



SPOKANE AIRPORT BOARD	
Chair:	David Holmes
Vice Chair:	Skip Davis
Secretary:	Nancy McLaughlin
Board Members:	David Clack Al French Kris Mikkelsen Collins Sprague
Chief Executive Officer:	Lawrence J. Krauter, A.A.E., AICP

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the September 18, 2013 Board Meeting

The Airport Board meeting will be held at Felts Field beginning at 9:00 a.m. in the Airfield Maintenance Facility, Building 52, located at 6105 East Rutter Avenue, Spokane, Washington 99212, on Wednesday, September 18, 2013. Enter at the main gate located at the east end of Rutter Avenue.

- A. **Call to Order**
- B. **Roll Call of the Airport Board**
- C. **Public Comment/Courtesy of the Floor**
- D. **Approval of Minutes** (7/17/13 regular meeting)
- E. **Financial Report** (written report)

Consent Agenda
(Items #1 - #24)

1. ***Approval of Vouchers**
 Construction Warrant Numbers 003888 – 003912 \$2,442,877.69
 Operational Warrant Numbers 121266 – 121834 \$4,142,820.52

2. ***Lease Agreement for Building 1378, Suite 116 – Wm. Winkler Company** – Lessee is utilizing Building 1378, Suite 116, consisting of approximately 161 square feet as an on-site project management office. Effective July 15, 2013, the rent is approximately \$15.32 per square foot per annum or \$2,466.52 annually. The Finance Committee and staff recommend approval. ABP

3. ***First Amendment to Snow Removal Services Contract – Haase Landscape, Inc.** – This amendment exercises the first of four options with Haase Landscape to provide snow removal services at the Airport Business Park parking lots and sidewalks at Buildings 700, 1100 and 1200. The term commences November 1, 2013 and expires on April 1, 2014. The fee for services shall remain unchanged from the previous contract term and will be billed on an hourly rate based on type of equipment utilized. The Finance Committee and staff recommend approval. ABP

4. ***Eighteenth Amendment to Lease Agreement – County of Spokane, Geiger Corrections Center –** ABP
The agreement with the County of Spokane Geiger Corrections expired August 31, 2013. The County has requested a three-month extension commencing September 1, 2013. All other terms and conditions of the agreement remain the same. The Finance Committee and staff recommend approval.
5. ***Commercial Aviation Land Lease and Operating Agreement – Associated Painters, Inc. –** SIA
Associated Painters has requested a land lease agreement for 70,931 square feet of unimproved land and 68,316 square feet of adjacent ramp. The term of the agreement shall be 30 years with a twenty-year option commencing the first of the month following the start of construction or October 1, 2013, whichever occurs first. The Finance Committee and staff recommend approval.
6. ***Crop Farm Agreement – Jeffrey and Paula Oswald –** SIA
The current farm lease with the Oswalds expired on August 31, 2013. The Oswalds will discontinue the farming of property located adjacent to the runway protection zone for Runway 3 but will continue to farm 107 acres west of Hayford Road. They will make an annual payment of \$1,123.50. The Finance Committee and staff recommend approval.
7. ***Consent to Assignment of Hangar and Ramp Lease – AK Hale, LLC to Ross Spokane, LLC dba XN Air –** SIA
In January 2012, Ross Spokane acquired the Hales’ FBO business, however, the Hales retained the agreement for the maintenance and avionics facility and assigned the agreement to AK Hale, LLC. AK Hale, LLC has requested the lease agreement be assigned to Ross Spokane who will assume the agreement under the same terms and conditions. Ross Spokane further agrees to assume the sublease agreement between AK Hale, LLC and Aircraft Solutions which expires on December 31, 2016. The Finance Committee and staff recommend approval.
8. ***First Amendment to Landside Snow Removal Services Contract – Wm. Winkler Company –** SIA
This amendment exercises the first of four options with Wm. Winkler Co. to provide landside snow removal services commencing November 1, 2013 through April 1, 2014 at all parking lots, parking garage entrances and exits, the rental car ready/return lot and common use roadways in the Quick Turnaround Facility. The Finance Committee and staff recommend approval.
9. ***Operating Agreement for Aviation Related Activities – Aircraft Solutions, LLC –** FF
Aircraft Solutions has requested an operating agreement for Felts Field in order to provide service for their customers. This agreement is effective September 1, 2013 and the monthly fee is \$35. The Finance Committee and staff recommend approval.
10. ***Award Construction Contract, Miscellaneous Maintenance Paving Project – Inland Asphalt Company -** SIA
This project will provide crack sealing, fog sealing and pavement repair at multiple locations at Felts Field and at Spokane International Airport outside of the secure area. The Engineering Committee recommends award of a contract for construction to Inland Asphalt Company in the amount of \$251,018.36 including Washington state sales tax. Staff further requests authorization of \$25,000 of additional funds for construction contingencies for a total authorization of \$276,018.36. FF
11. ***Award Construction Contract, Miscellaneous Maintenance Paving Airfield Project – Inland Asphalt Company -** SIA
This project will provide crack sealing, fog sealing and pavement repair inside the Spokane International Airport security fence. The Engineering Committee recommends award of a construction contract to Inland Asphalt Company in the amount of \$62,239.45 including Washington state sales tax. Staff further requests authorization of \$25,000 of additional funds for construction contingencies for a total authorization of \$87,239.45.

