Muskegon County Airport
Airport Advisory Committee

Tuesday, Jul 9, 2019
12:00 Noon
Airport Terminal Lake Michigan Room

Agenda

1. Call to Order

2. Approval of Minutes

3. Informational Items

4. Action Items
   - Approval of lease amendment #2 with Safelite AutoGlass
   - Approval of award of contract to Light & Breuning for the terminal Parking Access and Revenue Control System (PARCS)
   - Approval of a 6-month extension to the current TSA office space lease

5. Old Business

6. New Business
   a. Discussion of proposed Advisory Committee re-organization

7. Adjournment
CALL TO ORDER

The Airport Advisory Committee meeting was called to order at 12:08 pm

Present:
Anthony Chandler, Cindy Larsen [arrived at 12:20], Ken Mahoney, Rillastine Wilkins

Excused:
Terry Boer, Robert Gustafson, Rich Houtteman, Dave Kendall, Bob Scolnik,

Staff:
Jeff Tripp, Bob Lukens, Rita Bierman

Guests:
None

APPROVAL OF THE MINUTES
A motion was made by Wilkins, supported by Chandler, to approve the Minutes of January 8, 2019 and April 8, 2019, as written. MOTION CARRIED

INFORMATIONAL ITEMS

The Airport Manager’s Report was included in the packets distributed to the Committee prior to the meeting. The various activities and projects were discussed.

ACTION ITEMS

Award of contract to Mason Lawn & Snow for the purchase of mowers and attachments. A motion was made by Mahoney, supported by Wilkins, to recommend approval of the award. MOTION CARRIED

Award of contract to Babbitt’s for purchase of a utility vehicle with snow plow. A motion was made by Chandler, supported by Mahoney, to recommend approval of the award. MOTION CARRIED

OLD BUSINESS

None
NEW BUSINESS

Bob Lukens stated that the Muskegon Area Intermediate School District (MAISD) was initiating a program for eighth and ninth graders to introduce them to the aeronautics industry. It will be a one week program possibly beginning in early August.

Discussion of proposed Advisory Committee re-organization.

ADJOURNMENT

There being no further business to come before the Airport Advisory Committee, the meeting adjourned at 12:41 pm.
1. **Airline/Charter Operations Reports – June 2019** (Attachments 1, 2 & 3)

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<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>YTD</th>
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<td>Revenue Enplanements</td>
<td>1,035</td>
<td>1,146</td>
<td>1,686</td>
<td>1,037</td>
<td>1,456</td>
<td>1,826</td>
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<td>88</td>
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<td>88</td>
<td>71</td>
<td>113</td>
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<tr>
<td>Revenue Passenger Total Count</td>
<td>1,855</td>
<td>2,075</td>
<td>3,023</td>
<td>2,328</td>
<td>2,952</td>
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<td>Non-Rev Passenger Total Count</td>
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<td>176</td>
<td>174</td>
<td>244</td>
<td>244</td>
<td>1,203</td>
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<tr>
<td>Passenger Total Count</td>
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<td>2,286</td>
<td>3,199</td>
<td>2,502</td>
<td>3,196</td>
<td>4,027</td>
<td>17,219</td>
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<td>LF%</td>
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</table>

2. **Airline Service & Charter Programs**

   A. **Airline Schedule** – The summer season has started and we are seeing the expected increases in total passengers and load factors. The DOT should be releasing their request for bids soon for the next 2-year essential air service contract for MKG.

   B. **Casino Flights.**

      i. **Atlantic City, NJ:** July 8-11, August 12-15 & September 11-14
      ii. **Laughlin, NV:** August 11-15; the Harrah’s Laughlin has decided to not start flights from MKG and continue with Grand Rapids.
      iii. **Biloxi, MS:** August 29 – September 2
      iv. **Marketing brochure for casino operators.** Attachment 4 is an updated brochure being used to send to prospective casinos as part of our initial outreach effort.

3. **Airport Budget**

   A. **FY20 Operating Budget.** The Airport has submitted its proposed FY2020 Operating Budget and is waiting for final approval. Staff will continue to maximize federal and state grant funding for airfield capital projects to the greatest extent possible and continues to develop a more comprehensive non-grant fundable projects list for the maintenance, repair or replacement of airport building systems, infrastructure and vehicles/equipment.

