



SPOKANE AIRPORT BOARD		
Chair:	Nancy Vorhees	
Vice Chair:	Ezra Eckhardt	
Secretary:	Jennifer West	
Board Members:	Al French	Max Kuney
	Collins Sprague	Ben Stuckart
Chief Executive Officer:	Lawrence J. Krauter, A.A.E., AICP	

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the January 24, 2019 Board Meeting

The Airport Board meeting will be held on Thursday, January 24, 2019 at 9:00 a.m. in the Boardroom located at Spokane International Airport, 9000 West Airport Drive, Suite 204, Spokane, Washington 99224.

- A. Call to Order
- B. Roll Call of the Airport Board
- C. Public Comment/Courtesy of the Floor
- D. Approval of Minutes (12/13/18 regular meeting)
- E. Employee Recognition – Chance Abbey – ACI – Airport Operations Certification
- F. Presentation on Wildlife Hazard Management
- G. Financial Report (Dave)
 - 1. Passenger Facility Charge (PFC) Project Status Update

Consent Agenda
Items # (1-7)

- 1. ***Approval of Payments/Warrants**
 Operational Warrant Numbers 142539 – 142838 \$6,873,103.81
- 2. *** Approve Amendment No. 2 to Professional Services Agreement – Surface Parking Lot Expansion – T-O Engineers** – Spokane International Airport. T-O Engineers was selected as the most qualified firm after Statements of Qualifications (SOQ) were solicited in February 2018 for the Surface Parking Lot Expansion Project. Amendment No. 1 included design for a pilaster fence for the new Economy Parking Lot. Amendment No. 2 includes preparation of complete plans and specifications for the outside parking lot addition. Design for the project will be completed in the spring of 2019 and construction will occur in the summer and fall of 2019. The completed project will provide approximately 500 additional parking stalls. The Engineering Committee and Staff

recommend approval of Amendment No. 2 to the Professional Services Agreement with T-O Engineers in the amount of \$247,255.00. In addition, Board approval of \$24,000.00 for design contingency is requested for a total additional authorization of \$271,255.00. The revised contract amount is \$1,063,277.00.

3. * **Award Construction Contract – Finance and Accounting Administrative Offices Renovation Project** – *Garco Construction, Inc.* – Spokane International Airport. The existing Finance and Accounting space will be remodeled to include eight offices and a work room area. Plans and specifications were prepared by ZBA Architecture. From the six bids received, the lowest responsive and responsible bid was submitted by Garco Construction, Inc. in the amount of \$272,000.00. The Engineering Committee and Staff recommend award of a Construction Contract for the Finance and Accounting Administrative Offices Renovation Project to Garco Construction, Inc. in the amount of \$272,000.00 including Washington State Sales Tax. In addition, Board authorization of \$27,000.00 for construction contingencies is requested for a total authorization of \$299,000.00.
4. * **Approve Amendment No. 1 to Professional Services Agreement – Finance and Accounting Administrative Offices Renovation Project** – *ZBA Architecture* – Spokane International Airport. In September 2018, a Professional Services Agreement with ZBA Architecture was executed which included two phases of work for the Second Floor Administration Offices, as well as the remodel of the Finance and Accounting Administrative Offices. Amendment No. 1 includes construction management and administration for the remodel of the Finance and Accounting Administrative Offices and consists of daily inspections and coordination with the Airport and Contractor. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement with ZBA Architecture for construction management services for the Finance and Accounting Administrative Offices Renovation Project in the amount of \$60,774.66. The revised Contract amount is \$214,554.66.
5. * **Award Service Contract – Technical Account Manager Services** – *Everbridge, Inc.* – Spokane International Airport, Business Park, and Felts Field. Spokane International Airport selected Everbridge, Inc. in 2017 to provide emergency mass notification services to replace an SMS-based (text message) system. Airport Staff worked with Everbridge, Inc. to determine the level of effort required to complete the desired implementation of the system. The selected service level will include 20 hours per month of Technical Account Manager services, 16 hours of on-site training, as well as development of enrollment processes for non-airport staff and establishment of IPAWS notification processes. Everbridge, Inc. provided a cost of \$86,496.00 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Service Contract for Technical Account Manager Services to Everbridge, Inc. in the amount of \$86,496.00 including Washington State Sales Tax. In addition, Board authorization of \$5,000.00 for contingencies is requested for a total authorization of \$91,496.00.
6. * **Approve Procurement – Airfield Ground Lighting Automation System** – *Airside Solutions, Inc.* – Spokane International Airport. The current Airfield Lighting Control and Monitoring System (ALCMS) has been in service for approximately 11 years. The system provides for control of the airfield lighting systems by air traffic control and has internal monitoring systems to aid in maintenance of the system. Certain field hardware components of the system are no longer supported by the manufacturer and are due for replacement. ADB Safegate, LLC is the sole source manufacturer of the ALCMS and Airside Solutions Inc. is the only authorized regional provider for this product and service. The installation of hardware will be completed utilizing Airport Staff. Airside Solutions Inc. has provided a written quote of \$273,879.85 including Washington State Sales Tax to provide and configure the necessary components. The Engineering Committee and Staff recommend approval to procure the AGLAS from Airside Solutions Inc. in the amount of \$273,879.85 including Washington State Sales Tax. In addition, Board authorization of \$15,000.00 for contingencies is requested for a total authorization of \$288,879.85.

