



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 February 21, 2019 Board Meeting

The Airport Board meeting will be held on Thursday, February 21, 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 (1/24/19 regular meeting)**
- E. **Employee Recognition – Jeff Collins, CPP and Ron Hattenburg, CPP – Retirement from Parking & Ground Transportation**
- F. **Update from Thanks Again (Jay Ellis)**
- G. **Presentation of Energy Efficiency Incentives from Avista (Doug Kelley)**
- H. **Financial Report (Dave)**

Consent Agenda
Items # (1-7)

1. ***Approval of Payments/Warrants**
 Operational Warrant Numbers 142839 – 143240 \$6,103,529.52
2. *** Approve Procurement of Aircraft Rescue and Fire Fighting (ARFF) Vehicle –Rosenbauer Minnesota, LLC** – Spokane International Airport. In Spring 2018, Spokane International Airport increased from an Index B to an Index C Airport due to an increase in larger air carrier aircraft. Index C includes aircraft ranging between 126 and 159 feet in length with an average daily departure of five or more of the same type of aircraft. Based on the Index C classification, the Airport is required to have two Class 4 first line of service ARFF vehicles. This procurement

will provide a new ARFF vehicle to replace the 1998 Oshkosh T-3000 6x6 ARFF truck, one of the two ARFF vehicles the Airport has in the first line of service meeting Index C. Specifications and Bidding Documents were prepared by T-O Engineers and approved by the FAA in January 2019. The sole bid, submitted by Rosenbauer Minnesota, LLC, was reviewed and determined to be responsive and responsible in the amount of \$728,604.24, including Washington State Sales Tax. The Engineering Committee and Staff recommend procurement of one Aircraft Rescue and Fire Fighting vehicle in the amount of \$728,604.24, including Washington State Sales Tax. Staff further requests Board authorization of \$25,000 for contingencies for a total authorization of \$753,604.24.

3. ***Award Construction Contract – Building 17 Demolition Project – Rob’s Demolition, Inc. – Felts Field.** This project consists of demolition and removal of an existing 14,481 SF aircraft hangar and office structure; removal and disposal of asphalt and concrete; removal and disposal of Asbestos-containing materials; backfill, compaction, and grading of project site; placement and compaction of crushed aggregate capping material; and installation of temporary and permanent security fencing. Plans and specifications were prepared by T-O Engineers and the project was procured through the Small Public Works Roster. From the two bids received, the lowest responsive and responsible bid was submitted by Rob’s Demolition, Inc. in the amount of \$244,419.20. The Engineering Committee and Staff recommend award of a Construction Contract for the Building 17 Demolition Project to Rob’s Demolition, Inc. in the amount of 244,419.20 including Washington State Sales Tax. Board authorization for an additional \$48,000 for construction contingencies is requested for a total authorization of \$292,419.20.
4. *** Award Construction Contract – B Concourse LED Replacement – Power City Electric, Inc. – Spokane International Airport.** In 2017-2018, A Concourse was retro-fitted with energy efficient LED lighting as part of a two-phase lighting project to provide improved lighting and energy savings. This project will complete the second phase of the LED retro-fit. Plans and specifications were prepared by Airport Staff and the project was procured through the Small Public Works Roster. From the three bids received, the lowest responsive and responsible bid was received from Power City Electric, Inc. in the amount of \$81,567.14 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the B Concourse LED Replacement to Power City Electric, Inc. in the amount of \$81,567.14 including Washington State Sales Tax. Board authorization of \$8,150.00 is requested for construction contingencies for a total authorization of \$89,717.14.
5. *** Approve Amendment to Increase Procurement Authorization of Materials – Landside Deicing Products – Spokane International Airport and Business Park.** In September 2018 the Board authorized procurement of road salt from Salt Distributors, Inc. for an amount not to exceed \$500,000. As of February, 2019 the Airport has spent approximately \$350,000 on road salt, with outstanding orders placed for \$120,000 more. At the current rate of consumption, and based on the forecast for the coming weeks, staff expects that the required amount of road salt for the remainder of the season will exceed the prior Board authorization. The Engineering Committee and Staff recommend approval to increase the procurement authorization amount for road salt by 40% for a total authorization of \$700,000 for the remainder of the 2018-19 Winter Season.
6. *** Approval of the First Amendment to the Parking Access & Revenue Control System - Maintenance, Support, and Repairs Contract - SKIDATA Inc. – Spokane International Airport.** On March 29, 2018, the Airport Board awarded a Service Contract for Parking Access & Revenue Control System Maintenance, Support, and Repairs Contract to SKIDATA Inc. This Amendment exercises the last one (1) year option. SKIDATA Inc. will provide a continuation of services from April 1, 2019 through March 31, 2020. The total annual cost of this Contract shall not exceed \$148,249.94. The Finance Committee and Staff recommend approval of the First Amendment to the Parking Access & Revenue Control System - Maintenance, Support, and Repairs Contract with SKIDATA Inc. for and annual not-to-exceed amount of \$148,249.94 including Washington State Sales Tax.

