



<b>SPOKANE AIRPORT BOARD</b>	
<b>Chair:</b>	David Clack
<b>Vice Chair:</b>	John Wagner
<b>Secretary:</b>	Todd Mielke
<b>Board Members:</b>	David Brukardt     David Holmes Irving Reed         Joe Shogan
<b>Airport Director:</b>	Neal Sealock
<b>Board Counsel:</b>	Michael Ormsby

**Agenda for the January 20, 2010 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 (12/16/09)**

**\*Consent Agenda**  
**(Items #5 - #23)**

5. **\*Approval of Vouchers**  
 Construction Warrant Numbers 003302 – 003319     \$2,108,281.71  
 Operational Warrant Numbers 108719 – 109141     \$2,025,793.88
6. **\*Second Amendment to Lease Agreement for Building 1525 – Cobra Roofing Services** – This ABP  
 agreement allows for an annual rental adjustment. Effective January 1, 2010, the rental rate for  
 Building 1525 consisting of approximately 7,500 square feet and outside storage space shall be  
 \$3.51 per square foot per annum or \$26,325 annually. This rate does not include Washington state  
 leasehold tax. Staff recommends approval.
7. **\*Seventh Amendment to Lease Agreement for Building 1378, Suite 107 – Matheson Flight** ABP  
*Extenders, Inc.* – The term of this agreement shall be for one year commencing February 1, 2010.  
 The rent for approximately 282 square feet of office space shall be \$14.67 per square foot per  
 annum or \$4,136.94 annually. This rate does not include Washington state leasehold tax. Staff  
 recommends approval.

8. **\*First Amendment to Lease Agreement for Building 1425 – Tate Incorporated** – The term of the agreement with Tate Incorporated for Building 1425 expires on January 20, 2010. They are exercising the first of two options and the term shall be one year commencing January 21, 2010. Building 1425 consists of approximately 1,800 square feet of office space, 7,200 square feet of warehouse space and 4,500 square feet of fenced outside storage. The total rent shall be \$2,193.75 per month or \$26,325 annually, excluding Washington state leasehold tax. Staff recommends approval. ABP
  
9. **\*Tenth Amendment to Lease Agreement for Building 1378, Suite 118 - Wade Perrow Construction, L.L.C.** – Lessee utilizes approximately 400 square feet of office space as an administrative office. The term of this agreement is month to month and the rental rate is subject to adjustment annually. Effective February 1, 2010, the rent shall be \$15.73 per square foot per annum or \$524.33 per month. This rate excludes Washington state leasehold tax. Staff recommends approval. ABP
  
10. **\*Consent to Sublease – Chandelle Services, LLC to WIL-HUNT, I, L.L.C.** – Through a consent to assignment, Chandelle Services entered into a land lease agreement dated November 21, 2007. They have requested approval for a consent to sublease that recognizes WIL-HUNT, I, L.L.C. as a sub-lessee effective August 1, 2009. All other terms and conditions of the agreement remain the same. Staff recommends approval. SIA
  
11. **\*Lease Agreement – Cooperative Supply, Inc.** – Cenex Cooperative Supply’s legal name has been amended to Cooperative Supply, Inc. The term of the agreement reflecting the name change is for one year commencing January 1, 2010. All other terms and conditions of the previous agreement remain unchanged. Staff recommends approval. SIA
  
12. **\*Signatory Airline Lease and Operating Agreement – Horizon Air Industries d/b/a Horizon Air, Inc.** – The current agreement with signatory airlines expired on December 31, 2009. The term of the new agreement is four years commencing January 1, 2010. Staff recommends approval of the agreement with Horizon Air. SIA
  
13. **\*Air Cargo Building Lease Agreement – Horizon Air Industries d/b/a Horizon Air, Inc.** – The current air cargo building lease agreements expired on December 31, 2009. The new agreements have a four-year term and adjust the rental rates approximately 15 percent effective January 1, 2010. Horizon shall pay annual rent in the amount of \$44,196.78 for 5,526 square feet of cargo space and 224 square feet of common use space. Staff recommends approval. SIA
  
