

**REVIEW AND APPROVAL REQUESTED FOR:**

Contract  Amendment  Resolution  Ordinance  Policy  Other

**County Counsel  
REVIEW ROUTING SHEET**

Date Prepared: 2/2/26

Need Date: 2/3/26

**PROCESSING DEPARTMENT**

Department: CAO - Airports  
Dept Contact: Laura Schwartz  
Phone: x6541  
Dept. Signature: Laura Schwartz  
Title: \_\_\_\_\_

Org Code: 3540400  
Funding Source: Airports  
PL String: \_\_\_\_\_  
Legistar #: 26-0259

**CONTRACT INFORMATION**

CONTRACT #: \_\_\_\_\_ CONTRACT AMENDMENT #: \_\_\_\_\_

Contracting Department: \_\_\_\_\_

Contractor/Vendor Name: \_\_\_\_\_

Contract Term: \_\_\_\_\_ Contract Value: \_\_\_\_\_

*Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.*

**ORDINANCE/RESOLUTION/POLICY INFORMATION**

TITLE / SUBJECT: \_\_\_\_\_

NUMBER (If Assigned): \_\_\_\_\_

**DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL**

Airport ground lease template  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY COUNSEL**

Approved  Disapproved  Date: 2/4/26  
Approved  Disapproved  Date: \_\_\_\_\_

By: Daniel Vandekoolwyk Digitally signed by Daniel Vandekoolwyk  
Date: 2026.02.04 12:48:13 -08'00'  
By: \_\_\_\_\_

**COMMENTS** This Template is approved for all Airport Ground leases until January 1, 2028.  
Any Lease that deviates from Template requires County Counsel Approval. Please re-submit  
in 2028 as necessary.

**CONTRACT AMENDMENT ONLY**

**HR APPROVAL**

Compliance with Human Resources requirements? Yes:  No:

Compliance verified by: \_\_\_\_\_

**RISK APPROVAL**

Approved  Disapproved  Date: \_\_\_\_\_  
Approved  Disapproved  Date: \_\_\_\_\_

By: \_\_\_\_\_  
By: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_