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## **BOARD MEETING**

May 19, 2010  
5:30 P.M.  
Airport Board Room

1. Call to Order
2. Flag Salute
3. Visitors
4. Approval of Expenditures for April 2010
5. Approval of Meeting Minutes for April 21, 2010 and April 28, 2010
6. Treasurer's Report for April 2010
7. Fuel Report for April 2010
8. Correspondence
9. New Business
10. Old Business  
Approval of non-exclusive lease commission agreement
11. Central Aircraft Report
12. Airport Manager's Report
13. Board Member Reports

THE BOARD MAY ACT UPON MATTERS NOT LISTED ON THIS AGENDA.

Chehalis-Centralia Airport  
Expenditure Report for  
APRIL 2010

COMPANY	EXPLANATION	AMOUNT
AAA CLEANING	Cleaning Bill for April	\$300.00
AAAE	AAAE Annual Membership Fee	\$275.00
AIR BP	Fuel for Resale (100LL at 4.013)	\$15,045.79
	Fuel for Resale (Jet A at 2.491)	\$11,431.30
	Fuel for Resale (Jet A at 2.585)	\$13,202.95
AIRPORT DEPOT	Fuel for use by tractors & fuel truck	\$96.02
ALPINE PRODUCTS INC.	Blue AA 4x4 Marker and 4x4 hot melt markers	\$156.30
AT&T	Phone bills for 219-8026, 219-8736 and 219-3667	\$101.10
CENEX	Fuel for use by tractors	\$488.43
CHEHALIS RENTALS	Rental of Trencher and Bob Cat (Observation Park)	\$356.07
CITY OF CHEHALIS	Utilities - Water and Sewer	\$211.35
CITY OF CHEHALIS	FEMA Mapping Appeal Costs	\$796.37
CRYSTAL SPRINGS	Rental of Water Coolers, and water (2 months)	\$27.73
CT SPECIALITIES LLC	5 Post Powder Coating (Observation Park)	\$303.80
CUT RIGHT SUPPLY	Plumbing items to fix the urinal	\$14.58
DAILY JOURNAL OF COMMERCE	Advertising for fencing and striping bids	\$666.00
DAVIES PEARSON, P.C.	Dates 03/03/10 to 03/17/10 CCA Retail	\$210.00
DEPT OF LABOR AND INDUSTRIES	1st Quarter Labor and Industries Tax	\$953.86
DEPT OF REVENUE	Monthly Excise Tax (B&O Tax 157.58)	\$2,800.57
DEPT OF REVENUE	1st Quarter Leasehold Tax	\$26,033.39
DJ'S PLUMBING LLC	Backflow Assembly Test (Annual testing)	\$43.16
DISH NETWORK	Network Services (Annual Payment)	\$544.62
DOBYNS, LARRY	Mileage for March	\$176.50
EAST COUNTY JOURNAL	Advertising for fencing and striping bids	\$304.09
EMPLOYMENT SECURITY DEPT	1st Quarter of Unemployment Tax	\$371.07
EXPRESS IRONWORKS	Install lock box on pedestrian gate	\$194.22
FASTENAL	2 washers and 20 acorn nuts	\$35.89
FIREGUARD EXTINGUISHER SERV.	Fire Extinguisher checks and recharges	\$220.12
FORESIGHT SURVEYING	Stake Fencing Project	\$345.00
GOIN POSTAL	Postage (February and March)	\$99.04
GO KEYLESS	Simplex lock for man gate	\$307.95

Chehalis-Centralia Airport

Expenditure Report for

APRIL 2010

J&D POWDER COATING	23 Chem Prep and powder coating for Crossfield Sign (Letters)	\$89.02
KAIJA'S	Plants for Administration Area (5)	\$44.18
LEMAY ENTERPRISES INC	Garbage pickup (Monthly)	\$113.96
LEWIS CO CHEMICAL	Knock out degreaser and urinal blocks and glass cleaner	\$36.79
LEWIS CO PUD	Utilities and Transfer fee (Observation Park - 100.00)	\$1,122.58
LEWIS CO SOLID WASTE	Garbage disposal clean up by leased property	\$16.14
LEWIS CO TREASURER	Taxes - Property - State Forest Patrol	\$35.80
LEWIS CO WORK OPPORTUNITIES	3-6 foot picnic tables	\$323.10
MCGREGOR DOOR&HARDWARE	Keedex Gate Box	\$97.25
PACIFIC WELDING SUPPLIES	Rental of Welder and Wire (Park light poles)	\$70.05
PLATT ELECTRONICS	Wire, 125 Amp Box, PVC, UF Wire, Breaker, Wiring items (Park)	\$1,223.64
QWEST	Monthly bill for the fuel line and business line	\$161.54
RSI NET - LLC	Remote Systems Integration -Annual Fee data service	\$297.00
STAPLES	Toner and ink	\$363.69
THE FARM STORE	Animal trap and plant	\$55.81
THE POWER SHOP	Bushings	\$23.35
TIRES INC	Tire Tube and 23x1050-12 4 ply tire	\$88.43
VISA	Yahoo (2 months), Vonage	\$181.28
WA DEPT OF REVENUE	WA State tax for lights (Observation Park)	\$266.31
<b>TOTAL OPERATING EXPENSE</b>		<b>\$80,722.19</b>

**CAPITAL EXPENSES**

**TOTAL FOR OPERATING AND CAPITAL** **\$80,722.19**

DATE \_\_\_\_\_

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JOHN MCCORD
DAN FOSTER
KEN SABIN

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JOHN SPEARS
FRANK DEVAUL
JERRY ZABRISKIE

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ROBERT SCHROETER



Chehalis-Centralia Airport Board  
Board Meeting  
April 21, 2010  
Meeting Minutes

The April 21, 2010 meeting was called to order at 5:30 P.M. The meeting was held in the boardroom at the Chehalis-Centralia Airport. Board members present; John McCord, Chair, Dan Foster, Vice Chair, Ken Sabin, Treasurer and Board members Jerry Zabriskie, Frank DeVaul and John Spears. Others present: Allyn Roe (Airport Manager), Ladonna Neiser (Administrative Assistant), Bill Schultie (Lewis County Commissioner), and Wally Jordan (Owner of Central Aircraft).