14. **\*Use Agreement (Spokane International) – Pathology Associates Medical Laboratories, LLC** – Pathology Associates recently changed their corporate structure to a limited liability company. This new use agreement, effective January 1, 2010, replaces the previous agreement and provides for the rules and regulations to access the eastside of the airfield. This is a month-to-month agreement and requires a fee of \$90 per month. Staff recommends approval. SIA
  
15. **\*Lease Agreement – Frank A. Thompson, Inc.** – The Washington state lottery office awarded Mr. Thompson the right to operate three lottery machines in the airport. He leases a total of 27 square feet on a month-to-month basis with the term not to extend beyond March 31, 2010. The rental rate shall be \$3.68 per square foot per month or \$99.36 per month. This amount does not include Washington state leasehold tax. Staff recommends approval. SIA

16. **\*Fourth Amendment to Food and Beverage Concession Lease Agreement – Host International, Inc.** – Host leases 266 square feet of office space on Upper B Concourse and the agreement allows for annual rent adjustments. Effective January 1, 2010, the rental rate for the office space is \$25.08 per square foot per annum or \$6,671.28 annually. This amount does not include Washington state leasehold tax. Staff recommends approval. SIA
17. **\*Second Amendment to Concession Agreement – Tamara Pfaffle** – Effective January 1, 2010, the concession agreement to operate a barber shop at the airport was amended to reflect the current legal name of Tamara Pfaffle. All other terms and conditions of the agreement remain in effect. Staff recommends approval. SIA
18. **\*Third Amendment to Concession Agreement – USA Today** – This agreement allows for an annual adjustment of the concession fee on January 1. USA Today will be reducing their newspaper vending machine units from two to one. The monthly concession fee is increased to \$25 per unit or \$300 per year. Staff recommends approval. SIA
19. **\*First Amendment to Use Agreement (Felts Field Airport) – Logistics Delivery Solutions d/b/a Delivery Solutions of America** – The use agreement specifies the rules and regulations for operating at Felts Field and also allows for annual rate adjustments. Effective January 1, 2010, the fee for operations under a use agreement at Felts Field increased to \$35 per month. Staff recommends approval. FF
20. **\*Use Agreement (Felts Field Airport) – Pathology Associates Medical Laboratories, LLC** – Pathology Associates recently changed their corporate structure and are now set up as a limited liability company. The new agreement replaces the previous agreement and it provides for the rules and regulations to access and drive on Felts Field Airport. This agreement is month to month and requires a fee of \$35 per month. Staff recommends approval. FF
21. **\*Second Amendment to Lease and Operating Agreement – Rocket Engineering, Inc.** – The agreement with Rocket Engineering provides for the adjustment of rental rates every five years. Effective November 1, 2009, the rent on 39,376 square feet of land is \$0.14 per square foot per annum and \$0.0125 per square foot per annum for 3,800 square feet of swale area for a total rent of \$5,560.14 per year. This amount does not include Washington state leasehold tax. Staff recommends approval. FF
22. **\*Land Lease Agreement on Beacon Hill – Spokane Regional Emergency Communications (SREC)** – Spokane County Sheriff has leased a site on Beacon Hill as part of the emergency radio system. SREC will take over the site and enter into a new agreement. The current tower and equipment is in need of replacement and is part of a multi-phase project to enhance the quality and coverage of the existing system. The term of the agreement shall be 30 years commencing February 1, 2010. SREC shall lease 4,800 square feet of land and the rental rate for the initial five year period shall be \$0.11 per square foot per month or \$528 per month. Staff recommends approval. FF
23. **\*Fourth Amendment to Lease and Operating Agreement – Inland Northwest Health Services d/b/a Northwest Medstar** – The term of this agreement expired on January 15, 2010 and lessee wishes to exercise one of its options. The term shall be five years commencing January 16, 2010. The rental rate shall be \$0.14 per square foot per annum or \$13,426.70 annually for 95,905 square feet of unimproved land. This rate excludes Washington state leasehold tax. Staff recommends approval. FF

**Regular Agenda**  
(No regular agenda items)

**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 February 17, 2010 in the Airport Boardroom.**