amendment to Custodial Contract** – *Uniserve Facilities Services Corp.* – The current contract with Uniserve Facilities expires on April 30, 2011. A one year extension of this contract commencing May 1, 2011 will allow staff time to develop a request for proposals. The fee shall remain \$71,837.85 per month. Staff recommends approval. SIA
11. **\*Lease Agreement** – *Western Avionics, Inc. d/b/a Western Aviation* – Western Aviation currently provides FBO and fueling services at Felts Field Airport. They have requested to lease Building 10 for five years for cold storage of aircraft. Effective March 1, 2011, the rent for 10,000 square feet is \$265.86 per month. Staff recommends approval. FF
12. **\*First Amendment to Lease and Operating Agreement** – *Western Avionics, Inc. d/b/a Western Aviation* – Western Aviation has been providing fueling, line services and a variety of other services provided by a fixed base operation at Felts Field. This amendment provides clarification to two articles in the lease and operating agreement. All other terms and conditions of the agreement remain the same. Staff recommends approval. FF
13. **\*Consent to Assignment** – *Con-Aire III, Inc. to Western Avionics d/b/a Western Aviation, Inc. – Use Agreement* – Under a use agreement, the principal for Con-Aire III operated a self-service, key lock aircraft fueling system at Felts Field and has requested assignment of the agreement to Western Aviation. The principal for Western Aviation has agreed to the terms and conditions of the agreement effective February 1, 2011 and will incorporate the fueling operations into their fixed base operations. All required documentation is in order and all other terms and conditions of the agreement remain in effect. Staff recommends approval. FF
14. **\*Consent to Assignment** – *Con-Aire III, Inc. to Western Avionics d/b/a Western Aviation, Inc. – Lease Agreement* – In September 2002, Mike Scalera of Con-Aire accepted assignment of a lease agreement for approximately 2,808 square feet of unimproved land which has been utilized as a fuel co-op. Mr. Scalera has requested assignment of the agreement to Western Aviation. The principal for Western Aviation has agreed to the terms and conditions of the agreement effective February 1, 2011 and will incorporate the fueling operations into their fixed base operations. Staff recommends approval. FF
15. **\*Resolution No. 07-11, In the Matter of Adopting and Revising Affirmative Action Plans for 2011** – The U.S. Government requires employers with whom it works or has contracts to support and follow an affirmative action plan for the purpose of ensuring that all qualified persons enjoy equality of opportunity in employment. Staff recommends adoption of the 2011 Affirmative Action Plans for minorities and women, for persons with disabilities and for veterans as stated in Resolution No. 07-11. SIA, ABP, FF

### Regular Agenda

16. **Award Modification No. 4 for Construction Management and Testing, Bid Package No. 2, Runway 21 Line of Sight Project** – *URS Corporation* – The scope of work under this modification will include construction management and testing associated with the construction of bid package No. 2 in order to correct the runway’s line of sight. Funding will be from AIP funds with the airport matching five percent. The Engineering Committee and staff recommend approval of Modification No. 4 to URS Corporation for \$1,930,462.54. SIA
  
17. **Construction Change Authorization No. 12 to Ratify Settlement, Terminal Ramp Construction Bid Package II (TRC II ) Project** – *Acme Concrete Paving, Inc.* – A dispute arose between the contractor and the airport involving measurement and payment of unclassified excavation on the TRC II project. The airport and the contractor agreed on an amount of \$70,000 to be paid to the contractor and also agreed to split the tax amount. The Engineering Committee and staff recommend ratification of the settlement agreement with Acme Concrete Paving in the amount of \$73,045. SIA
  
18. **Award Contract for Phase 2 Pre-Engineering Services, Stormwater Management** – *Cascade Earth Sciences, Inc.* – The airport, air carriers and an FBO that engages in de-icing activities operate under individual stormwater permits to discharge chemicals into the environment. The airport is seeking a new single permit to replace the individual permits. The Engineering Committee and staff recommend approval of a contract with Cascade Earth Sciences in the amount of \$49,430 to help with the permit application and to provide technical support to meet DOE regulations. SIA

### Staff Reports

- **Presentation by Spokane City Mayor Verner Regarding Energy Districts**
- **Interim 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 20, 2011 at Felts Field Airport.**