The Meeting opened with the flag salute.

**Visitors: There were no visitors.**

**Expenditure Report for the March 2010:**

The Expenditures for March 2010 were discussed. Allyn explained that the Corps of Engineers were paid back the \$80,426.48 for the levee work, which will be completed in 2010. The other purchases for March included the lights for the Observation (Crossfield) Park and the tree falling for the north end of the runway by Buck's Logging. The trees still need to be removed, but they are down. Larry has been subpoenaed for the hearing on the two individuals who had stolen wood from this location. A request was made to post the property "No Trespassing". A motion to approve the expenditure report will be included in the motion to approve the meeting minutes.

**Meeting Minutes for March 2010:**

The meeting minutes for March were reviewed. There were no changes made. Jerry Zabriskie moved to approve the Expenditure Report for March as well as the Meeting Minutes. Dan Foster 2<sup>nd</sup> the motion and it was passed unanimously by the Board.

**Treasurer's Report for March 2010:**

The income for March was \$105,177.33 and the expenses were \$129,564.82 with a loss of \$24,387.49. Even though there is a loss for this month due to the levee payment, there is an overall gain of \$44,741.12 for the 1<sup>st</sup> quarter.

**Fuel Report:**

The Board sold 4,449.690 gallons of 100 low lead fuel and 5,176.690 gallons of Jet A fuel in March. The total amount of money collected was \$36,098.56 and the total profit was \$1,347.69. The fuel truck pumped 5,036.70 gallons in the month of March. There has been a request for fuel for the Government who is flying and checking the power lines and we sold some fuel to other corporate jets. Allyn explained that the fuel sales were down in April and hopefully fuel sales will increase as the weather gets better. This will be shown in

next month's fuel report. This is the lowest amount of fuel sales we have had in April in four years.

Current fuel prices are \$3.52 self-service for Jet A fuel and \$3.62 for full-service. 100LL fuel is \$4.38.

**Correspondence: Nothing to list**

**New Business:**

Resolution 10-2 – This Resolution replaces the 2005-02 Resolution for Lewis County Local Mitigation Plan passed by the Chehalis-Centralia Airport Board on January 5, 2005. Bill Schultie explained that the Hazard Mitigation Flood Planning process is required for all counties to ensure everything that can be done to prevent damage from flood or natural disaster is done. The Airport has identified and worked on most issues related to damage prevention. We are working on the above ground fuel tanks. Other than that, most of the identified preventative measures have been completed. Ken Sabin made a motion to approve the Lewis County Multi-Jurisdictional Hazard Mitigation Plan, as outlined in Resolution 10-2. Frank DeVaul seconded the motion and all Board members voted to approve this action.

**Old Business: There wasn't any old business**

**Central Aircraft Repair:**

Wally said the insurance on his planes came in and nothing has changed. He doesn't know what will happen when the liability insurance for the building comes in July.

Wally attended the public meeting on the Flood Authority and was concerned there was a lack of representation of the Airport. He believes it is important for us to attend these meetings. John McCord said his concern is duly noted.

**Airport Manager's Report:**

Lease Commission Agreement – Allyn explained that the Lease Commission Agreement is a generic agreement that can be made with any agency that brings tenants to develop airport property. The commission would be paid upon signing a binding lease and then an additional amount would be paid upon opening the business. This agreement has been reviewed by the Airport Attorney. The board had some concerns and tabled this issue until April 28<sup>th</sup> or May 19<sup>th</sup>.

2010 FAA AIP Project – The bids have been published for the fencing and runway striping projects. There has been quite a bit of interest and the bids are due by 11:00 a.m. on April 28<sup>th</sup> and will be opened at the noon meeting. A special meeting notice will be posted.

FEMA Maps – In addition to Allyn's Airport Manager reports, Bill Schultie said there will be a commissioner's meeting tomorrow to discuss the needs and funding matrix regarding the mapping. The primary focus for the modeling runs will be: 1) Are there any erroneous information in the FEMA Mapping report? 2) What is the right data? 3) What is the difference between flood way and flood zone based on the correct data? The answers to these questions will be based on scientific research with correct answers.





Chehalis-Centralia Airport Board  
 Special Board Meeting  
 April 28, 2010  
 Meeting Minutes

The April 28, 2010 meeting was called to order at 12:00 P.M. The meeting was held in the boardroom at the Chehalis-Centralia Airport. Board members present; John McCord, Chair, and Board members Jerry Zabriskie, Frank DeVaul and John Spears. Others present: Allyn Roe (Airport Manager), and Ladonna Neiser (Administrative Assistant). The meeting was opened with a flag salute.

**Visitors:** The following visitors were present: Lee Mudd, Quality Fence Builders, Paul Pohlman, Owl Fencing Inc., John Lohn, Town's Country Fencing Company of Oregon, Terry Spence of Apply-A-Line, and Chris Lindstrom from Summit Fence Company.

**Bid Openings and Award of Fencing and Runway Striping Projects:**

The bid for Runway Paint was opened:

There was only one bid by Apply-A-Line for a total of 36,840.30. Item 1 – Runway painting per square foot was 52 cents. Item 2 was for prep work and was 24 cents a foot.

John Spears made a motion to accept the bid from Apply-A-Line contingent on all bid items submitted being valid, Jerry Zabriskie 2<sup>nd</sup> the motion and all Board members were in favor of the motion.

The fencing bids were as follows:

Name of Company	Total	Item 1	Item 2	Wa Lic.
Quality Fence Builders	\$71,644.52	19.20 cents per ft.	\$ 831. Gate	√
Summit Fence Company	\$70,874.11	19.00 cents per ft.	\$ 800. Gate	√
Town & Country Fence	\$70,141.47	18.60 cents per ft.	\$1,487. Gate	√
Owl Fencing Incorporated	\$58,613.76	15.62 cents per ft.	\$ 980. Gate	√
Express Ironworks	\$60,251.36	16.00 cents per ft.	\$1,200 Gate	√
Seawest Construction Inc.	\$74,774.70	20.00 cents per ft.	\$1,000 Gate	√
Fence Specialists	\$65,012.62	17.20 cents per ft.	\$1,304. Gate	√
Walla Walla Fence Company	\$79,085.90	21.17 cents per ft.	\$1,000 Gate	√
Northwest Fence Company	\$81,738.28	21.75 cents per ft.	\$1,000 Gate	√

John Spears made a motion that contingent that all items in the bid packet are correct, Owl Fencing Incorporated has been awarded the fencing bid. Jerry Zabriskie seconded the motion and all Board members present were in favor of the motion. Allyn explained that the bid packet and the outcome of the bids will be sent to FAA. After FAA approves of the packet and contractor, then the Board, City of Chehalis, and County have to accept it. It will most likely be the end of June or July before the fencing project can begin. Once it starts, the company has twenty days to finish the project.