4. **Airport Capital Improvement Program / Grant Program**

   A. **Runway 6/24 Pavement and Lighting Rehabilitation project.** The project commenced on April 29 with an 80-day construction schedule. The paving has been completed and the 30-day cure period is ongoing. The electrical work is nearing completion. Later in July the runway will be grooved and re-striped. The target goal for final inspection is August 1 or 2.

   The project is approximately $500,000 under budget and the Airport has requested FAA and MDOT’s approval to use some of the grant savings to increase the amount of runway and taxiway markings to be done. The airport is asking for a new grant to re-stripe the other runway and all remaining taxiways and ramps in this current fiscal year along
with the design and construction of a replacement airfield emergency generator and the planning for the Taxiway A pavement & lighting rehabilitation.

The use of existing grant funds will allow for a reduced cost as the striping contractor is already on site and we received a very good price per linear foot. We are waiting for final approval/denial from FAA and MDOT.

B. Airport Beacon. The airport beacon suffered a lighting strike last November and has been out of service since that time. The Airport has worked through the County Risk Coordinator and our insurance provider to cover the estimated $18,000 bill for a new LED beacon, LED obstruction lights and improved grounding to reduce the potential for future lightning damage. The project date is expected to occur later in July.

5. Economic Development
   A. No Update.

6. Airport Public Relations, Marketing & Advertising
   A. Air Service Marketing. The airport is shifting towards its summer marketing program push.
   B. Part-time Marketing Consultant. Megan Latsch has decided to not extend her six-month contract with the airport to focus on her full-time job. Megan was responsible for creating many professional advertisements for the airport including our social media efforts. We thank her for all that she did over the previous 6-month period to assist with the marketing program. The airport will look to replace her later this summer to have someone on board and ready for the start of the slower fall/winter season.

7. Airport Administration, Operations, and Maintenance Programs
   A. PFAS Testing. The testing of homes identified by the County continues.
   B. AFFF Testing Equipment. The airport’s E-One ECOLOGIC system has been received. Staff has received initial training on use of the equipment.

8. Federal & State Legislative Issues
   Federal. No Update.
   Michigan Legislature. No Update.

9. Action Items
   The Airport is planning to bring the following item(s) to the Board of Commissioners in July:
   • Approval of lease amendment #2 with Safelite AutoGlass
   • Approval of award of contract to Light & Breuning for a replacement terminal Parking Access and Revenue Control System (PARCS) (staff is expecting to receive an updated proposal from the contractor on Monday, July 8 to provide to the committee on July 9)
   • Approval of a 6-month lease extension with the General Services Administration (GSA) for the TSA office lease.
## SkyWest Total Passenger Activity

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<td>39%</td>
<td>1,035</td>
<td>820</td>
<td>2,009</td>
<td>19%</td>
<td>60</td>
<td>69</td>
<td>129</td>
<td>153</td>
<td>153</td>
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<td>153</td>
<td>306</td>
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<td><strong>April</strong></td>
<td>5,550</td>
<td>3,023</td>
<td>49%</td>
<td>1,666</td>
<td>88</td>
<td>3,199</td>
<td>3%</td>
<td>159</td>
<td>1,607</td>
<td>-11%</td>
<td>159</td>
<td>142</td>
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<td><strong>May</strong></td>
<td>5,850</td>
<td>2,328</td>
<td>42%</td>
<td>1,037</td>
<td>1291</td>
<td>2,502</td>
<td>-13%</td>
<td>170</td>
<td>1,698</td>
<td>11</td>
<td>143</td>
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<td>167</td>
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<td>1,698</td>
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<td><strong>June</strong></td>
<td>5,850</td>
<td>2,962</td>
<td>50%</td>
<td>1,456</td>
<td>113</td>
<td>3,196</td>
<td>7%</td>
<td>143</td>
<td>1,751</td>
<td>-24%</td>
<td>167</td>
<td>164</td>
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<td>1,751</td>
<td>-24%</td>
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<td>1,751</td>
<td>-24%</td>
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<td><strong>YTD Totals</strong></td>
<td>27,250</td>
<td>12,233</td>
<td>45%</td>
<td>6,380</td>
<td>518</td>
<td>13,192</td>
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<td>475</td>
<td>7,235</td>
<td>66</td>
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<td>404</td>
<td>949</td>
<td>730</td>
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<td>7,235</td>
<td>66</td>
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**Load Factor Based upon Revenue Passengers Only**
Muskegon County Airport
Passenger Activity

