



Spokane Airports
 9000 W. Airport Dr. #204 ● Spokane, WA 99224 ● (509) 455-6455
www.spokaneairports.net



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	

SPECIAL AIRPORT BOARD MEETING

Monday, May 20, 2019

9:00 a.m.

Boardroom at Spokane International Airport

- A. Call to Order
- B. Roll Call of the Airport Board
- C. Public Comment/Courtesy of the Floor
- D. Approval of Minutes (4/18/19 regular meeting)
- E. Financial Report (Dave)

Regular Agenda

1. ***Award Construction Contract – West Surface Parking Lot Expansion Project – Shamrock Paving, Inc.** – Spokane International Airport. Record-breaking passenger traffic has increased demand for parking capacity. Conservative forecasts for parking demand by the holiday season indicate that the Airport needs to add a minimum of 500 surface parking lot spaces. These parking lot spaces will be constructed over a 3.8-acre area generally located inside of Airport Drive Inbound and McFarlane Road. Bid documents were prepared by T-O Engineers and the project was publically advertised. Out of the four bids received, the lowest responsive and responsible bid was submitted by Shamrock Paving, Inc. in the amount of \$2,278,288.29. The Engineering Committee and Staff recommend award of a Construction Contract for the West Surface Parking Lot Expansion Project to Shamrock Paving, Inc., in the amount of \$2,278,288.29 including Washington State Sales Tax. In addition, Board authorization of \$227,830.00 is requested for construction contingencies for a total authorization of \$2,506,118.29.

Consent Agenda Items # (2-7)

2. ***Approval of Payments/Warrants**
 Operational Warrant Numbers 144041 - 144360 \$ 5,627,273.45

3. * **Approve Amendment No. 3 to Professional Services Agreement – West Surface Parking Lot Expansion Project** – *T-O Engineers* – Spokane International Airport. In February 2018, Spokane International Airport solicited Statements of Qualifications (SOQ) from qualified firms to provide consulting engineering services for the Surface Parking Lot Expansion and T-O Engineers was selected as the most qualified firm. The original project Scope of Work (SOW) included preparation of plans and specifications for the recently completed new Economy Parking Lot, and wetland mitigation coordination for the 3.8-acre future West Surface Parking Lot (West Lot) expansion. Amendment No. 1 included design for a pilaster fence for the new Economy Parking Lot. Amendment No. 2 included preparation of complete plans and specifications for the West Lot expansion. Design for the West Lot is complete and construction will begin in June 2019. The completed project will provide approximately 500 additional parking stalls. The SOW for construction phase services include construction management, inspection, survey, and record drawings. The Engineering Committee and Staff recommend approval of Amendment No. 3 to the Professional Services Agreement with T-O Engineers for construction phase services for the West Surface Parking Lot Expansion Project in the amount of \$169,060.00. In addition, approval of \$16,000.00 for construction phase services contingencies is requested for a total additional authorization of \$185,060.00 for a revised contract amount of \$1,232,337.00.
4. * **Award Professional Services Agreement – Airport Drive Inbound Realignment (Phase 1) Project** – *T-O Engineers* – Spokane International Airport. In response to increased passenger activity and ground transportation vehicle activity, a portion of Airport Drive Inbound will be relocated and realigned. Airport Drive Inbound improvements consist of designing approximately 3,500 lineal feet of the new roadway, from the Cell Phone Parking Lot to C Concourse South Parking Lot. The project Scope of Work (SOW) includes civil, electrical and geotechnical engineering, survey, environmental, and all other necessary professional services to provide complete plans, specifications, and bidding documents for the project. Construction management/administration services may be amended to the SOW or contracted under a separate agreement. Design is scheduled for 2019 with construction occurring 2019 – 2020. In December 2018, the Airport solicited a Request for Qualifications (RFQ) for professional consulting services. One firm responded to the RFQ and submitted a Statement of Qualification (SOQ) which the Airport’s Selection Team reviewed and then selected T-O Engineers for the project. Following the selection process, Airport staff began scope and fee negotiations with T-O Engineers. An independent fee estimate performed by Myaak Engineering showed that the fee negotiated with T-O Engineers in the amount of \$359,549.86 is within the acceptable range per FAA guidelines. The Engineering Committee and Staff recommend award of a Professional Services Agreement to T-O Engineers in the amount of \$359,549.86 for services related to the Airport Drive Inbound Realignment (Phase 1) Project. In addition, Board authorization is requested for contingency funds in the amount of \$35,000.00 for a total project authorization of \$394,549.86.
5. * **Award Construction Contract – Cure In Place Pipe (CIPP) Sewer Rehabilitation** – *Iron Horse, LLC* – Spokane International Airport. Approximately 900 feet of private sewer line owned by the Airport is broken in several places. This sewer line serves the Ramada Inn, Wingate, and the future SpringHill Suites hotel. Airport staff and T-O Engineers determined that the CIPP method of repair is best as it negates the need to excavate the full length of pipe including sections that traverse under Airport Drive Outbound and through the Rental Car Return area. T-O Engineers and Staff prepared bid documents and the project was publicly advertised. Out of the four bids received, the lowest responsive and responsible bid was received from Iron Horse, LLC in the amount of \$75,734.51 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Cure In Place Pipe (CIPP) Sewer Rehabilitation to Iron Horse, LLC in the amount of \$75,734.51 including Washington State Sales Tax. In addition, Board authorization is requested for \$7,600.00 for construction contingencies for a total authorization of \$83,334.51.

