

Agenda for the February 20, 2008 Board Meeting

Board meeting held at the Airport Boardroom at 9:00 a.m.

Roll call of the Airport Board

Financial Report

Human Resources Report

1. Approval of Minutes (01/16/08 and 01/25/08)

*Consent Agenda (Items #2 - #7)

2. *Approval of Vouchers

Construction Warrant Numbers	002771 – 002787	\$ 684,076.02
Operational Warrant Numbers	102453 – 102760	\$3,625,352.41

3. ***Lease Agreement for Building 1100 – Sterling Savings Bank** – This agreement is for a term of five (5) years effective January 1, 2008. The rent for 23,553 square feet of office and warehouse space shall be \$244,480.14 per annum or \$10.38 per square foot per annum which does not include Washington state leasehold tax. Staff recommends approval. ABP

4. ***Lease Agreement for Building 1423, Suite B – Loadstar Group, Inc. d/b/a Contract Communications** – Contract Communications wishes to lease space in Building 1423. The term of this agreement is for one (1) year effective February 1, 2008. The rent for 1,080 square feet of warehouse space and 510 square feet of office space shall be \$5.48 per square foot per annum or \$8,713.20 annually. Staff recommends approval. ABP

5. ***Building Lease Agreement – Horizon Air Industries, Inc.** – Horizon Air has been leasing Building 2504 as an aircraft maintenance, repair and operations facility and has requested another one-year lease. Effective February 1, 2008, lessee shall pay approximately \$111,635.58 annually for hangar, office and shop space, ramp and vehicle parking. This amount includes \$450 per month for monthly inspections of the heating system. Staff recommends approval. SIA

6. ***Signatory Airline Lease and Operating Amendment – United Airlines, Inc.** – Agreements with signatory airlines allow for the adjustment of rents, fees and charges annually on January 1. Effective January 1, 2008, the amendments reflect an average four percent increase in all terminal rents and landing fees. Staff recommends approval. SIA

7. ***Use Agreement - Pathology Associates Medical Laboratories** – Pathology Associates has requested a use agreement for purposes of providing medical courier services at Felts Field. Since PAML is not a service provider for the airport, they will be required to pay a \$25 per month fee. Staff recommends approval. FF

Regular Agenda

8. **Request for Proposals for New Advertising Program** – The current advertising concession agreement with Interspace expires on July 14, 2008. The revenue with Interspace has declined 16.9% from \$517,392 in 2003 to \$429,899 in 2007. Staff recommends approval to issue a request for proposals for a new advertising program and to accommodate advertisers for unamortized capital expenses in the amount of \$47,847.10. SIA

9. **Approval of Real Estate Broker Services Agreement – CB Richard Ellis, Inc.** – In an effort to achieve the Board’s objective to develop non-aviation related properties, including the Tech Park development, staff is seeking additional marketing assistance and recommends approval of an agreement with CB Richard Ellis, a commercial real estate firm. SIA
10. **Resolution No. 01-08, Specifying the Method of Fixing Parking Rates and Charges** – In order to allow more flexibility in setting parking rates using a more direct correlation to all parking related costs, a new methodology is proposed that would repeal portions of Resolution No. 3-99 regarding parking rates. Staff recommends approval of Resolution No. 01-08. SIA
11. **Award of Contract for Rates and Charges Study – Leibowitz & Horton, Airport Management Consultants Incorporated** – Three proposals were received in response to the airport’s request for statements of qualifications to conduct a study on rates and charges and give recommendations on setting methodologies. After review of the proposals, staff recommends award of a contract for a rates and charges study to Leibowitz & Horton, Airport Management Consultants Incorporated in the amount of \$59,180. SIA

Staff Reports

- **GTC Draft Resolution**
- **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 March 19, 2008 in the Airport Boardroom.