Lease Commission Agreement – Allyn has worked on the lease commission agreement and also did some research work with the Ports and other Airports to find out about their commission agreements. Allyn explained earnest money could be used to cover risk of commission. In 7A of the agreement it explains how the commission is computed and in 7B when it is paid. After much discussion and some changes in the wording, Frank DeVaul asked Allyn to make the changes, have Bill Hillier check it and then we may like to see how the agreement would work.

The meeting was adjourned at 1:10 p.m.

**DATE** \_\_\_\_\_

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John McCord

Dan Foster

Ken Sabin

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Frank DeVaul

John Spears

Jerry Zabriskie

Robert Schroeter

**EXPENSE AND INCOME REPORT FOR CHEHALIS-CENTRALIA AIRPORT 2010**

	INCOME- COLLECTED W/O TAXES & TAXES COLLECTED									INCOME TOTAL	EXPENSES PAID		EXPENSE TOTAL	PROFIT/LOSS
	HANGARS	COMM	PVT HG	FUEL April	PVT FUEL May	PRK	TX COLL	MISC	INTEREST		EXPENSES	SALARIES		
Jan	\$4,805.00	\$60,144.91	\$0.00	\$12,134.11	\$14,579.58	30	\$9,580.47	\$51.23	\$233.28	<b>\$101,558.58</b>	\$76,638.55	\$15,905.66	<b>\$92,544.21</b>	\$9,014.37
Feb	\$4,861.50	\$68,023.42	\$0.00	\$19,707.78	\$11,475.02	0	\$10,447.65	\$35.92	\$189.31	<b>\$114,740.60</b>	\$39,472.86	\$15,153.50	<b>\$54,626.36</b>	\$60,114.24
Mar	\$5,148.55	\$60,363.70	\$0.00	\$17,258.59	\$12,589.57	0	\$9,473.62	\$160.25	\$183.05	<b>\$105,177.33</b>	\$114,662.04	\$14,902.78	<b>\$129,564.82</b>	(\$24,387.49)
<b>1qtr</b>	<b>\$14,815.05</b>	<b>\$188,532.03</b>	<b>\$0.00</b>	<b>\$49,100.48</b>	<b>\$38,644.17</b>	<b>30</b>	<b>\$29,501.74</b>	<b>\$247.40</b>	<b>\$605.64</b>	<b>\$321,476.51</b>	<b>\$230,773.45</b>	<b>\$45,961.94</b>	<b>\$276,735.39</b>	<b>\$44,741.12</b>
Apr	\$5,301.81	\$68,268.41	\$0.00	\$19,756.35	\$12,176.11	0	\$10,472.22	\$56.98	\$166.02	<b>\$116,197.90</b>	\$80,722.19	\$16,564.94	<b>\$97,287.13</b>	\$18,910.77
May														
June														
<b>2qtr</b>														
Jul														
Aug														
Sep														
<b>3qtr</b>														
Oct														
Nov														
Dec														
<b>4qtr</b>														
<b>y-d</b>	<b>\$20,116.86</b>	<b>\$256,800.44</b>	<b>\$0.00</b>	<b>\$68,856.83</b>	<b>\$50,820.28</b>	<b>\$30.00</b>	<b>\$39,973.96</b>	<b>\$304.38</b>	<b>\$771.66</b>	<b>\$437,674.41</b>	<b>\$311,495.64</b>	<b>\$62,526.88</b>	<b>\$374,022.52</b>	<b>\$63,651.89</b>

\* REPORT ON CASH BASIS

BofA Bond	Payment	Interest	Principal	Balance
6/1/2010	\$158,102.91	\$65,426.78	\$92,676.13	\$2,936,341.28
12/1/2010	\$158,102.91	\$63,424.97	\$94,677.94	\$2,841,663.34
2017 Call				
Lost Revenue	\$264.35	Hangars		
		1-S & 1-F		

INVESTMENTS IN STATE INVESTMENT POOL		
2/28/2010	\$1,480,873.72**	0.27%
3/31/2010	\$1,434,199.30	0.26%
4/30/2010	\$1,454,468.07	0.25%

