



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 July 16, 2008 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 (06/18/08)**

***Consent Agenda**
(Items #5 - #10)

5. ***Approval of Vouchers**
 Construction Warrant Numbers 002865 – 002883 \$3,173,286.09
 Operational Warrant Numbers 103866 – 104082 \$1,513,781.33

6. ***Lease Agreement for Building 1378, Suite 115 – Diversified Maintenance Systems, Inc.** ABP
 – Lessee has requested to lease approximately 286 square feet as an on-site project management office. The term is one year commencing July 10, 2008. Rent shall be approximately \$13.80 per square foot per annum or \$328.90 per month or \$3,946.80 annually, which does not include Washington state leasehold tax. Staff recommends approval.

7. ***Use Agreement – Majestic Terminal Services** SIA
 – Majestic no longer provides aircraft cleaning services but currently provides cargo handling services for Southwest Airlines. As a service provider for a tenant, a use agreement is required. This is a month-to-month agreement requiring a \$75 per month fee. Staff recommends approval.

8. ***Operating Agreement – Fugazzi, Inc. d/b/a Hotel Lusso** SIA
 - At the April 16, 2008 board meeting, the Airport Board adopted Resolution No. 05-08 defining a fee structure for ground transportation providers. All existing operating agreements were cancelled

effective May 31, 2008. Staff recommends approval of the new operating agreement with Hotel Lusso.

9. ***Second Amendment to Lease Agreement for Building 54 – David A. Pierce** – Mr. Pierce leases 31,413 square feet of land at Felts Field upon which Building 54 is located. The agreement allows for an adjustment of rent effective July 1, 2008 and every five years thereafter. The rent is \$0.16 per square foot or \$5,026.08 annually. Staff recommends approval. FF
10. ***Second Amendment to Lease Agreement for Building 56 – David A. Pierce** – Mr. Pierce leases land at Felts Field upon which Building 56 is located and also leases Parcel A and Parcel B consisting of 14,484 square feet and 12,960 square feet respectively. The agreement allows for an adjustment of rent effective July 1, 2008 and every five years thereafter. The total annual rent for Parcel A and Parcel B shall be \$5,039.04. Staff recommends approval. FF

Regular Agenda

11. **Employee Policy Updates – Compensation/Benefits, Holiday Leave, Annual Leave and Jury Duty Leave** – In 1986, the Airport Board adopted Resolution No. 08-86 that established fringe benefits to full-time, non-represented employees. Upon general review of airport policies, staff and legal counsel recommend modifying this policy to reflect current standards and creating separate policies pertaining to Compensation/Benefits (No. 07-08), Holiday Leave (No. 08-08), Annual Leave (No. 09-08) and Jury Duty Leave (No. 10-08). Staff and Board Personnel Committee recommend approval. SIA, FF, ABP
12. **Change Order No. 2, Taxiway Alpha Rehabilitation and Lighting Upgrade Project Inland Asphalt Paving Company** – In May 2008, the Airport Board awarded a contract to Inland Asphalt for the base bid of this project. Additional funding was allocated by the FAA to complete Alternates 1 and 2 of the project which completes the rehabilitation and lighting work on Taxiway A. Staff recommends approval of change order No. 2 to Inland Asphalt in the amount of \$2,543,951.74. Staff further requests authorization of contingency funds in the amount of \$250,000 for construction contingencies for this project. SIA
13. **Award Construction Contract for Recycle Center Project – Graham Construction** – Three bids for this project were received on July 9, 2008. Staff recommends award of a construction contract to Graham Construction in the amount of \$171,173, which includes Washington state sales tax. Staff further requests authorization of expenditures of up to \$17,000 for construction contingencies for this project. SIA
14. **Award Construction Contract, Southwest Airlines Holdroom Floor Repairs Project Division 9 Finishes** – This project involves improvements to Southwest's holdroom. Two local flooring companies submitted bids. Staff recommends award of a contract for construction services of a unit price of \$8.98 per square foot to a maximum amount of \$42,200 to Division 9 Finishes, which does not include Washington state sales tax. Staff further requests authorization of expenditures of up to \$2,000 for miscellaneous expenses for this project. SIA
15. **Resolution No. 11-08** – This resolution recognizes and commends Jerry Neal for 28 SIA, FF,

years of service as general counsel to the Spokane Airport Board of Spokane International Airport, Felts Field Airport and the Airport Business Park. ABP

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 August 20, 2008 in the Airport Boardroom.