6. * **Approve Procurement – Trash and Recycling Receptacles** – *W.W. Grainger, Inc.* – Spokane International Airport. The Airport currently has trash and recycling receptacles that provide for limited collection of specific materials. In order to promote the collection of a broader range of recyclable materials and to support the Airport’s efforts to increase diversion of waste to renewable or reusable recycling streams, new receptacles are needed. In addition to seeking collection units that are the correct size for placement in our facility, products were sought that are produced with recycled materials and that provide easy visual guidance for customers to determine which receptacle they should use. These requirements were met by Max-R, a manufacturer who distributes through W.W. Grainger, Inc. Procurement will be through our cooperative National IPA Contract No.141003 with W.W. Grainger, Inc. Total purchase cost to procure 50 units is \$92,512.73.00 including Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure the trash and recycling receptacles specified above from W.W. Grainger, Inc. in the amount of \$92,512.73 including Washington State Sales Tax.
7. * **Approve Consent to Assignment of the Aerospace Business Development Services Agreement from ICF SH&E, Inc. to Charles Edwards Consulting, LLC.** In 2014, Spokane International Airport sponsored a project to develop a strategy to expand its aerospace cluster. ICF was chosen because of their experience advising aerospace clusters and their expertise in aerospace production. Peter Zimm and Cliff Collier have been instrumental with their expertise on various projects, adding much value to Spokane’s marketing efforts and support activities in Spokane’s aerospace cluster. ICF had been slowly de-emphasizing aerospace production advisory and in August, 2018, Peter left ICF, although he continued to support projects for them, including Spokane marketing support. However, Peter’s departure, as well as others in the firm, led ICF to exit aerospace production advisory later in 2018. ICF recognized the deteriorating support along with its lack of native expertise in aerospace production and offered to assign the contract to Charles Edwards, the new aerospace production advisory founded by Peter Zimm and Cliff Collier, an Arizona LLC. Assigning the contract to Charles Edwards will streamline contract administration because Messrs. Zimm and Collier are directly involved in Spokane’s project activities and manage a smaller, more nimble firm. This assignment is effective January 1, 2019. The Finance Committee and staff recommend approval of the Assignment of the Aerospace Business Development Services Agreement from ICF SH&E, Inc. to Charles Edwards Consulting, LLC.
8. **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.

9. **Executive session.**

10. **Adjourn**

The next regularly scheduled Board meeting is Thursday, June 27, 2019 at 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.