



Spokane Airports

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



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| SPOKANE AIRPORT BOARD | |
| Chair: | David Clack |
| Vice Chair: | (vacant) |
| Secretary: | David Holmes |
| Board Members: | David Brukardt Skip Davis Jeff Hamilton Mark Richard Joe Shogan |
| Airport Director: | Lawrence J. Krauter, A.A.E., AICP |

Agenda for the May 18, 2011 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. **Financial Report** (written report)
3. **Human Resources Report** (written report)
4. **Approval of Minutes** (04/20/11)
5. **Report from Nominating Committee**
6. **Sustainable Aviation Fuels Northwest (SAFN)**

*Consent Agenda (Items #7- #22)

7. ***Approval of Vouchers**

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| Construction Warrant Numbers 003576 – 003583 | \$ 324,160.96 |
| Operational Warrant Numbers 113162 – 113458 | \$2,028,343.99 |
8. ***First Amendment to Lease Agreement for Building 43 – EAN Holdings, LLC – EAN** ABP
 Holdings, known as Enterprise Rent a Car, entered into a lease agreement in January 2011 to utilize Building 43 as their corporate offices. This amendment provides for a final adjustment to the square footage of the premises to include additional improved ground and a right of way easement. The term of the agreement is five years commencing April 14, 2011. Total annual rent will be \$61,420 which does not include Washington state leasehold tax. Staff recommends approval.

9. ***Approval of the Fifth Amendment to Lease Agreement – City of Spokane** – The City of Spokane leases about 47.21 acres of land on which the Waste-to-Energy facility is located. The agreement allows for the adjustment of rental rates every five years. Based on an appraisal of the property, the fair market value was determined to be \$0.085 per square foot per annum or \$174,814.57 annually effective May 1, 2011. Staff recommends approval. ABP
10. ***Use Agreement – Waste Management of Washington, Inc.** – Effective June 1, 2011, Waste Management will begin providing limited recycling collection services of cardboard and organic biodegradable products. A use agreement allows them access to the airport for their pickup service. The agreement is on a month to month basis and there are no monthly fees. Staff recommends approval. SIA
11. ***Second Amendment to Lease Agreement – Robert W. Hander** – The term of this lease agreement commenced on February 15, 2008 and the agreement allows for a rental rate adjustment every three years. Effective March 1, 2011, the rental rate is \$0.19 per square foot per annum for 7,700 square feet of land or \$1,463 annually plus Washington state leasehold tax. Staff recommends approval. FF
12. ***Second Amendment to Lease Agreement – Jeffrey S. Hirschauer** - The term of this lease agreement commenced on March 19, 2008 and the agreement allows for a rental rate adjustment every three years. Effective April 1, 2011, the rental rate is \$0.19 per square foot per annum for 7,700 square feet of land or \$1,463 annually plus Washington state leasehold tax. Staff recommends approval. FF
13. ***License to Use Airport Facilities – Experimental Aircraft Association (EAA), Chapter 79** – There will be a Neighbor Day Open House and B-17 event at Felts Field Airport on June 1 – 5, 2011 for the public. Airport staff and EAA members are working together to ensure that all safety, FAA and Board requirements are met for this event. Staff recommends approval of the license to use airport facilities. FF
14. ***Use Agreement – Shawn E. Sinclair** – Mr. Sinclair is a Snap-On-Tool franchisee and provides tool sales and services to commercial tenants at Felts Field. A use agreement provides for the rules and regulations for accessing and driving on Felts Field. This is a month to month agreement and the fee is \$35 per month effective May 1, 2011. Staff recommends approval. FF
15. ***Second Amendment to Lease Agreement – J.E. Love, L.L.C.** – The term of this lease commenced on September 21, 2007 and the agreement allows for a rental rate adjustment every three years. Effective October 1, 2010, the rental rate is \$0.19 per square foot per annum for 11,000 square feet of land or \$2,090 annually plus Washington state leasehold tax. Staff recommends approval. FF
16. ***Second Amendment to Lease Agreement – Turlan, LLC** – The term of this lease agreement commenced on February 14, 2008 and the agreement allows for a rental rate adjustment. Effective March 1, 2011, the rental rate is \$0.19 per square foot per annum for 8,800 square feet of land or \$1,672 annually plus Washington state leasehold tax. Staff recommends approval. FF

17. ***Third Amendment to Lease Agreement, Building 4 and Building 5 – Spokane Turbine Center** – According to the lease agreement, the rental rate shall be adjusted three percent annually on May 1. Total annual rent for Building 4 and Building 5 at Felts Field shall be \$67,223.15 which does not include Washington state leasehold tax. Staff recommends approval. FF
18. ***Award Construction Contract, Telephone System Replacement Project – Black Box Network Services** – The current primary telephone switch and associated equipment at Spokane International Airport is at the end of its useful life. The project was advertised and one bid was received on May 3, 2011. The Engineering Committee and staff recommend award of a contract to Black Box Network Services in the amount of \$99,829.25 including Washington state sales tax. SIA
19. ***Award Modification No. 3 for Additional Construction Support, AMP Hangar Project – Roen & Associates** – The scope of work under this modification will include construction management support during the warranty period on a time and material basis. The Engineering Committee and staff recommend approval of Modification No. 3 to Roen & Associates in the not to exceed amount of \$10,080. SIA
20. ***Approve Modification No. 1 for Professional Services to Develop a Master Plan – Mead & Hunt, Inc.** – The work in this modification includes an orthographically correct aerial photo and line drawing generation to provide the background for the new Airport Layout Plan. This portion of the work was deferred until the existing ALPs and available aerials could be reviewed. The Engineering Committee and staff recommend approval of Modification No. 1 to Mead and Hunt, Inc. for \$40,494. SIA
21. ***Award Modification No. 2 for Additional Design Support of AMP Hangar Project – Harris Group, Inc.** – The scope of work under this modification will include design support and production of as-built drawings during the warranty period on a time and material basis. The Engineering Committee and staff recommend approval of Modification No. 2 to Harris Group, Inc. for the not to exceed amount of \$19,500. SIA
22. ***Award Contract for Construction, Irv Reed Event Center – Centerline Construction & Design, Inc.** – The former National Weather Service building will be reconfigured to a multipurpose event center to accommodate a meeting space for larger groups. A total of six bids for this project were opened on May 9, 2011. The Engineering Committee and staff recommend award of a contract to Centerline Construction & Design, Inc., in the amount of \$199,450 including Washington state sales tax. SIA

Regular Agenda

23. **Award Contract for Professional Services to Provide Preliminary Design for the Terminal Entry Area Drive Improvements – CH2MHill, Inc.** – In April 2011, CH2MHill was selected from the small project consultant roster to provide preliminary design services for the Terminal Entry Area Drive Improvements. The Engineering Committee and staff recommend award of a contract to CH2MHill, Inc., for a fee of \$43,322. SIA

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 June 15, 2011 at Spokane International Airport.