\*\* \$100k transfer to committed funds

COMMITTED INVESTMENTS	
4/30/2010	\$100,000.00

Account	Account Name	Orig. - Exp	Revised Exp	Revised Delta	YTD	2010 YTD	Remaining	Apr-10	Comments
546.10.10.00	SALARIES & WAGES	180,000	180,000		61,616.88	34.23%	118,383.12	15,654.94	
	PERSONNEL BENEFITS	1,100	1,100		371.07	33.73%	728.93	371.07	unemployment
546.10.21.00	INDUSTRIAL INSURANCE	4,200	4,200		953.86	22.71%	3,246.14	953.86	Labor and Industries
546.10.22.00	SOCIAL SECURITY	14,500	14,500		4,495.71	31.00%	10,004.29	1,124.94	
546.10.23.00	RETIREMENT	12,000	12,000		3,187.69	26.56%	8,812.31	810.23	
546.10.24.00	MEDICAL INSUR	23,000	18,756	(4,244)	6,324.00	33.72%	12,432.00	1,595.00	HSA Premiums
546.10.24.08	HSA-VEBA FUND	0	4,500	4,500	1,500.00	33.33%	3,000.00	375.00	HSA Premiums
546.10.31.00	OFFICE & OPER SUPPL	15,000	15,000		5,687.56	37.92%	9,312.44	736.45	
546.10.32.00	FUEL CONSUMED	5,000	5,000		1,130.78	22.62%	3,869.22	445.43	
546.10.33.00	FUEL FOR RESALE	407,000	407,000		104,870.41	25.77%	302,129.59	39,680.04	
546.10.35.00	SMLL TOOLS & MNR EQP	20,000	20,000		4,608.24	23.04%	15,391.76	405.20	
546.10.41.00	PROFESSIONAL SERVICE	50,000	50,000		8,647.12	17.29%	41,352.88	434.02	
546.10.42.00	COMMUNICATIONS	5,000	5,000		1,205.05	24.10%	3,794.95	440.50	
546.10.42.01	POSTAGE	800	800		144.69	18.09%	655.31	99.04	
546.10.43.00	TRAVEL	6,000	6,000		526.47	8.77%	5,473.53	176.50	
546.10.44.00	ADVERTISING	1,000	1,000		970.09	97.01%	29.91	970.09	Call for bids - EE-Commerce
546.10.45.00	OPER RENTALS & LEASE	5,000	5,000		2,433.50	48.67%	2,566.50	440.22	
546.10.46.00	INSURANCE	12,000	12,000		4,490.44	37.42%	7,509.56	0.00	
546.10.47.00	UTILITIES	17,000	17,000		4,865.37	28.62%	12,134.63	1,892.51	
546.10.48.00	REPAIRS & MNTENANCE	125,000	125,000		2,807.63	2.25%	122,192.37	242.23	
546.10.49.00	MISCELLANEOUS	2000	2000		111.73	5.59%	1,888.27	26.91	
521.90.49.00	PROCESSING FEES FOR FUEL	0	0		1,618.68	0.00%	-	440.49	Credit Card Fees
546.10.49.01	TRAINING	3000	3000		0.00	0.00%	3,000.00	0.00	
546.10.49.02	DUES & SUBSCRIPTIONS	4,000	4,000		597.00	14.93%	3,403.00	297.00	
546.10.51.00	INTRGOVTL-PROF SVCS	10,000	10,000		127.25	1.27%	9,872.75	0.00	
546.10.53.00	INTRGOVTL-EXTRNL TAX	2,200	2,200		517.18	23.51%	1,682.82	193.38	
546.10.96.05	INTRFND-CNTY INS-NON	0	0		0.00	0.00%	-	0.00	
592.46.80.00	DEBT SERVICE:INTEREST	128,852	128,852		0.00	0.00%	128,852.00	0.00	Interest
592.46.70.00	LONG TERM EXTL DEBT	187,355	187,355		0.00	0.00%	187,355.00	0.00	Principle
594.46.64.00	MACHINERY & EQUIPMENT	0	0		0.00	0.00%	-	0.00	
594.46.61.00	LAND	0	0		-9,055.00	0.00%	-	0.00	Air Avigation
594.46.63.00	OTHER IMPROVEMENTS	150,000	150,000		85,691.23	57.13%	64,308.77	1,893.75	Observation Park
<b>Total Expenses</b>		<b>1,391,007</b>	<b>1,391,263</b>	<b>256</b>	<b>300,444.63</b>	<b>21.60%</b>	<b>1,090,562.37</b>	<b>69,698.80</b>	

Account	Account Name	Org. - Rev	Revised Rev	Revised Delta	YTD	2010	Remaining	Apr-10	Comments
331.20.10.60	FAA-AIRPORT IMPROVEM	150,000	150,000	-	0.00	0.00%	150,000.00	0.00	
334.01.80.00	DEPT OF MILITARY (ST)	0	0	-	8,408.40		(8,408.40)	0.00	PW 18, PW19 -2009 flood
333.97.03.60	FEMA DISASTER RELIEF	0	0		0.00		-	0.00	
334.03.65.00	DOT-AERONAUTICS	0	0		0.00		-	0.00	
344.50.00.00	FUEL SALES	440,000	440,000		119,579.54	27.18%	320,420.46	32,792.77	Private and Credit crd
361.11.00.00	INVESTMENT INTEREST	15,000	15,000		771.66	5.14%	14,228.34	166.02	
362.30.00.00	PARKING/DEPOSITS	2,000	2,000		30.00	1.50%	1,970.00	0.00	
362.50.00.00	SPC&FACL LSES-LONG	68,447	68,447		20,116.86	29.39%	48,330.14	5,301.81	
369.10.00.00	SALE OF SCRAP/SURPLUS	0	0		51.23		(51.23)	0.00	Phone - surplus
362.90.00.00	OTHR RNTS&USE CHRGS	1,000	1,000		0.00	0.00%	1,000.00	0.00	
369.90.00.00	MISC REVENUE-OTHER	2,000	2,000		253.15	12.66%	1,746.85	56.98	util-cen air, (-268.36) Air BP
367.11.00.00	CON/DON-PRIVATE SOURCES	0	0						
391.50.00.00	LEASE RCPTS-CAPITAL	759,136	759,136		256,800.44	33.83%	502,335.56	68,268.41	
398.00.00.00	INSURANCE RECOVERIES	0	0					0.00	
<b>Total Revenues</b>		<b>1,437,583</b>	<b>1,437,583</b>	<b>-</b>	<b>406,011.28</b>	<b>28.24%</b>	<b>1,031,571.72</b>	<b>106,585.99</b>	
<b>Profit / Loss</b>		<b>46,576</b>	<b>46,320</b>		<b>105,566.65</b>			<b>36,887.19</b>	
<b>Apr-10</b>	<b>\$1,554,648.07</b>	<b>Book Value</b>							



# Airport Managers Report May 19, 2010

## Items for Open Session

I would like to discuss the items marked with asterisks. All other items can be discussed by request.

**\*Lease Commission Agreement** – I revised the agreement based on our discussions last month. I am presenting the attached agreement and ask the Board for their approval in executing such agreements.

**\*2010 FAA AIP Project** – Bids were opened during the special meeting on April 28<sup>th</sup> for the Runway Paint and Security Fencing projects. Apply-A-Line was the only bidder on the runway paint project with a bid at \$36,840. We had nine bidders for the fencing project with the lowest bidder being Owl Fencing at \$58,613 (\$15.62/lf). Attached is the complete bid tabulation. The specifications and bids for the Snow Removal Equipment will hold up the grant offer for the other projects. I will most likely postpone the Snow Removal Equipment project to next year so we can proceed with the other two projects.

