



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 January 21, 2009 Board Meeting

Board meeting held at the 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 (12/17/08)**

***Consent Agenda**
(Items #5 - #13)

5. ***Approval of Vouchers**

Construction Warrant Numbers	003020 – 003061	\$2,348,587.59
Operational Warrant Numbers	105569 – 105868	\$1,581,505.70

6. ***Sixth Amendment to Lease Agreement for Building 1502 and Land – Spokane County** ABP
 – The Spokane County Engineers have utilized Building 1502 which contains 7,620 square feet of shop space and 8.11 acres of land for road maintenance purposes. Lessee wishes to exercise the first of two five-year options. Effective January 1, 2009, the rent for the building and land shall be \$16,271.53 annually. Staff recommends approval.

7. ***First Amendment to Lease Agreement for Building 1423, Suite B – Loadstar Group, Inc. d/b/a Contract Communications** ABP
 – Lessee wishes to renew their lease agreement for another one-year term. Effective February 1, 2009, the rent for 1,080 square feet of warehouse space and 510 square feet of office space shall be \$5.64 per square foot per annum or \$8,967.60 annually, which excludes Washington state leasehold tax. Staff recommends approval.

8. ***General Aviation Land Lease Agreement – Bonneville Power Administration -** The Bonneville Power Administration has requested a land lease for the purpose of constructing an aircraft storage hangar at Spokane International. The term of the agreement shall be thirty (30) years commencing December 1, 2008. The rental rate for the initial five-year period shall be \$0.21 per square foot per annum or \$9,780.75 annually for 46,575 square feet of unimproved land. The rate does not include Washington state leasehold tax. Staff recommends approval. SIA
9. ***Sixth Amendment to Lease Agreement – UPS Supply Chain Solutions, Inc. –** UPS Supply Chain Solutions leases space in the air cargo building on a month-to-month basis and the agreement allows for the adjustment of fees and charges annually on January 1. The rent for 2,200 square feet of warehouse space and 224 square feet of common use space shall be \$15,380.40 annually. Staff recommends approval. SIA
10. ***Fifth Amendment to Lease and Operating Agreement – United Parcel Services, Inc.** UPS has leased space within the air cargo building since 1996 and has been on a month-to-month agreement since June 1, 2007. New rental rates were implemented January 1. Monthly rent for the air cargo space, ramp and service area shall be \$4,297.27 Staff recommends approval. SIA
11. ***Consent to Assignment Lease and Operating Agreement – East 6315 Rutter Assoc., LLC to Inland Northwest Health Services (INHS) d/b/a Northwest Medstar –** The principal members of East 6315 Rutter Assoc., formerly Medstar, have been negotiating with Inland Northwest Health Services for the sale of their hangar to INHS. All required documentation has been submitted and approved. Staff recommends approval. FF
12. ***Third Amendment to Lease and Operating Agreement – Inland Northwest Health Services d/b/a Northwest Medstar –** Inland Northwest Health Services (INHS) has purchased the hangar that was constructed by East 6315 Rutter Assoc. and assumed the lease and operating agreement. Effective February 1, 2009, INHS shall lease 87,110 square feet of unimproved property at the current rental rate of 12.5 cents per square foot per annum. All other terms and conditions of the agreement remain the same. Staff recommends approval. FF
13. ***Supplemental Lease #10 to Lease Number DTFA11-95-15242 – Federal Aviation Administration (FAA) –** The FAA has leased 6,420 square feet in Building 14 at Felts Field for their Flight Safety Standards Office. The agreement allows for an annual rate increase for operating expenses. Effective October 1, 2008 through September 30, 2013, rent for the premises shall be adjusted and the FAA shall pay \$104,427.72 per annum. Staff recommends approval. FF

Regular Agenda

14. **Acceptance of Proposal and Issuance of Concession Agreement for Automated Teller Machine Services – Sterling Savings Bank –** In response to the request for proposals, staff received three proposals from qualified firms desiring to enter into a concession agreement for automated teller machine services at the airport. The term of the agreement shall be five years commencing February 1, 2009. Staff recommends acceptance of the proposal and issuance of a concession agreement to Sterling Savings Bank. SIA
15. **Approval to Pay Outstanding Invoices for Snow Removal – Alpine Construction and Rock N Roll Trucking –** During the last two weeks of December 2008, the region faced an SIA

unprecedented snow event that resulted in a state of emergency to be declared. Airport staff contacted two companies to provide emergency assistance. Staff recommends approval to pay outstanding invoices in the approximate amount of \$78,044 to Alpine Construction and \$93,987 to Rock N Roll Trucking for snow removal services.

16. **Contract Modification 1, Additional Design Services for Terminal Ramp Construction Project** – *Reynolds, Smith and Hills, Inc. (RS&H)* – In June 2007, the Airport Board awarded a contract to RS&H for the design of the terminal ramp construction project. During design, the FAA determined that panel replacement in multiple locations was less desirable than complete ramp removal and replacement. Staff recommends approval of the modification to the agreement with RS&H in the amount of \$138,456 for the cost of additional design services. SIA
17. **Award of Professional Services Agreement for On-Call Professional Services – TO Engineers** – This agreement provides for on-call architectural, civil and survey services for various departments requiring the services through December 31, 2009. Staff reviewed and evaluated statements of qualifications from seven qualified firms on January 5. Staff recommends approval of a professional services agreement to TO Engineers (formerly known as Toothman-Orton) in the not-to-exceed amount of \$100,000. SIA
18. **Award of Professional Services Agreement, Snow Removal Equipment Building – Cortner Architectural** – This project will include the design and construction management of a new snow removal building adjacent to the existing airfield maintenance facility. Staff reviewed and evaluated statements of qualifications from nine qualified firms on January 6. Staff recommends approval of a professional services agreement to Cortner Architectural as the most qualified firm in the amount of \$173,125.32. Staff further requests authorization of contingency funds of \$10,000 for additional costs associated with this project. SIA
19. **Purchase Airfield Lighting Fixture Replacements** — *Siemens* – During the course of operations, lighting fixtures on the airfield runways and taxiways experience failure due to weather, mechanical damage or lamp service life. Staff expects to replace a maximum of 500 fixtures this year. Staff reviewed and evaluated quotes from two vendors that meet FAA standards for lighting fixtures. Staff recommends approval to purchase airfield lighting fixture replacements from Siemens in an amount not to exceed \$170,000. SIA
20. **Board Resolution No. 01-09, Recognizing Employees During Snow Removal Event** – This resolution would recognize the exemplary efforts of airport personnel at Spokane International Airport, Felts Field and the Airport Business Park for their many hours of work in maintaining the operational status of the airfields and other areas of the airports during the recent snowfall. The Airport Board Chair and staff recommend approval. SIA, FF, ABP

Staff Reports

- **Dave Mandylke, City of Spokane Public Works & Utilities**
- **Ryan Sheehan, Operations Manager**
- **Airport Director's Report**
 - **Removal of Felts Field Building 6**

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 February 18, 2009 in the Airport Boardroom.