



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

Agenda for the April 16, 2008 Board Meeting

Board meeting held at Felts Field Airport Maintenance Building at 9:00 a.m.

1. **Roll call of the Airport Board**
2. **Financial Report**
3. **Human Resources Report**
4. **Approval of Minutes (03/19/08)**

***Consent Agenda**
(Items #5 - #11)

5. ***Approval of Vouchers**
 Construction Warrant Numbers 002800 – 002815 \$ 638,819.59
 Operational Warrant Numbers 102961 – 103280 \$1,795,925.22

6. ***First Amendment to Lease Agreement – Empire Airlines, Inc.** – Empire Airlines ABP
 leases storage space at Building 1423 on a month-to-month basis and the lease allows for an annual rental rate adjustment. Effective May 1, 2008, rent for 1,590 square feet of space shall be \$5.48 per square foot per annum or \$8,713.20 annually, which does not include Washington state leasehold tax. Staff recommends approval.

7. ***Lease Agreement for Building 700 and Ramp Space – State of Washington, Community Colleges of Spokane** – The term of this lease agreement shall be two years ABP
 commencing January 1, 2008. The rent for 2,268 square feet of building space with 18,000 square feet of adjoining ramp space shall be \$1,496.73 per month, which does not include Washington state leasehold tax. Staff recommends approval.

8. ***First Amendment to Lease Agreement – International Ram Associates, LLC** – SIA
 International Ram provides checkpoint and skycap services and has leased 145 square feet of office space since April 2007. The lease agreement is subject to an annual rate

adjustment. The rental rate shall be \$34.76 per square foot per annum or \$420.02 per month, which does not include Washington state leasehold tax. Staff recommends approval.

9. ***First Amendment to Land Lease Agreement – United States Postal Service (USPS) –** SIA
In 1998 the USPS entered into a land lease agreement for approximately 30.81 acres upon which they constructed a 360,000 square foot facility. The agreement allows for a rental rate adjustment at the tenth anniversary which is determined by an appraisal which was completed on January 23, 2008. The rental rate for the period beginning June 24, 2008 and ending June 23, 2013 shall be \$0.08 per square foot or \$109,200 annually, which does not include Washington state leasehold tax. Staff recommends approval.
10. ***Landlord Estoppel Certificate and Landlord’s Consent – XN Air, LLC –** SIA
The landlord certificate and landlord’s consent are required by lessee’s lender in order to obtain financing for the development of XN Air’s new support facilities which will be comprised of a new hangar and terminal facility. Staff recommends approval.
11. ***Lease Agreement – Canaima Property Owners Association –** FF
The Canaima Property Owners Association has requested a land lease to construct an aircraft storage hangar at Felts Field. The term of the agreement shall be twenty-five years commencing May 1, 2008. The initial rental rate for 16,947 square feet of unimproved land shall be \$0.18 per square foot per annum or \$3,050.46 per year plus Washington state leasehold tax. Staff recommends approval.

Regular Agenda

12. **Award Design Contract Amendment for Additional Professional Services, Taxiway Alpha & Airfield Lighting Upgrades – Taylor Engineering –** SIA
This project includes the Taxiway Alpha pavement rehabilitation and airfield lighting upgrades. Design of the project will be funded by the FAA Airport Improvement Program. The FAA has determined that the original scope of the project needed to be revised and has approved the award of additional professional services to Taylor Engineering in the amount of \$67,000. Staff recommends approval.
13. **Award Design Contract for Construction Management Services, Taxiway Alpha Rehabilitation & Airfield Lighting Upgrades – Taylor Engineering –** SIA
The Taxiway Alpha project began with a design only contract and did not include construction management and contract administration services. The design portion is complete and the construction management portion of the project is ready to be awarded. Staff recommends award of a contract for construction management services to Taylor Engineering in the amount of \$335,545.
14. **Resolution No. 05-08, In the Matter of Establishing Rules and Regulations Regarding Ground Transportation –** SIA
In July 1999, the Airport Board adopted a resolution to establish rules and regulations for the operation of the Ground Transportation Center. A public meeting was held on March 6, 2008 explaining the necessity to update the resolution. Resolution No. 05-08 defines the necessary operating agreements, classifications of vehicles and the corresponding fee structure and establishes rules, regulations and enforcement procedures. Staff recommends approval.

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 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 May 21, 2008 in the Airport Boardroom.