**\*FEMA Maps** – I would like to provide an update and discuss our FEMA Mapping issue.

**\*Latecomer Fees** – I would like to give an overview of latecomer fees the City is proposing based on existing ordinances for our commercial development.

**Timber bid** – We will be soliciting proposals from logging contractors next month. The scope of work will involve the purchase of our fallen timber north of the airport, removing of such timber, and the site cleanup.

**Observation Park** – The trees were planted and 80 yards of topsoil was brought in. We will begin concrete work in early June and install the sign shelters soon after.

**\*Levee Rehabilitation** – It appears the Corps will be commencing construction soon for the levee rehabilitation project. A pre-construction meeting will be held at the Airport on May 17 so I will have additional information at the Board meeting.

**\*Litter Pickup** – We contracted with Work Opportunities to assist us in picking up the litter in the commercial development. They removed approximately 500 lbs over a few day period. I would like to evaluate contracting with them to assist us in removing the drain rock from the roundabout and sidewalk planters.

**Upcoming Events** – Army Corps Levee Pre-Construction Meeting (Airport)  
May 24

Annual FAA AWOS Inspection (Airport)  
May 19 – Allyn, FAA, Comtek Services

WSDOT Aviation Land Use Planning Review (Cheh. Port Meeting Room)  
May 25 3pm - 5pm

**NON- EXCLUSIVE LEASE COMMISSION AGREEMENT**  
**(Chehalis, Washington)**

**THIS LEASE COMMISSION AGREEMENT (“Agreement”)** is made, entered into, and executed this 19<sup>th</sup> day of May 2010 by and between **CHEHALIS-CENTRALIA AIRPORT GOVERNING BOARD (“Lessor”)** and **FIRST WESTERN PROPERTIES – TACOMA, INC. (“Broker”)**.

**PRELIMINARY STATEMENTS**

A. Lessor desires to lease commercial retail land it controls as described in Exhibit A (“the Property”) and to have the Property marketed to prospective Tenants by a real estate broker who will be compensated through a commission paid as defined in this agreement.

B. Broker desires to market the Property to prospective Tenants and be compensated a commission paid as defined in this agreement.

**TERMS OF THE AGREEMENT**

IN CONSIDERATION of the mutual covenants of the parties and other good and valuable consideration, Lessor and Broker agree as follows:

1. Broker will actively present the Property to prospective Tenants, or the duly appointed real estate agents acting on the behalf of those Tenants.

2. Broker shall inform Lessor of these presentations by copy of a presentation letter or by providing email correspondence. In receipt of a presentation letter or other correspondence, Lessor shall add Broker and Tenant to a Tenant Marketing List within three business days excluding weekends and holidays.

3. The Tenant Marketing List as approved by the Lessor shall include a list of prospective Tenants, along with the Broker representing the prospective Tenant as defined above.

4. Lessor shall not enter into another Agreement with another Broker or the Tenant directly for a Tenant listed on the Tenant Marketing List.

5. In the event Lessor begins discussions or encumbers any part of the Property other than those tenants and brokers on said marketing list, Lessor shall inform Broker of its activities.

6. The duration of this agreement shall run through 11:00 PM, November 19, 2010, at which point it becomes a month by month agreement; unless terminated by either party on 30 days written notice. In the event of Termination by written notice, the Terms and Commissions payable in this agreement shall apply to those prospective Tenants on the Tenant Marketing List for a period of six (6) months following the date of termination, with or without additional involvement on Broker’s part.

7. Lease Commissions:

- a. Computation of Commissions: Commission shall be computed equal to 6% percent of the gross lease income for the first five (5) years, and 3% of the gross lease income for years six (6) through (20) of the Primary lease term under the lease. Rental escalations, if not specifically outlined in the lease, shall be deemed to be 2% annually. No commission shall be paid past lease terms of twenty (20) years no matter the initial lease term or any option periods.

- b. Time of Payment: Said commission shall be due and payable half upon mutual execution of a land lease and removal of all contingencies therein, and second half upon tenant opening for business to the public. First half of said commission shall be contingent on Tenant depositing an amount equal to the first half of said commission into an escrow account and such terms being included in the Ground Lease agreement between Lessor and Tenant. Broker shall split commissions paid by Lessor on a 50/50 basis with any other agent representing a tenant who signs a non contingent ground lease.

8. Broker fully understands this is not an exclusive agreement and similar agreements can be offered to other real estate brokers.

9. This Agreement may not be modified other than by an agreement in writing signed by the parties or by their respective successors in interest.

To indicate their agreement to the above, the parties or their authorized representatives or officers have signed this Agreement.

LESSOR:

BROKER:

