

# West Plains/Airport Area Public Development Authority

September 24, 2019

12:30 – 12:35 p.m.

## Minutes Special Meeting

### Attendance

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**WP-AA PDA Members present:** William Butler (via teleconference), Al French, Gerry Gemmill, Larry Krauter, (via teleconference), Ben Stuckart, (via teleconference), Theresa Sanders (via teleconference)

**WP-AA Staff present:** Todd Coleman, Executive Director, Sueann Herkel; Executive Assistant Taudd Hume; Legal Counsel (via teleconference)

**WP-AA Staff absent:** Greg Birchell

**Guests present:** None

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**Meeting called to order 12:32 p.m.**

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### Welcome and Introductions:

Board Chair Larry Krauter conducted roll call of Board. Quorum present.

### Action Item No. 01: Approval of Sublease with the West Plains Chamber of Commerce

Executive Director Todd Coleman provided an explanation of the Action Item to include the following:

- The West Plains Chamber of Commerce is a strategic partner in the advancement of the West Plains. The Chamber currently has a lease ending September 30, 2019 and is in the process of searching for a new location for its headquarters. There are several office buildings in the planning stage in the West Plains which the Chamber is considering. The Chamber is looking for an interim location from October 1, 2019 until about July 31, 2020.
- If approved this action item will authorize the Executive Director to expand its lease with the Spokane International Airport Board to include approximately 614 sf of space directly behind the existing office. It also authorizes the Executive Director to sublease the 614 sf and the existing guest office to the Chamber. The Chamber will share use of the conference room and lobby with the understanding the PDA has priority use. The Chamber will pay the PDA \$650 per month for its use of the office space and its share of the utilities.
- Recommendation is for the West Plains/Airport Area PDA board to authorize the Executive Director to execute an amendment with the Spokane International Airport Board to expand its currently lease and enter into a sublease with the West Plains Chamber of Commerce subject to written approval from Spokane International Airport.

Board Chair Larry Krauter asked if any further details were needed from the Board. None were needed.

WP-AA PDA legal counsel, Taudd Hume, suggested the Action Item be broken into two separate items. (1) Would be to grant authority to Executive Director Todd Coleman to expand the current lease to include additional 614 square footage to the current lease with Spokane International Airport. (2) Would be the motion to approve of the subleasing.

Also noted by WP-AA PDA legal counsel was that only permanent board positions could vote on this Action Item, according to the WP-AA PDA creating documents. Vice Chair Al French motioned to approve Action Item (1), Board Member Gerry Gemmill seconded. Board Chair Larry Krauter abstains. Motion (1) passes unanimously by remaining permanent board members.

Vice Chair Al French motioned to approve Action Item (2), Board Member Gerry Gemmill seconded. Board Chair Larry Krauter abstains. Motion (2) passes unanimously by remaining permanent board members.

At 12:36 p.m. Meeting was adjourned