



Contracting, LLC in the amount of \$198,415.80 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Runway 3-21 Crack Sealing to C.R. Contracting, LLC in the amount of \$198,415.80 including Washington State Sales Tax. In addition, Board authorization of \$19,800.00 for construction contingencies is requested for a total authorization of \$218,215.80.

4. \* **Award Construction Contract – Terminal Apron Joint Seal Replacement, Phase 1 – C.R. Contracting, LLC** – Spokane International Airport. The Terminal Apron around A and B Concourses was constructed in 2009 and 2010. This project will replace the elastomeric joint sealant, which is failing, with preformed compression joint seals for the expansion and construction joints. Due to the size of the ramp, phasing requirements for aircraft movement, as well as budgetary considerations, this will be a multi-year project. Design has been completed for all phases and construction will be competitively bid as time and budget permit. This award will complete Phase 1 of the project. Plans and specifications were prepared by Century West Engineering. Three bids were received including Additive Alternate No. 1. Upon review of the bids, Airport Staff elected to reject Additive Alternate No. 1 and award on the basis of the Base Bid. The lowest responsive and responsible bid was received from C.R. Contracting, LLC in the amount of \$272,587.15 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Terminal Apron Joint Seal Replacement, Phase 1 to C.R. Contracting, LLC for only the Base Bid amount of \$272,587.15 including Washington State Sales Tax. In addition, Board authorization of \$27,300.00 for construction contingencies is requested for a total authorization of \$299,887.15.
5. \* **Award Construction Contract – Building 1100 Exterior Upgrades – National Native American Construction, Inc. (NNAC, Inc.)** – Airport Business Park. Building 1100 is a 23,250 square foot office building in the Airport Business Park, originally constructed in 1985 and currently occupied by three tenants. This project will include exterior paint, replacement of the leaking glass atrium on the south side of the building, and replacement of the roof drain downspouts. Airport Staff worked with T-O Engineers, Inc. in preparation of the bid documents. Two bids were received including Base Bid and Additive Alternate No. 1, with the lowest responsive and responsible bid received from NNAC, Inc. in the amount of \$97,547.18 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Building 1100 Exterior Upgrades to NNAC, Inc. in the amount of \$97,547.18 for the Base Bid and Additive Alternate No. 1 including Washington State Sales Tax. In addition Board authorization of \$9,800.00 for construction contingencies is requested for a total authorization of \$107,347.18.
6. \* **Approve Amendment No. 2 to Service Contract – Elevator and Escalator Maintenance – KONE, Inc.** – Spokane International Airport. In 2018, the Board awarded a one-year contract with four one-year extensions to KONE, Inc. to provide elevator and escalator maintenance services at the Airport. The contract has a fixed monthly fee for preventative maintenance services, and additional services based on the history of the number and duration of repair calls that occur outside of the normal maintenance schedule. After execution of the contract, a waterproofing issue was identified in one of the elevator pits. The needed repairs for waterproofing, in addition to a higher rate of call-outs for out of service equipment, has necessitated an adjustment in the contract amount. Airport Staff is requesting an increase of \$10,000.00 to cover these additional repair costs, increasing the contract not-to-exceed amount to \$160,000.00. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Elevator and Escalator Maintenance Services Contract with KONE, Inc. for an annual contract amount not-to-exceed \$160,000.00.
7. \* **Approve continuation of Financial Consulting Services provided by Leigh-Fisher, Inc. (L-F).** Following a public RFP process to select an Airport financial consultant, the first task order for a rates and charges study was signed in November of 2014 with L-F. The original five-year selection period will expire in November of 2019. Airport staff has worked with L-F annually since 2014 in budget negotiations and consultations with the air carriers serving Spokane International

Airport. Staff has utilized the rate modeling software developed by L-F to prepare the Airport's budget each year through meetings with the Airport Airline Affairs Committee (AAAC) as required by the Airport Use Agreement. L-F also assisted in preparing PFC applications and amendments. L-F has been the lead in determining the financial feasibility of the Terminal Renovation and Expansion (TREX) project. The services provided by L-F comply with, and are crucial to, on-going projects, research and data analysis. The Finance Committee and staff recommend approval of continuation of Financial Consulting Services provided by Leigh-Fisher, Inc. for a period of three years, through the 2022 budget process.

