

COVER MEMO

Briefing Date/Time: July 14, 2025

Staff Contact/Title: Chris Paolini, Airport Senior Manager
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Subject: Flying Club Lease Approval

Purpose: ☐ Information Only ☒ Decision Needed

Overview:

- Action Item – Approval requested via the Consent Agenda.
- The objective of this topic is to approve a new airport lease agreement for aeronautical use.

Background:

The airport has a vacant office/hangar facility that has been on the market for more than twelve months, which was the location of the former aircraft avionics shop before the tenant sold their business. An existing airport user, Kyle Baxter, recently expressed interest in the office/hangar facility to start a new flying club on the airport. A flying club is an organization that has shared ownership of one or more aircraft by four or more owners/members. Flying clubs provide a way to make aviation more accessible to individuals that might not otherwise be able to afford to fly. As a result, this lease will serve an aeronautical purpose, as a flying club, in compliance with FAA regulations. This lease will also create a new revenue opportunity for the airport by renting a vacant building while supporting aeronautical related activity.

Kyle Baxter has operated on this airport as an employee of an existing airport tenant for many years and has good standing with the Port in his airport practices and contributions to aviation, including his work in support of the annual Olympic Flight Museum air show.

Current Status:

Because this lease extends beyond one-year, this lease requires Port commission approval per Port policy 1101. Port Policy 1101 states in part: *"...The Port Commission, in public session, will ratify Port long term leases defined under this policy as leases of greater than one (1) year for land and space leases... Long term leases and assignments will not become final until ratified by the Port*

Commission...". Approval of this action item authorizes the Executive Director to execute a lease with Kyle Baxter.

Documents Attached:

Flying Club Lease

Summary & Financial Impact:

- The term of this lease will be for a period of five years with an option to renew for an additional five-year period. Pending commission approval, this lease will commence on July 15, 2025, for a five-year term ending on July 14, 2030.
- First year airport revenue generated from this lease: \$7,975.92

Staff Recommendation:

Approve the Flying Club lease authorizing the Executive Director to execute a lease with Kyle Baxter.