



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 October 15, 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 (09/17/08)**

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

- 5. ***Approval of Vouchers**
 Construction Warrant Numbers 002937 – 002960 \$3,490,364.85
 Operational Warrant Numbers 104637 – 104934 \$4,010,877.05

- 6. ***First Amendment to Lease Agreement for Building 1200, Suites 107 and 108 –** ABP
Cobra Roofing Services, Inc. – Cobra Roofing Services has expanded their operations and they have requested additional office and warehouse space in Suite 109. The rent for Suites 107, 108 and 109 containing 7,920 square feet of office space is \$12.50 per square foot per annum. Rent for 1,310 square feet of warehouse space in Suite 109 shall be \$6.50 per square foot per annum. Effective November 1, 2008 and each year thereafter, the rental rate shall be increased by \$0.50 per square foot per annum. Staff recommends approval.

- 7. ***Second Amendment to Lease Agreement for Building 1378, Suite 105 –** ABP
DWG & Associates, Inc. – Since October 2005, lessee has utilized approximately 350 square feet of office space. The term of this agreement shall continue on a month to month basis. The rent shall be \$15.86 per square foot per annum or \$462.58 per month excluding Washington state leasehold tax. Staff recommends approval.

8. ***Seventeenth Amendment to Lease Agreement – County of Spokane (Geiger Corrections Center)** – The term of this lease agreement expired on August 31, 2008 and lessee wishes to exercise the remaining five-year option. Effective September 1, 2008, the annual rent is \$431,799.29 or \$35,983.27 monthly. Staff recommends approval. ABP
9. ***Operating Agreement – The Healing Lodge of the Seven Nations** – The Healing Lodge of the Seven Nations would like to provide a courtesy vehicle service for their clients to and from the airport. This agreement is effective October 1, 2008 and provides for the rules and regulations of the use of the Ground Transportation Center as well as fee provisions. Staff recommends approval. SIA
10. ***First Amendment to Lease Agreement, Building 15 – N. A. Degerstrom, Inc.** – The lease agreement with N.A. Degerstrom expired on September 30, 2008 and lessee wishes to exercise one of their five-year options. Effective October 1, 2008, the rent for 15,025 square feet of space and 62,360 square feet of adjacent ramp is \$2,481.11 per month or \$29,773.35 per year. Staff recommends approval. FF
11. ***Supplemental Lease #4 to Lease Number DTFANM-05-00019 – Federal Aviation Administration (FAA)** – The FAA currently utilizes 2,952 square feet of office space in Building 11 at Felts Field. The agreement allows for an annual rate increase for operating expenses. The FAA proposed that the anniversary date for operating expense adjustments and the funding cycle for lease payments be amended to coincide with their fiscal year. Effective October 1, 2008 through September 30, 2013, the rent for the premises shall be \$38,314.08 per annum. Staff recommends approval. FF
12. ***Cancellation of Lease Agreement for Building 6 and Ramp – Felts Field Aviation, Inc.** – Felts Field Aviation has determined that they no longer need Building 6 and adjacent ramp and have agreed to release the premises to Spokane Turbine Center (STC) prior to the lease expiration date of September 30, 2009. STC has agreed to allow Felts Field Aviation to continue to occupy the building on a month to month basis until December 31, 2008. Staff recommends approval. FF
13. ***Lease Agreement, Building 6 and Ramp – Spokane Turbine Center** – Felts Field Aviation has decided to terminate their lease agreement for Building 6 and adjacent ramp. Spokane Turbine Center will combine this agreement with their current leasehold comprised of Buildings 4 and 5. The term of this agreement shall be approximately 30 years commencing October 6, 2008. The annual rent shall be \$11,898.72 and adjusted every five years. Staff recommends approval. FF
14. ***Third Amendment to Lease Agreement – Spokane County Sheriff** – Since May 2006, the Spokane County Sheriff's department has leased Building 31 at Felts Field and they wish to extend the lease for another year. Effective November 1, 2008, the rent for Building 31 consisting of 10,000 square feet shall be \$0.98 per square foot per annum and \$0.185 per square foot per annum for 19,003 square feet of adjacent ramp. Staff recommends approval. FF
15. ***Second Amendment to Lease Agreement – Valleyford Properties** – This agreement allows for a rental rate adjustment every five years. Effective October 1, 2008, the rental rate for 60,525 square feet of land shall be \$0.145 per square foot per annum or \$8,776.13 annually. Staff recommends approval. FF

16. ***Procurement of Runway and Roadway Deicing Products for 2008-2009 Snow Season** – The Airfield Maintenance Department requests authorization to purchase granular and liquid deicing products in bulk on an as-needed basis for runways, roadways and parking areas for the 2008-2009 snow season. Staff recommends approval. SIA, ABP, FF
17. ***Ratification of Professional Services Agreement for Cascade Mechanical/Electrical/Plumbing (M/E/P) Project** – *Cortner Architectural* – At last month's board meeting, the Airport Board approved award of a professional services agreement for the Cascade Aerospace M/E/P project to Cortner Architectural contingent upon successful negotiation of scope and fee. Negotiations were successful and staff recommends ratification of the agreement to Cortner Architectural in the amount of \$222,525. Staff further requests authorization of expenditures of \$20,000 for expenses incurred for this project. SIA

Regular Agenda

18. **Policy No. 16-08, Adoption of Ethics Policy for Public Officers and Employees** – In keeping with the policies declared by the State of Washington in enacting codes of ethics for public officials, an ethics policy has been developed for public officers and employees of Spokane Airports. The policy outlines ethical guidelines, use of position, conflict of interest, acceptance of gifts and the formation of an Ethics Committee. The Board Personnel Committee and staff recommend approval of Policy No. 16-08. SIA, ABP, FF
19. **2009 Airport Budget Authorization** – The 2009 budget increases signatory commercial carrier landing fees to \$1.50 per 1,000 lbs. and increases the airline terminal charges by 5.5 percent. Expenses have been increased to reflect the escalating cost of the new FAA approved deicing products and funds are allotted for the planning and design of future capital projects which include improvements to the parking areas and airport infrastructure. The Board Finance Committee and staff recommend authorization of the formal submission of the 2009 adopted maintenance and operating budget proposal of \$31,251,281 to the City and the County of Spokane for consideration. SIA, ABP, FF

Staff Reports

- **Engineering Report – 2008 Projects**
- **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 November 19, 2008 in the Airport Boardroom.