PORT of OLYMPIA
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August 28, 2026

Mike Thielen
Glacier Aviation, Inc
7645 Old Highway 99
Tumwater, WA 98501

RE: **End of Lease and Month-to-Month Rent**
Olympia Airport Hangar Lease: Airlift NW (formerly Rodan)

Dear Mr. Thielen:

We are writing because the the Glacier Aviation/Airlift NW (formerly Rodan, Inc.) ground lease with the Port of Olympia (the "Port") dated September 9, 1991 and as further amended (the "Lease") expires August 31, 2026.

However, given the active and ongoing negotiations between the Port and a new tenant for this property, the Port consents to Glacier Aviation/Airlift NW continuing the to occupy the Leased Premise on a month-to-month basis at the current rental rate of $1717.77, plus leasehold excise tax, subject to all other terms in the Lease and all amendments thereto. The Port's consent will continue through December 31, 2026, at which time such consent will terminate unless otherwise extended at the sole discretion of the Port.

Please execute the letter below acknowleding your agreement with the terms of this letter. Upon mutual agreement, the Port's Accounting Department will update its records accordingly.

If you have any questions, please contact me at (360) 528-8041.

Best regards,

Britt Hoglund
Lease Administrator
Britth@portolympia.com

on behalf of Alex Smith — 9/2/26

Alexandra K. Smith
Executive Director, Port of Olympia — Date

Mike S Thielen — 8-28-26

Mike Thielen
Tenant, Glacier Aviation, Inc — Date

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September 1, 2026

MEMORANDUM

FROM: Alex Smith, Executive Director, Port of Olympia

SUBJECT: Delegate Authority

During my absence September 2-9, 2026, I hereby delegate the authority reserved to Executive Director, Alex Smith as set forth in Executive Policy 0131 dated 03/2025, to the following:

- Sept. 2-4, 2026, to Brent Barnes, Director of Enterprise Services
- Sept. 8-9, 2026, to Mike Reid, Director of Community and Economic Development

Per policy 0131, this delegation is specific to those named above to act on my (Alex Smith) behalf for the referenced dates only.

PORT of OLYMPIA POLICIES & PROCEDURES MANUAL		Page:	1 of 1
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	03/2025
Policy:	ACTING EXECUTIVE DIRECTOR AUTHORITY	Policy No.	131
Approver:	EXECUTIVE DIRECTOR	Resolution	No

POLICY: As the Chief Executive of the Port of Olympia, the Executive Director is responsible for all activities of the Port. When the Executive Director is unavailable to carry out normal business activities, including – but not limited to – executing lease documents, providing signature authorizations, and/or making operational decisions required to maintain daily functionality of the Port, authority will be delegated as articulated below.

If the Executive Director knows in advance that they will be unavailable for a period of time (e.g., vacation/family/medical/sick leave, attendance at a meeting/conference for an extended period, out of town travel, etc.), they shall delegate authority in writing to a specific Port director to act in their behalf throughout the known dates of absence.

If the Executive Director is unavailable and has not otherwise delegated authority to a specific director, the authority for a Port director to act on behalf of the Executive Director will occur in the following priority order, as the availability of each respective director dictates:

1. Director of Operations
2. Director of Community and Economic Development
3. Director of Enterprise Services
4. Director of Environmental Planning and Programs

If a director has to assume the role of Acting Executive Director in the absence of an advance designation, the Acting Executive Director shall inform the Port's director/manager leadership that he/she is acting in that capacity in accordance with this policy.

Whenever the Executive Director's authority is being exercised by a Port director, the Acting Executive Director shall:

- Maintain a written record of all actions taken with the Executive Director's authority and provide a copy of same to the Executive Director upon his/her return to the Port, and
- Attach a copy of the authority delegation memo to all documents executed on behalf of the Executive Director as a permanent record of such temporary authority.