



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 May 20, 2009 Board Meeting

Board meeting held in 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 (04/15/09)**

***Consent Agenda**
(Items #5 - #17)

5. ***Approval of Vouchers**
 Construction Warrant Numbers 003122 – 003137 \$ 279,707.05
 Operational Warrant Numbers 106731 – 106934 \$1,465,101.22

6. ***Lease Agreement for Building 1378, Suite 101 – Acme Concrete Paving, Inc.** – Lessee ABP
 intends to utilize approximately 824 square feet in Building 1378 as an on-site project management office through the duration of the runway extension project. The term of the agreement is one year and six months commencing May 1, 2009. Rent shall be \$14.24 per square foot per annum or \$11,733.76 annually, excluding Washington state leasehold tax. Staff recommends approval.

7. ***Thirteenth Amendment to Lease Agreement for Building 1378, Suites 119 and 120 – E & H Engineering, Inc.** – Lessee utilizes approximately 1,015 square feet in Building 1378 ABP
 for their civil engineering firm. The term of the agreement is month to month and allows for the annual rental adjustment. Effective June 1, 2009, rent shall be \$12.40 per square foot per annum or approximately \$12,586 annually, excluding Washington state leasehold tax. Staff recommends approval.

8. ***Second Amendment to Lease Agreement – Empire Airlines, Inc.** – Empire Airlines has leased storage space in the Airport Business Park on a month to month basis and the agreement allows for an annual rental adjustment. Effective May 1, 2009, rent for the 1,590 square feet of space shall be \$5.64 per square foot per annum or \$8,967.60 annually, excluding Washington state leasehold tax. Staff recommends approval. ABP
9. ***Fuel Facility Use Agreement – Chandelle Services, LLC** – Chandelle Services has entered into an agreement for 12,800 square feet at the airport on which they are constructing a corporate aircraft hangar. They have requested a fuel facility agreement and will pay a four-cent-per-gallon fuel flowage fee. Staff recommends approval. SIA
10. ***Wireless Network Concession Agreement – Concourse Communications Groups, LLC** – The current wireless network concession contract expires on June 30, 2009. The airport advertised request for proposals for wireless network services and five responses were received. Based upon the review and evaluation of the proposals, staff recommends award of a contract to Concourse Communications Group, LLC. The term of the agreement shall be five years with a minimum annual guarantee of \$1,666.67 per month or 35 percent of all gross revenues, whichever is higher. SIA
11. ***Consent to Assignment, Land Lease Agreement – XN Air, LLC to Alan and Kaye Hale Family Limited Partnership** – XN Air entered into a land lease agreement on March 21, 2007 in order to construct a terminal flight center and hangar in support of their FBO business. XN Air has requested that the land lease be assigned to the Alan and Kaye Hale Family Limited Partnership effective May 20, 2009. XN Air will continue to manage the facility and all other terms and conditions of the lease remain the same. Staff recommends approval. SIA
12. ***Landlord Estoppel Certificate and Landlord’s Consent – Flight Deck Spokane, LP and Northwest Business Development Association** – Flight Deck Spokane currently leases 4.75 acres and has constructed a Wingate Inn & Suites Hotel on the property. Lessee is requesting approval of the landlord estoppel certificate and landlord’s consent which are required by lessee’s lender in order to obtain financing. Staff recommends approval. SIA
13. ***Operating Agreement – Spokane Falls Inn, LLC dba Blue Line Airport Express** – The operator of the Travelodge in downtown Spokane has coordinated with other hotels and motels to provide a for-hire transportation service to the airport for their clients. The agreement became effective April 23, 2009 and provides for the rules and regulations of the use of the Ground Transportation Center as well as fee provisions. Staff recommends approval. SIA
14. ***Second Amendment to Lease and Concession Agreement – Flight Deck Spokane, LP** – Flight Deck Spokane entered into a lease and concession agreement in 2007 and constructed a new Wingate Inn & Suites Hotel. Based on a final site plan, the amount of square footage under lease shall be amended to reflect the correct square footage of 207,278 square feet. All other terms and conditions of the agreement remain the same. Staff recommends approval. SIA
15. ***Second Amendment to RAC Quick Turnaround (QTA) Facility Lease and Operating Agreements – Avis Rent a Car System, Budget Rent a Car System, Dollar Rent a Car, Thrifty Car Rental and Enterprise Rent-A-Car** – The rental car operators have requested that the contract with Kodiak Security be canceled and that security be provided through a cable system that will secure the perimeter area of the QTA. The services provided by Kodiak will be canceled as of May 31, 2009. Staff recommends approval. SIA

16. ***Consent to Assumption and Assignment, Land Lease Agreement – W.T.B. Financial Corporation to Chandelle Services, LLC** – Washington Trust Financial Corporation entered into a land lease agreement on November 21, 2007. They have been a subtenant of NA Degerstrom at Felts Field Airport. Washington Trust has requested that the land lease be assigned to Chandelle Services, LLC. All other terms and conditions of the agreement remain the same. Staff recommends approval. FF
17. ***Renewal of Grounds Maintenance Program Contract for 2009 – Four Seasons Landscaping, Inc.** – On March 21, 2007, Four Seasons Landscaping was awarded a contract for grounds maintenance service at Spokane International Airport and the Business Park for one year with options to renew for two additional years. Staff recommends approval of the 2009 grounds maintenance service contract with Four Seasons Landscaping in the amount of \$142,733.78. SIA, ABP

Regular Agenda

18. **Award Professional Services Agreement for Design of New Aircraft Maintenance and Painting Hangar** – The airport is anticipating to design and build a 45,000 square foot aircraft maintenance and painting hangar on the eastside of the airport, contingent upon funding from the Washington State Community Economic Revitalization Board (CERB). Requests for qualification are due May 15 and the Selection Committee will review the proposals on May 19, 2009. Based on the review and evaluation of the proposals, staff will be prepared to make a recommendation for a professional services agreement at the May 20, 2009 board meeting. 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 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 June 17, 2009 in the Airport Boardroom.