



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 March 19, 2007 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 (02/20/08)**

***Consent Agenda**
(Items #2 - #10)

2. ***Approval of Vouchers**
 Construction Warrant Numbers 002788 – 002799 \$ 325,263.28
 Operational Warrant Numbers 102761 – 102960 \$1,531,364.99

3. ***Fifteenth Amendment to Lease Agreement for Building 2805 and Land – Dix Corporation** – Dix Corporation leases approximately 5,097 square feet of warehouse space and approximately 35,333 square feet of adjacent land in the Business Park. The term of this agreement is one (1) year commencing April 1, 2008. Total annual rent shall be \$12,711.36, which does not include Washington state leasehold tax. Staff recommends approval. ABP

4. ***Lease Agreement for Building 1378, Suite 104 – S.E.R.E. Solutions, Inc.** – The owner of S.E.R.E. Solutions has requested a lease for 792 square feet of office space in the Business Park. The term of the agreement is one (1) year and commenced February 21, 2008. Rent shall be \$910.80 per month or \$13.80 per square foot per annum, which does not include Washington state leasehold tax. Staff recommends approval. ABP

5. ***Lease Supplement No. 002 to Lease Number DTFANM-04-L-00038 – Federal Aviation Administration** – In 2006, the FAA’s master ground lease for premises SIA

designated for the control tower was amended to allow the installation of a fiber optic rack in the airport's lighting regulator building. To facilitate the operational functions of the tower, the FAA requires connectivity and control of the airport lighting system from the new tower and requires 24-hour access to the building. There is no monetary consideration for this agreement. Staff recommends approval.

6. ***Concession Agreement – Onesource Building Services, Inc.** – Effective February 13, 2008, Onesource Building Services performs aircraft cleaning operations for Southwest Airlines and will pay the standard 6.5 percent of gross revenues earned from their operations at the airport. Staff recommends approval. SIA
7. ***Rental Car Quick Turnaround Facility Lease & Operating Agreements – On-Airport Rental Car Operators** – The rental car operators have been operating on a month-to-month basis since June 1, 2007 pending the completion of the rental car enhancement project which includes a new consolidated Quick Turnaround Facility (QTA) anticipated to be completed November 1, 2008. These lease and operating agreements shall commence upon beneficial occupancy and shall expire on May 31, 2012. The operators shall pay \$0.50 per square foot per annum for their premises and they shall also pay a monthly operating and maintenance fee based on their total number of transactions. Staff recommends approval. SIA
8. ***First Amendment to Land Lease Agreement – TA-GEG, LLC** – In November 2007, TA-GEG entered into a land lease agreement for approximately 70,699 square feet of unimproved land to construct three hangar facilities. The FAA 7460-1 has been approved and rent payments shall commence April 1, 2008. The term of the agreement shall be 30 years. The rental rate for the initial five-year period shall be \$0.21 per square foot per annum or \$14,846.79 annually, which does not include Washington state leasehold tax. Staff recommends approval. SIA
9. ***Renewal of Grounds Maintenance Service Program – Four Seasons Landscaping** – In March 2007, Four Seasons Landscaping was awarded a contract to provide landscape maintenance at Spokane International Airport and the Airport Business Park with the option to renew for an additional two years. A new contract was negotiated for a total contract amount of \$136,644.96 for the 2008 season. Staff recommends approval. SIA, ABP
10. ***Seventh Amendment to Custodial Contract – American Building Maintenance Co. (ABM)** – ABM has been providing janitorial service at Felts Field Airport since April 2002. The term of the new contract shall commence on April 16, 2008 and expire on April 15, 2009. The cleaning fee shall be \$2,360.74 per month or \$28,328.88 annually. Staff recommends approval. FF

Regular Agenda

11. **Award Professional Services Contract for Third Runway Alignment Study and Airport Layout Plan Revisions – Mead & Hunt** – The purpose of this study is to confirm a final alignment for the proposed future third runway at the airport and is being funded by a WSDOT grant in the amount of \$150,000. The airport received and reviewed five statements of qualifications in response to the RFP. Staff recommends award of the study to Mead & Hunt of Spokane, Washington, in the amount of \$150,000. Additionally, staff requests funds of up to \$15,000 for incidental costs that may be incurred with this project. SIA

12. **Increase of Construction Contingency to RAC Construction Phase 1 – Inland Asphalt Company** – On September 12, 2007, the Airport Board awarded a contract to Inland Asphalt for Phase 1 construction services of the new Rent-A-Car project and that phase has been substantially completed. It has been proposed that additional landscaping and storm water modifications be made, as well as additional pavement striping. Staff has also determined an urgent need to provide additional parking for employees, which Inland Asphalt is able to construct east of the economy lot. Staff recommends approval of an increase to Inland’s construction contingency in the amount of \$50,000 to cover the final modifications and the overflow parking lot. SIA
13. **Resolution No. 03-08, Real Estate Brokers and Payment of Commissions for Non-Aeronautical Property** – This resolution is designed to encourage real estate brokers to consider the non-aeronautical leased property available. The resolution would offer the broker a period of 90 days from the date of securing a registration form from the airport for a specific parcel and if executed the airport would pay a commission in the amount of 8 percent of the total base rent for the initial term of the lease, not to exceed a maximum of ten years. Staff recommends approval. ABP
14. **Purchase of Six Vehicles for Airport Fleet – Washington State General Services Administration (GSA)** – Airport staff has determined the need to replace several vehicles in its fleet. After thorough research, it was determined that GSA was the least expensive and most reliable way to order several vehicles. Staff recommends approval to purchase six (6) vehicles from GSA in the amount of \$137,555.05 and an additional \$1,000 for licensing all six vehicles. SIA
15. **Resolution No. 04-08, In the Matter of Adopting and Revising Affirmative Action Plans** – The airport updated its affirmative action plans in accordance with Executive Order 11246 and its implementing regulation, 41CFR 60-40.1, 2 and 3. The goal of these plans is to ensure that all qualified persons enjoy equality in employment. Three plan documents were updated, one for minorities and women, one for persons with disabilities and one for veterans. Staff recommends approval. SIA, ABP, FF
16. **Adjustment in Salary for Airport Director** – Based on a review of comparables, the personnel committee recommends an increase in the base salary of the airport director. SIA

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 April 16, 2008 at Felts Field Airport Maintenance Building.