MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: April 14, 2020
RE: Commercial Lease and Use Agreement - Joseph and Michele Carlin

On January 28, 2020, the Airport Board approved the Operator Permit and Commercial Lease and Use Agreement with Joseph and Michele Carlin. The lease that was publicly noticed and approved was a Commercial lease, however, the cover sheet and footer incorrectly reflected a NonCommercial lease.

The cover sheet and footer have been corrected and the Carlins have resigned the lease. There was no change to the lease contents and the error is corrected through this action.

STAFF RECOMMENDATION: Staff recommends Board Approval of the corrected lease and use agreement with Joseph and Michele Carlin.