7. * **Approval of the Lease and Operating Agreement - Merlyn Products, Inc.** –Spokane International Airport. Merlyn Products, Inc. currently leases 80,000 square feet of land and Building #1060 consisting of 21,896 square feet at Spokane International Airport for a commercial aircraft research and development operation. This new Lease and Operating Agreement shall have a three year term commencing March 1, 2019 and expiring February 28, 2022 and includes 2 consecutive, 1 year renewal options which may only be exercised by mutual written agreement of the parties. Merlyn is consolidating their operations into Bays 2, 3, and 4 so the hangar square footage is being reduced from 21,896 square feet to 13,872 square feet of hangar space and 3,400 square feet of office for a total of 17,272 square feet. The adjacent service area is being reduced from 80,000 square feet to 53,525 square feet. For the period from March 1, 2019 through February 29, 2020, the rental rate for the hangar and the adjacent service area is being adjusted 8.5%. The new rental rates will be \$0.52 per square foot per annum for Building 1060, consisting of 17,272 square feet and \$0.10 per square foot per annum for the service area adjacent to Building 1060, consisting of 53,525 square feet. Thereafter, the rental rates shall be subject to adjustment annually by the change in the CPI for the previous one year period. For the first year of the term, the Board shall receive annual rent in the amount of \$14,333.94. The Finance Committee and staff recommend approval of the Lease and Operating Agreement with Merlyn Products, Inc.

Regular Agenda
(Items 8-10)

8. * **Approval of the Fourth Amendment to the Professional Services Agreement - ICF International for Aerospace Business Development Services - Spokane International Airport.** In early 2016, ICF SH&E (ICF) was awarded a Professional Services Agreement in the amount of \$161,500 to provide aerospace business development and marketing support services to SIA. This Fourth Amendment provides a revised Scope of Work for the tasks to be accomplished in 2019. ICF will continue to provide detailed analysis and supplemental support services required to continue targeted aerospace business recruitment efforts. Airport staff has worked with ICF to develop a scope of services that includes continued marketing support consisting of market intelligence and analysis; reviewing and prioritizing the Airport's business recruitment target list; identification of appropriate meetings and conferences, including the Association of Washington Business' Trade Mission to Tokyo, Japan, Hamburg Interiors Show and Paris Air Show; and arranging meetings and preparation of marketing information/presentations. In addition, ICF will support all aspects of the Airport's proposal to Boeing for its New Mid-Market Airplane (NMA). The scope of services has been organized into a series of eight (8) separate task orders in the amount of \$249,500. With the tasks outlined for the revised Scope of Work, attached hereto, the increase in the contract is \$85,500 and the not-to-exceed contract amount shall now be \$495,700. The Finance Committee and staff recommend approval of the Fourth Amendment to the Professional Services Agreement with ICF SH&E for Aerospace Business Development Services in the not-to-exceed amount of \$85,500 for a total not-to-exceed contract amount of \$495,700.
9. * **Approve Amendment No. 1 to Landscape Maintenance Services Contract – Haase Landscaping, Inc.** – Spokane International Airport and Business Park. In 2018, the Airport entered into a Landscape Maintenance Services Contract with Haase Landscaping, Inc. (Haase). The initial term of this Contract was for nine months with two nine-month options. The Contract includes a fixed monthly fee for routine services and an hourly rate for additional services requested by the Airport. The Board-approved amount for the initial Contract term was \$189,815.03. Haase proposed a new rate of \$410,761.00 for the nine-month services contract, excluding Washington State Sales Tax. The increased cost is due to newly landscaped areas, a significant increase in Prevailing Wage Rates, and an increase to Washington State Sales Tax that becomes effective April 1, 2019. Due to the Prevailing Wage Rate increase, Haase's hourly rate for other services has also increased from \$45.00 per hour to \$73.50 per hour. The contract total includes up to 500 hours of labor for other services. The term of the second option will be from March 1 through November 30, 2019. The Contract total for this term is \$487,289.75 including Washington State

Sales Tax. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Landscape Maintenance Services Contract with Haase Landscaping, Inc. for the March 1 to November 30, 2019 term in the amount of \$487,289.75 including Washington State Sales Tax. Staff further requests Board authorization of \$48,700.00 for Contract contingencies for a total authorization of \$535,989.75.

10. * **Approve Increase to Service Contract Authorization of Landside Snow Removal Services with Wm. Winkler Company - Spokane International Airport.** In October 2018 the Board Authorized Landside Snow Removal Services from Wm. Winkler Company in an estimated amount of \$273,331.81, with a contingency of \$27,000. As of February 15, 2019, approximately \$250,000 of the total authorization has been expended. With the record-setting snow accumulations that have occurred over the past several days, and based on the forecast for the coming weeks, staff expects that the required Landside Snow Removal Services for the remainder of the season to exceed the estimated and contingent amount authorized by the Board. Airport staff reasonably believes the Landside Snow Removal Services expense for the remainder of the 2018-19 Winter Season could increase by 60% based on long range weather predictions and recommends the approval of the increase to the Service Contract Authorization of Landside Snow Removal Services for a total estimated amount of \$480,530.89 for the 2018-19 Winter Season.

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, March 28, 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.