**CHEHALIS-CENTRALIA AIRPORT  
GOVERNING BOARD**

**FIRST WESTERN PROPERTIES -  
TACOMA, INC.**

By: \_\_\_\_\_  
Allyn J. Roe

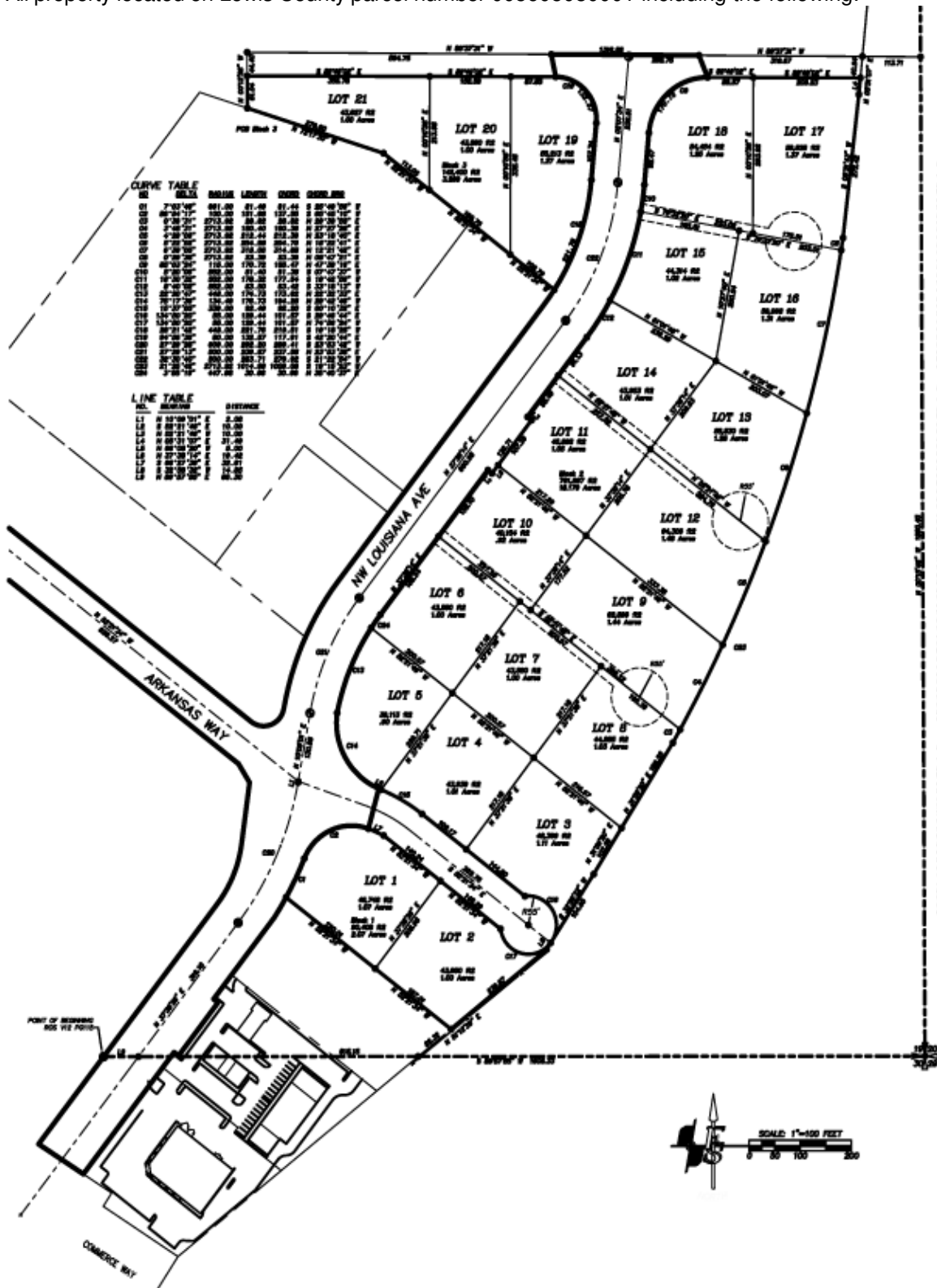
By: \_\_\_\_\_  
Daniel T. Durr

Its:  Airport Manager

Its:  Broker

**EXHIBIT "A"**  
 Legal Description "The Property"

All property located on Lewis County parcel number 005605080001 including the following:



**Block 1**

That portion of the southeast quarter of Section 19, Township 14 North, Range 2 West, of the Willamette Meridian, Lewis County, Washington, described as follows: Commencing at the southeast corner of said Section 19; thence South 89°57'55" West 1606.33 feet to the Point of Beginning of that survey recorded in Book 12 page 115, records of Lewis County, Washington; thence North 89°57'55" East 615.15 feet, to the westerly right of way line of Interstate 5, as shown on pages 27 and 28 of State Highway drawings for SR-5, "Koontz Road to Thurston County Line", dated November 6, 1969; thence North 51°12'29" East 82.32 feet along said westerly line to the True Point of Beginning; thence North 52°21'34" West 407.04 feet, to the easterly right of way line of NW Louisiana Avenue, to the beginning of a non-tangent curve, the radius point of which bears North 60°37'33" West 661.00 feet; thence along said curve, through a central angle of 7°03'48" for 81.49 feet; to the beginning of a non-tangent curve, the radius point of which bears South 67°41'58" East 100.00 feet; thence along said curve, through a central angle of 86°54'17" for 151.68 feet; thence South 66°27'39" East 32.61 feet; thence South 52°21'34" East 288.53 feet; to the beginning of a non-tangent curve, the radius point of which bears North 82°28'46" East 55.00 feet; thence along said curve, through a central angle of 134°50'20" for 129.44 feet; thence South 32°58'32" West 14.85 feet, to the westerly right of way line of Interstate 5; thence South 51°12'29" West 239.87 feet, along said westerly line to the point of beginning. Containing an area of 90,408 ft<sup>2</sup> or 2.075 Acres.

**Block 2**

That portion of the southeast quarter of Section 19, Township 14 North, Range 2 West, of the Willamette Meridian, Lewis County, Washington, described as follows: Commencing at the southeast corner of said Section 19; thence North 00°15'48" West 1885.52 feet, along the east line thereof, to the north line of the south 575.00 feet of said subdivision; thence North 89°37'31" West 113.75 feet, along said north line to the westerly right of way of Interstate-5 as shown on pages 27 and 28 of State Highway drawings for SR-5, "Koontz Road to Thurston County Line", dated November 6, 1969, and the Point of Beginning; thence along said westerly right of way through the following courses, South 5°31'07" West 31.49 feet; thence South 6°31'43" West 272.42 feet; to the beginning of a non-tangent curve, the radius point of which bears North 81°27'28" West for 2713.92 feet; thence along said curve, through a central angle of 21°25'42" for 1014.99 feet; thence South 31°59'20" West 292.11 feet; thence South 32°58'32" West 154.65 feet; to the beginning of a non-tangent curve, the radius point of which bears North 52°21'34" West 55.00 feet; thence leaving said right of way line, along said curve, through a central angle of 134°50'20" for 129.44 feet; thence North 52°21'34" West 253.97 feet; to the beginning of a curve, the radius point of which bears South 37°38'26" West 339.00 feet; thence along said curve, through a central angle of 15°37'55" for 92.49 feet; thence North 66°08'20" West 5.00 feet, to the easterly right of way line of NW Louisiana Avenue, and the beginning of a non-tangent curve, the radius point of which bears North 22°38'26" East 134.49 feet; thence along said easterly line through the follow courses, along said curve, through a central angle of 75°17'36" for 176.73 feet, to the beginning of a non-tangent curve, the radius point of which bears South 78°37'53" East 447.98 feet; thence along said curve, through a central angle of 26°16'09" for 205.39 feet; thence North 37°38'14" East 344.64 feet; thence South 52°21'46" E 10.00 feet; thence North 37°38'14" East 126.71 feet; thence North 52°21'46" West 10.00 feet; thence North 37°38'14" East 189.63 feet; to the beginning of a curve, the radius point of which bears North 52°21'46" West 552.00 feet; thence along said curve, through a central angle of 32°30'40" 313.22 feet; thence North 5°07'34" East 98.47 feet; to the beginning of a curve, the radius point of which bears South 84°52'26" East 115.00 feet; thence along said curve, through a central angle of 85°03'24" for 170.72 feet; thence leaving the easterly right of way line of Louisiana Avenue, South 89°49'02" East 298.8 feet; to the point of beginning. Containing an area of 791,897 ft<sup>2</sup> or 18.179 Acres.