7. * **Award Construction Contract – Building 2504 Boiler System Removal – IRS Environmental of Washington, Inc.** – Spokane International Airport. Building 2504, currently leased by Aeroflite, Inc., has three boilers in a basement area that have been decommissioned and are no longer serviceable. The tenant has agreed to lease and repurpose the space provided the boilers and associated equipment have been removed. Airport Staff prepared the bid documents and from the three bids received, the lowest responsive and responsible bid was received from IRS Environmental of Washington, Inc. in the amount of \$124,907.84 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Building 2504 Boiler System Removal to IRS Environmental of Washington, Inc. in the amount of \$124,907.84 including Washington State Sales Tax. In addition, Board authorization of \$12,500.00 for construction contingencies is requested for a total authorization of \$137,407.84.

Regular Agenda
(Items 8-10)

8. * **Approve Amendment No. 1 to Professional Services Agreement – Terminal Renovation and Expansion (TREN) Project – Architectural Alliance International** – Spokane International Airport. In March 2018, Spokane International Airport entered into an Agreement with Architectural Alliance International (Alliance) to provide professional architectural and engineering services for the Terminal Renovation & Expansion (TREN) Program to 30% design completion. In July 2018, in response to accelerated growth in passenger activity, the Airport directed Alliance to proceed with a substantially revised building program with major new elements including a consolidated Security Screening Checkpoint, Airside Connecting Corridors and an expanded C Concourse. During design workshops in July, September, and October 2018, the extent of the new improvements configuration was developed and refined. This Amendment is required due to the increased scope for the consolidation of the A/B and C Security Screening Checkpoints (SSCP), airside passenger connections between A/B and C Concourses, expansion of C Concourse passenger boarding bridges (PBB), and expansion of the C Concourse Aircraft Operations Area ramp, including a new taxilane. The Scope of Work also now includes 30% design for Phase 2 of the Airport Drive Improvement Project, a study from Protection Engineering Consultants to perform a physical security threat analysis to establish extent of possible building hardening required, and improvements to existing terminal complex mechanical and electrical infrastructure. The effort will also incorporate scope from the previously authorized TREN Utility Relocation project, which will not continue as a separate project. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement with Alliance in the amount of \$2,032,252.00. The revised contract amount is \$4,611,133.00.
9. * **Approval of the Building 730 Lease and Operating Agreement with Ross Spokane LLC d/b/a Signature Flight Support.** (SIA) Ross Spokane has requested a lease for Building 730 which is a 12,600 square foot hangar comprised of 6 individual hangar units with adjacent land comprised of 18,900 square feet. They have had an increase in demand for aircraft storage space and they will utilize Building 730 for their customers. The term of this Agreement is approximately one year commencing December 18, 2018 and expiring December 31, 2019. Signature shall pay Two Thousand Four Hundred (\$2,400) per month for the premises and will be responsible for all maintenance of the Premises and also for all sub-tenants in the building. Staff recommends approval of the Building 730 Lease Agreement and Operating Agreement with Ross Spokane LLC d/b/a Signature Flight Support.
10. * **Approval of the First Amendment to the Lease Agreement with County of Spokane - Geiger Corrections Center (ABP).** Geiger Corrections Center has been a tenant of the Airport Business Park for over thirty eight (38) years. The agency operates a low-medium to minimum security correctional center serving Spokane County. The Agreement expires on January 31, 2019 and this Amendment extends the term for five years commencing February 1, 2019 and expiring January 31, 2024. Geiger shall lease Buildings 1328, 1330, 1332, 1333, 1335, 1700, 1429 and 428,898

square feet of land and parking areas. The rent is being adjusted by the change in the CPI for the previous five year period and the rent for the seven (7) buildings and the land for the five (5) year term shall be \$1,825,774 which is an 8.8% increase. Staff recommends approval of the First Amendment to the Building and Land Lease Agreement with Spokane County (Geiger Corrections Center).

11. **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.

12. **Executive session.**

13. **Adjourn**

The next regularly scheduled Board meeting is Thursday, February 21, 2019 at the Spokane Airport.

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.