06/25/2019
# AIRLINE PERFORMANCE

## 13-Month Period

### May 2018 through May 2019

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<tr>
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<th>UNITED</th>
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<tr>
<td></td>
<td>SCH</td>
<td>CAN</td>
<td>PER</td>
</tr>
<tr>
<td>May 2018</td>
<td>61</td>
<td>11</td>
<td>82%</td>
</tr>
<tr>
<td>June 2018</td>
<td>60</td>
<td>2</td>
<td>97%</td>
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<td>July 2018</td>
<td>61</td>
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<tr>
<td>April 2019</td>
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<td>5</td>
<td>92%</td>
</tr>
<tr>
<td>May 2019</td>
<td>62</td>
<td>7</td>
<td>89%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>787</strong></td>
<td><strong>51</strong></td>
<td><strong>94%</strong></td>
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SCH = Scheduled Flights  
CAN = Cancelled Flights (Weather and Other)  
PER = Percentage of Scheduled Flights Flown

Source: Monthly Airline Station Reports
MKG Casino Charter Market

Muskegon (MKG) and Grand Rapids (GRR) Airports serve the same greater metro and regional areas. For leisure air service, MKG & GRR are TWO airports and ONE market. The majority of the Grand Rapids metro area and the West Michigan shoreline communities are less than 60 minutes drive to MKG. Large casino charters have operated very successfully from MKG to the Riverside Resort & Casino, Laughlin, NV (2013), Caesar’s Entertainment, Atlantic City, NJ (2017) and the MGM Grand, Biloxi, MS (2019). We are looking to add additional casino destinations or additional casinos at current destinations to meet the tremendous demand for casino charters from Muskegon.

Your Gateway to the West Michigan Shoreline!

For More Information, Please Contact:
Jeffrey Tripp | Airport Manager | (231) 798-4596 Ex. 4903 | TrippJe@muskegoncounty.net | www.flymkg.com
Current Charters

Our Laughlin Riverside Resort trips, operated by Sun Country Airlines, have sold out every flight since 2013.

Casino charters for Caesar’s Entertainment in Atlantic City, operated by Swift Air, started in 2017. Every seat available from MKG through S&S Casino Tours has sold.

### ALL DESTINATIONS

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<tr>
<th>CY</th>
<th># TRIPS</th>
<th>ENP PAX</th>
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<tr>
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<td>14</td>
<td>2,075</td>
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<tr>
<td>2017</td>
<td>10</td>
<td>1,527</td>
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<tr>
<td>2016</td>
<td>9</td>
<td>1,407</td>
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<td>1,529</td>
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<td>2013</td>
<td>9</td>
<td>1,368</td>
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<tr>
<td>TOTAL</td>
<td>61</td>
<td>9,073</td>
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</table>

A casino charter to the MGM Grand - Biloxi, MS started in June 2019, operated by Sun Country Airlines, and is expected to have similar results.

The continued success of our current casino charters shows the opportunity and demand for additional casino charter destinations. MKG is ready to provide these additional casino charter options to the region’s customer base.

Casino Charter Marketing Services

The Airport provides marketing and advertising support for all charters, including:

- **“E-Blast”** email promotions to 8,500+ subscribers announcing each casino charter flight availability. This list includes customers across Michigan, northern Indiana, and Illinois and serves as our primary advertising method of notifying customers interested in casino charter flights.
- Email notices to regional travel agencies (with customer approval only).
- Promotional posts to the airport’s website, Facebook, Twitter, and Instagram accounts.
- Promotion from local area on-line social marketing outlets such as Muskegon Local and Positively Muskegon.
- Marketing & Advertising efforts are performed in-house by Airport staff and marketing contractors.

Please contact Muskegon County Airport for more information on how we can establish a travel partnership to benefit your casino!

For More Information, Please Contact:
Jeffrey Tripp | Airport Manager | (231) 798-4596 Ex. 4903 | TrippJe@muskegoncounty.net | www.flymkg.com
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Safelite AutoGlass is currently leasing space located at 102 Sinclair Drive. Approval is requested to execute a lease amendment effective August 1, 2019 through July 31, 2020. Safelite has agreed to pay $709.10 per month which represents a 2.00% increase from the previous year, plus utilities.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve a lease between the County and Safelite Fulfillment, Inc., d/b/a Safelite AutoGlass, in the amount of $709.10 per month, plus utilities, for the facility located at 102 Sinclair Drive.