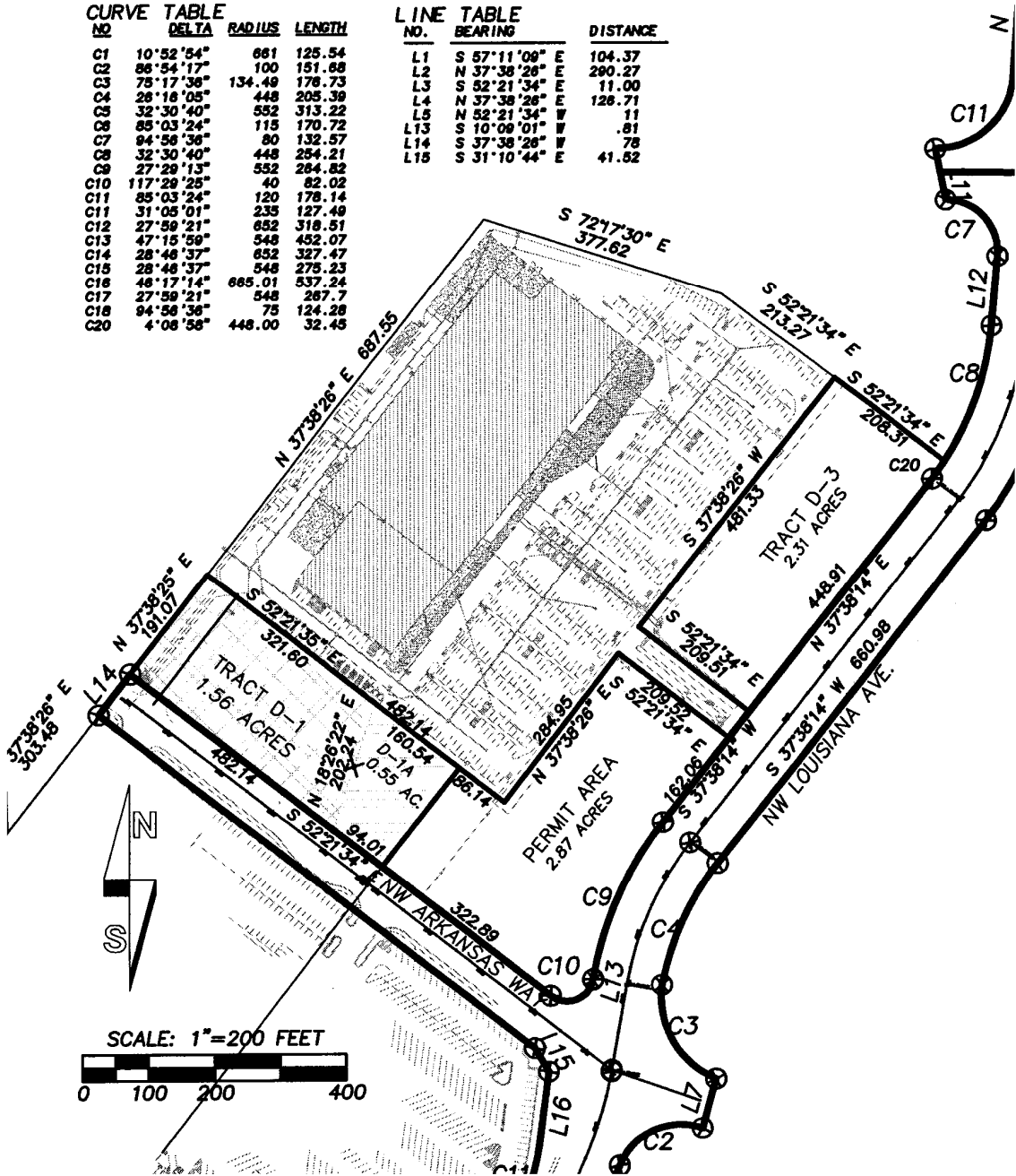
**Block 3**

That portion of the southeast quarter of Section 19, Township 14 North, Range 2 West, of the Willamette Meridian, Lewis County, Washington, described as follows: Commencing at the southeast corner of said Section 19; thence North 00°15'48" West 1885.52 feet, along the east

line thereof, to the north line of the south 575.00 feet of said subdivision; thence North 89°37'31" West 1316.88 feet, along said north line; thence South 0°12'56" East 105.44 feet, to the north boundary of the Home Depot Lease, and the Point of Beginning; thence North 0°12'56" West 61.04 feet; thence South 89°49'02" East 603.2 feet, to the westerly right of way line of NW Louisiana Avenue, to the beginning of a curve, the radius point of which bears South 0°10'58" West 80.00 feet; thence along said curve, through a central angle of 94°56'36" for 132.57 feet; thence South 5°07'34" West 107.74 feet; to the beginning of a curve, the radius point of which bears North 84°52'26" West 448.00 feet; thence along said curve, through a central angle of 28°21'42" for 221.76 feet; thence leaving said right of way line, North 52°21'34" West 421.58 feet along the north boundary line of the Home Depot Lease and said boundary extended southeasterly; thence North 72°17'30" West 279.6 feet; to the point of beginning. Containing an area of 142,400 ft<sup>2</sup> or 3.269 Acres.