8. \* **Approval of Access and Utility Easement** – *City of Spokane, Department of Utilities (SIA)*. The City of Spokane has approved the installation of a new sanitary sewer line to support the new Amazon facility. The City Utilities Department will assume responsibility for the sewer line upon completion and they have requested an easement to accommodate the installation, maintenance and repair of the new line. The easement will be for sanitary sewer only and it shall be fifty (50) feet in width. The location of the easement is outlined on the attached map. In the event the Board determines any portion of the Easement Area is required for Airport purposes, the Board and City shall coordinate and agree on the relocation of the impacted sanitary sewer line. The Finance Committee and staff recommend approval of the Access and Utility Easement – City of Spokane, Department of Utilities.
9. \* **Approval of the First Amendment to the Lease and Operating Agreement** – *Historic Flight Foundation*. (Felts Field) Due to unanticipated construction delays, the Agreement is being amended to delete the original milestone date for Beneficial Occupancy which was defined as September 30, 2019. The definition of Beneficial Occupancy is now amended to be 90 calendar days after the issuance of the Certificate of Occupancy and the term of the Agreement shall commence on the first of the month following Beneficial Occupancy. The Finance Committee and staff recommend approval of the First Amendment to the Lease and Operating Agreement with the Historic Flight Foundation.
10. \* **Approve contract with Verizon, Inc.**, to continue the provisioning, maintenance, and support of internet and telephone circuit access. Verizon, Inc. is now providing consolidated pricing for customers who bundle internet and telephone services in a multi-year (3-year) agreement term. Verizon Inc. proposed providing a continuation of services from September 1, 2019 through August 31, 2022. The new 3-year term contract bundles services for the Airport's (1) Existing 1.5Mb telephone circuit servicing the Airport Administrative Staff and Airport Terminal telephone system, (2) Existing 1.5Mb internet circuit serving the Airport Parking Revenue Control System computer network, (3) Upgrade of the existing 50Mb to 100Mb internet circuit, currently serving the Airport Administrative Staff computer network. The total base cost of this 3-year Contract is estimated at \$88,932.96 plus Washington State Sales Tax and County, State, and Federal Surcharges. The Finance Committee and staff recommend approval of the 3-year base contract with Verizon to provide, maintain, and support internet and telephone circuit access for \$88,932.96 plus Washington State Sales Tax and County, State, and Federal Surcharges. In addition, contingency funds in the amount of \$5,000 are requested, for a total authorization of \$93,932.96 plus Washington State Sales Tax and County, State, and Federal Surcharges.
11. \* **Approval of the Amendments to the Professional Services Agreement for Air Service Management Consulting Services** with ten approved and qualified Consultant firms. On August 18, 2016, the Airport Board approved a list of qualified Air Service Management Consultants who assist the Airport in developing and implementing an air service development strategy to maintain and increase air service by existing carriers and attract new carriers to the Airport. The initial three (3) year term expires on August 31, 2019 and it is proposed to extend the term two years by exercising the two (2) available consecutive one (1) year options. The Agreement provides the Airport the ability to terminate with a 30 day notice. The Amendments shall extend the term for each consulting firm for two years commencing September 1, 2019 and expiring August 31, 2021. The Airport has budgeted and anticipates spending no more than \$150,000 annually for all air

service development services. The Finance Committee and staff recommend approval of the First Amendment to the Professional Services Agreement for Air Service Management Consulting Services with the ten approved and qualified Consultant firms and an annual appropriation for all services not to exceed \$150,000/annually.

### **Regular Agenda**

12. \* **Renewal of Employee Benefits for Spokane Airport Employees.** All eligible employees and their dependents are included in the Airport's basic medical, dental and life insurance programs. Eligible employees include all full-time regular employees with the exception of the Aircraft Rescue and Fire Fighting (ARFF) employees who have union provided coverage. Additionally, all employees, both part-time and full-time, are covered under the employee assistance program (EAP). As part of this renewal, Management proposes to implement a comprehensive wellness program starting September 2019. The renewal date for medical and dental benefits is November 1, 2019. Additional benefits including life insurance, disability insurance, and EAP will renew on January 1, 2020. Plan costs are calculated based on current employee count and enrollment. Premium renewal rates and terms are listed on the Board memo. The benefits program also offers voluntary life insurance, health advocate program, international traveler insurance, flexible spending account (FSA), and health reimbursement account (HRA) as well as a health savings account (HSA). The new LEOFF 1 dental policy increases the HRA for retirees by \$10,645.80 annually. Estimated cost for the new wellness program is \$58,550. The total current cost through October 31, 2019 and before employee share is \$1,975,001.84. The total cost of benefits for November 1, 2019 through October 31, 2020 and before employee share is forecasted to be \$1,988,741.68, an increase of \$13,739.84 or .70%. The Finance Committee and Staff recommend approval of the Benefits Renewal with Kaiser Permanente, Washington Dental Service, and other providers in an anticipated amount of \$1,988,741.68.

13. **CEO Report/Board Member Comments**

- Chief Executive Officer's Report
- Board Member Comments

**The Airport Board may take action on other routine business issues as they may arise while the Board is in session.**

14. **Executive session.**

15. **Adjourn**

**The next regularly scheduled Board meeting is Thursday, September 19, 2019 at Felts Field.**

*Note: The consent agenda (\*) may be considered in a single action. Any Board member or any member of the public in attendance at the meeting may ask for the separation of any item from the consent agenda for individual consideration. Please notify the Board Clerk prior to the start of the meeting if you wish to make such a request.*

*The Spokane Airport Board is committed to providing reasonable accommodations to individuals with disabilities. Individuals requiring reasonable accommodations to attend this meeting should call the Board Clerk at (509) 455-6444 or email at thart@spokaneairports.net at least 48 hours in advance of the meeting to arrange for accommodation.*