

**POCATELLO REGIONAL AIRPORT**  
**COMMISSION MEETING AGENDA**  
**AUGUST 13, 2019 12:00 PM**  
**AIRPORT CONFERENCE ROOM**

**AGENDA ITEM #1:** APPROVAL OF PRIOR MEETING MINUTES

The Commission may wish to review and approve minutes from the June 11, 2019 Commission meeting.  
**(ACTION ITEM)**

**AGENDA ITEM #2:** PUBLIC DISCUSSION

This time has been set aside to hear public discussion items not listed on the agenda. Items which appear somewhere else on the agenda will not be discussed at this time. The Commission is not allowed to take any official action at this meeting on matters brought forward under this agenda item. Items will either be referred to the appropriate staff or scheduled on a subsequent agenda.

**AGENDA ITEM #3:** FRIGITEK LEASE AGREEMENT

**BACKGROUND:** Frigitek would like to lease approximately 20 acres of property on the west side of the airport for the purpose of operation of cold storage facility and related services to support its tenants, such as quick water chilling, vacuum cooling, blast freezing, packaging services, and truck repair. The lease will be for a 30-year term with a 20-year renewal option at an initial rental rate of \$6,480.00 per year with an annual CPI increase and an additional \$300 per acre, per year increase in years 5, 10, 15 and 20.

**STAFF RECOMMENDATION:** Administration recommends approving the lease agreement with the above stated terms.

**(ACTION ITEM)**

**AGENDA ITEM #4:** WEBBCO LEASE RENEWAL/RATE REVIEW

**BACKGROUND:** Webbco Inc. leases approximately one acre of property upon which they display construction equipment for sale. The lease is expiring and the tenant would like to continue leasing the property so a new agreement is needed. The current rental rate is \$932.62 per year and was increased last year by 2.8% in accordance with the CPI. The CPI for 2018 showed an increase of 3.3%.

**STAFF RECOMMENDATION:** Administration recommends renewing the lease and increasing the rental rate by 3.3%, bringing it to \$963.40 per year.

**(ACTION ITEM)**

**AGENDA ITEM #5:** CRUZER INDUSTRIAL LEASE RENEWAL/RATE REVIEW

**BACKGROUND:** Cruzler leases one of the City-owned warehouses. It is approximately 16,150 square feet of warehouse space with approximately 22,500 square feet of outside storage for the purpose of cold storage of

business equipment. The current rental rate is \$1,188.27 per month and was increased last year by 2.8% in accordance with the CPI. The CPI increase for 2018 was 3.3%

**STAFF RECOMMENDATION:** Administration recommends renewing the lease and increasing the rate by 3.3%, bringing it to \$1,227.48 per month.

**(ACTION ITEM)**

**AGENDA ITEM #6:** SKYWEST LEASE RENEWAL/RATE REVIEW

**BACKGROUND:** The lease agreement with SkyWest Airlines will expire on September 30<sup>th</sup>. The current rental rate is \$2,769.00 per month plus landing fees and fuel flowage commission. As per the current lease agreement, the rate is reviewed with each lease renewal, which is every two years, and was increased according to the CPI in 2017. The Commission voted in February to leave the fuel flow fee at the current rate of \$.06/gallon and to increase signatory landing fees by 3.6%. The current rental rate is a combination of different rates for counter space, baggage room, common use areas, etc. The proposed rate sheet (attached) includes a 6.1% increase to lease rates and previously approved landing fee and fuel flow fee.

**STAFF RECOMMENDATION:** Establish a new 2-year lease agreement with SkyWest at the rental rate indicated in the proposed attachment.

**(ACTION ITEM)**

**AGENDA ITEM #7:** CAR WASH PROPERTY RATE REVIEWS

**BACKGROUND:** All three car rental companies have two lease agreements: one is the concession lease, which covers counter and office space in the terminal and vehicle parking spaces, and the second is a property lease for a vehicle service station. While the concession lease fees are a percentage of revenue, with an annual minimum, the rental rate for the service station property is a flat fee to be reviewed annually. The current review is for the service station properties. The current rate for each is \$964.04 per year and was increased last year by 2.8%. The CPI showed an increase of 3.3% for 2018.

**STAFF RECOMMENDATION:** Administration recommends increasing the rates by 3.3%, bringing them to \$995.85 per year.

**(ACTION ITEM)**

**AGENDA ITEM #9:** MANAGER'S REPORT

**AGENDA ITEM #10:** AIRPORT 101 TRAINING- BUDGET

Each month, if time allows, we would like to present a training topic to help inform the Commission about airport operations. This month we will discuss budget.