CURVE TABLE			
NO	DELTA	RADIUS	LENGTH
C1	10°52'54"	681	125.54
C2	86°54'17"	100	151.68
C3	75°17'36"	134.49	176.73
C4	28°16'05"	448	205.39
C5	32°30'40"	552	313.22
C6	85°03'24"	115	170.72
C7	94°56'36"	80	132.57
C8	32°30'40"	448	254.21
C9	27°29'13"	552	284.82
C10	117°29'25"	40	82.02
C11	85°03'24"	120	178.14
C12	31°05'01"	235	127.49
C13	27°59'21"	652	318.51
C14	47°15'59"	548	452.07
C15	28°46'37"	652	327.47
C16	28°46'37"	548	275.23
C17	46°17'14"	665.01	537.24
C18	27°59'21"	548	267.7
C19	94°56'36"	75	124.28
C20	4°06'58"	448.00	32.45

LINE TABLE		
NO.	BEARING	DISTANCE
L1	S 57°11'08" E	104.37
L2	N 37°38'26" E	290.27
L3	S 52°21'34" E	11.00
L4	N 37°38'26" E	128.71
L5	N 52°21'34" W	11
L13	S 10°09'01" W	.81
L14	S 37°38'26" W	78
L15	S 31°10'44" E	41.62



**Chehalis-Centralia Airport**  
**Tenant Marketing List**  
for Non-Exclusive Lease Commission Agreements

<b>Broker</b>	<b>Prospective Tenant</b>	<b>Tenant Contact</b>	<b>Date Added</b>
First Western Properties - Tacoma	Olive Garden	Joseph Tavormina	5/19/2010
First Western Properties - Tacoma	IHOP	Mohammad Khadar	5/19/2010
First Western Properties - Tacoma	AutoZone		5/19/2010
First Western Properties - Tacoma	Sonic Drive In		5/19/2010
First Western Properties - Tacoma	Fred Myer	Tom Gibbons	5/19/2010
First Western Properties - Tacoma	Winco Foods		5/19/2010
First Western Properties - Tacoma	Schucks	Mike Olsen	5/19/2010

Tabulation of Bids

Project Name: 2010 Airport Perimeter Fencing  
 FAA AIP No: 3-53-0012-012  
 Bid Opening Date: 4/28/2010 12:00 pm

Bid Summary			
Rank	Bidder	Total Bid	% Over Low Bid
1	OwN Fencing Inc.	\$58,613.76	100%
2	Express Ironworks	\$60,251.36	103%
3	Fence Specialists, LLC	\$65,012.62	111%
4	Town & Country Fence	\$70,141.47	120%
5	Sumit Fence Company	\$70,874.12	121%
6	Quality Fence Builders, Inc.	\$71,644.52	122%
7	SeaWest Construction	\$74,774.70	128%
8	Walla Walla Fence Co.	\$79,085.90	135%
9	Northwest Fence Co.	\$81,223.07	139%

				Bidder #1 Owl Fencing Inc. 2111 Garrett Street Enumclaw, WA 98022		Bidder #2 Express Ironworks PO Box 137 Napavine, WA 98565		Bidder #3 Fence Specialists, LLC 926 96th Street East Tacoma, WA 98445		Bidder #4 Town & Country Fence 8810 Southeast Herbert Court Clackamas, OR 97015	
Bid Item	Bid Item Description	Unit	Quant	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Chain-Link Fencing	L.F.	3415	\$ 15.62	\$ 53,342.30	\$ 16.00	\$ 54,640.00	\$ 17.26	\$ 58,947.72	\$ 18.60	\$ 63,519.00
2	Driveway Gate	L.S.	1	\$ 980.00	\$ 980.00	\$ 1,200.00	\$ 1,200.00	\$ 1,304.94	\$ 1,304.94	\$ 1,487.00	\$ 1,487.00
	Subtotal				\$ 54,322.30		\$ 55,840.00		\$ 60,252.66		\$ 65,006.00
	WA Sates Tax (7.9%)				\$ 4,291.46		\$ 4,411.36		\$ 4,759.96		\$ 5,135.47
	<b>Total All Schedules</b>				\$ 58,613.76		\$ 60,251.36		\$ 65,012.62		\$ 70,141.47

				Bidder #5 Summit Fence Company PO Box 11388 Olympia, WA 98508		Bidder #6 Quality Fence Builders, Inc. PO Box 854 Auburn, WA 98071		Bidder #7 SeaWest Construction 22525 SE 64th Place #261 Issaquah, WA 98027		Bidder #8 Walla Walla Fence Co 819 North 7th Avenue Walla Walla, WA 99362	
Bid Item	Bid Item Description	Unit	Quant	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Chain-Link Fencing	L.F.	3415	\$ 19.00	\$ 64,885.00	\$ 19.20	\$ 65,568.00	\$ 20.00	\$ 68,300.00	\$ 21.17	\$ 72,295.55
2	Driveway Gate	L.S.	1	\$ 800.00	\$ 800.00	\$ 831.00	\$ 831.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Subtotal				\$ 65,685.00		\$ 66,399.00		\$ 69,300.00		\$ 73,295.55
	WA Sates Tax (7.9%)				\$ 5,189.12		\$ 5,245.52		\$ 5,474.70		\$ 5,790.35
	<b>Total All Schedules</b>				\$ 70,874.12		\$ 71,644.52		\$ 74,774.70		\$ 79,085.90

				Bidder #9 Northwest Fence Co. 14909 E. Sprague Ave Spokane, WA 99216	
Bid Item	Bid Item Description	Unit	Quant	Unit Price	Amount
1	Chain-Link Fencing	L.F.	3415	\$ 21.75	\$ 74,276.25
2	Driveway Gate	L.S.	1	\$ 1,000.00	\$ 1,000.00
	Subtotal				\$ 75,276.25
	WA Sates Tax (7.9%)				\$ 5,946.82
	<b>Total All Schedules</b>				\$ 81,223.07

**Notes:**

*Bidder 3: Unit price was not specified. Unit price calculated by dividing total bid for item 1 by quantity specified.*

*Bidder 9: Sales tax on original proposal was calculated incorrectly. Bid tab reflects proper sales tax amount*