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

07/09/2019
SECOND AMENDMENT AND EXTENSION OF SERVICE FACILITY LEASE AGREEMENT

This Second Amendment and Extension of Service Facility Lease Agreement (this “Second Amendment”) dated ________________, 2019, is by and between the County of Muskegon, a Michigan municipal corporation (“Lessor”) and Safelite Fulfillment, Inc., a Delaware corporation (“Lessee”).

WITNESSETH:

WHEREAS, Lessor and Lessee are parties to that certain Service Facility Lease Agreement dated November 21, 2017, (the “Lease”), pertaining to the premises located at 102 Sinclair Drive, Muskegon, Michigan 49441; and

WHEREAS, Lessor and Lessee desire to amend and extend the term of the Lease.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the parties hereto do hereby agree as follows:

1. The foregoing recitals are a part of this Second Amendment.

2. The term of the Lease is hereby extended for a period of one (1) year, commencing August 1, 2019, and expiring July 31, 2020.

3. Lessor and Lessee agree that the rent to be paid by Lessee during the extended term shall be according to the schedule below:

   August 1, 2019 - July 31, 2020  $709.10 per month
   (Seven Hundred Nine and 10/100 Dollars)

4. Section 16 of the Service Facility Lease Agreement is hereby updated with the following:

   Any notices to Lessee shall be sent to Lessee at the following address:

   Cushman & Wakefield
   575 Maryville Centre Drive, Suite 500
   St. Louis, MO 63141
   Attn: Safelite Lease Administration

   With a copy to:

   Safelite Fulfillment, Inc.
   7400 Safelite Way
   Columbus, Ohio 43235
Attn: Legal Department

or such other address as Lessee may hereafter direct from time to time. All notices shall be written and shall be sent by certified mail, return receipt requested, or by a responsible overnight delivery service, and shall be deemed to have been given on the date of delivery, or the date of attempted delivery, if refused, unclaimed or undeliverable.

5. Except as expressly provided in this Second Amendment, the terms and conditions of the Service Facility Lease Agreement remain unchanged and are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Second Amendment as of the date first above written.

LESSOR:

the County of Muskegon, a Michigan municipal corporation

By: _________________________________
Printed Name: _______________________ 
Its: _________________________________

LESSEE:

Safelite Fulfillment, Inc., a Delaware corporation

By: _________________________________
Printed Name: _______________________ 
Its: _________________________________
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

Summary of Request (General Description, Financing, Other Operational Impact, Possible Alternatives)

The Airport is requesting Board approval to award a contract in the amount of $XXX,XXX to Light & Breuning for an integrated Parking Access and Revenue Control System (PARCS) including hardware and software for the Terminal Parking Lots.

This system will replace the existing PARCS which has reached the end of its useful life cycle and is no longer supported by the manufacturer. This project was approved in the FY19 Capital Budget and the Board approved issuance of RFP 19-2338 in February 2019.

Suggested Motion (State Exactly as It Should Appear in the Minutes)

Move to approve award of contract to Light & Breuning to replace the terminal Parking Access and Revenue Control System (PARCS) including hardware and software in the amount of $XXX,XXX.

Administrative Analysis (As Applicable)

Human Resources Analysis:

Finance & Management Analysis:

Corporate Counsel Analysis:

Administrator Recommendation:

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 07/23/2019

AGENDA NO.: TR19/07-XX

BOARD DATE: 07/30/2019

PAGE NO.

Revised 7/3/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
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<th>COMMITTEE</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
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<tbody>
<tr>
<td>TRANSPORTATION</td>
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<th>REQUESTOR SIGNATURE</th>
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<td>AIRPORT</td>
<td>07/23/2019</td>
<td>ROBERT M. LUKENS</td>
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)
The Airport is requesting Board approval to extend the current Government Services Administration (GSA) lease for the Transportation Security Administration (TSA) office space in the terminal and the administration office which expires October 31, 2019.

Staff is working with GSA and TSA to negotiate and finalize a new lease with improved terms, conditions and higher revenue through better capture of allowable costs and rate increases. Part of this process has included renovating one of three vacant airline offices into new TSA office space to relocate TSA offices from the Administration Building to the terminal to better support TSA’s normal operations. This 6-month extension should provide sufficient time for the new lease to be finalized and entered into between the County and GSA.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)
Move to approve award of Lease Amendment No. 3 to lease GB-05B-17680 with a term commencing on November 1, 2019 and continuing through April 30, 2020 with the current terms and condition to remain in effect.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 07/23/2019
AGENDA NO.: TR19/07-XX
BOARD DATE: 07/30/2019
PAGE NO.

Revised 7/3/19