12. ***Award Construction Contract, Terminal Airport Drive Overlay Project – Shamrock Paving, Inc.** - This project will provide a pavement overlay from the Concourse A/B skybridge to the ground transportation lot. Two bids from the small works roster were received on September 10, 2013. The Engineering Committee recommends award a contract for construction to Shamrock Paving, Inc. in the amount of \$211,691.80 including Washington state sales tax. Staff further requests authorization of \$25,000 of additional funds for construction contingencies for a total authorization of \$236,691.80. SIA
13. ***Award Construction Contract for Aircraft Rescue and Fire Fighting (ARFF) Facility Project Lydig Construction, Inc.** – The Engineering Committee recommends award of a contract to Lydig Construction including the base bid of \$7,318,037.83 and Alternate No. 1 at \$49,508.07 for a total amount of \$7,367,545.90. Staff further requests authorization of \$740,000 for construction contingency for a total project authorization of \$8,107,545.90 including Washington state sales tax. The funding source for the project is the FAA Airport Improvement Program, AIP 3-53-0072-51, with local matching funds. SIA
14. ***Modification No. 1 to Professional Services Agreement, Construction Management Services of Aircraft Rescue and Fire Fighting (ARFF) Facility – Integrus Architecture** – The Engineering Committee recommends approval of Modification No. 1 to Integrus Architecture in the amount of \$537,540.92 for construction management services of the new ARFF facility. Staff further requests authorization of \$54,000 of contingency for modifications to the construction management contract for a total authorization of \$591,540.92. SIA
15. ***Award Construction Contract, FedEx Facility Trailer Parking Lot – Wm. Winkler Company** -. This project will include site lighting, concrete paving and drainage improvements in the area where air cargo carriers currently park tractor trailers. Plans and specifications from DCI Engineers were distributed to paving contractors on the small works roster. On September 10, 2013, three bids were received. The Engineering Committee recommends award of a contract in the amount of \$147,832.00 including Washington state sales tax to Wm. Winkler Company. Staff requests additional authorization of project contingency funds in the amount of \$15,000 for a total project authorization of \$162,832.00. SIA
16. ***Final Balancing Change Order (CO) No. 2, 2013 Sidewalk Improvements Project – Wm. Winkler Company** – This change order includes additional concrete ramps, curb and gutter at multiple locations, and repair to the Felts Terminal entry. The Engineering Committee recommends ratification of Change Order No. 2 to Wm. Winkler’s contract in the amount of \$29,294.91 for a revised final contract amount of \$221,124.33. SIA FF
17. ***Award Construction Contract, Main Terminal Roof Snow Restraints, Flashing Repairs and Catwalk Installation – ICON Corporation** – This project will include the installation of snow restraints on the roof of the Main Terminal, repair of an area of damaged flashing on the A/B Security roof, and the addition of a catwalk to connect the roof of the Ground Transportation Center to the Main Terminal roof. The Engineering Committee recommends award of a contract for construction to ICON Corporation in the amount of \$121,744.00 including Washington state sales tax. Staff further requests authorization of \$12,000 of additional funds for construction contingencies for a total authorization of \$133,744.00 SIA
18. ***Award of Service Contract for Elevator and Escalator Maintenance Services – KONE Corporation** – Two bids were received in response to the request to provide elevator and escalator maintenance services at Spokane International Airport. The Engineering Committee recommends award of a three-year contract with two additional one-year options to KONE Corporation for an annual contract amount not to exceed \$100,000. SIA

19. ***Award Service Contract Renewal, Glycol Recovery and Management Services 2013-2014** – *Inland Technologies International, Ltd.* – The Engineering Committee recommends award of a service contract renewal to Inland Technologies International, Ltd. for the 2013-2014 season for an amount not to exceed \$375,000 to provide glycol recovery services and equipment. SIA
20. ***Procurement of Advance Cyclone CY5500 Surface Cleaning Vehicle** – *Nilfisk-Advance, Inc.* – The Engineering Committee recommends the purchase of one Nilfisk-Advance Cyclone CY5500 surface cleaning vehicle for the amount of \$124,175.62 which includes all specified options, freight and Washington state sales tax. This equipment is available for purchase through the Houston-Galveston Area Council, an intergovernmental cooperative purchasing venture, and was included in the approved 2013 capital improvement program budget. SIA
21. ***Procurement of Airfield Deicing Products for 2013-2014 Winter Season** – *Schoenberg Salt Co. and LNT Solutions, Inc.* – The Engineering Committee recommends approval to purchase solid and liquid deicing products on an as-needed basis for the 2013-2014 winter season from LNT Solutions and Schoenberg Salt Company. SIA
22. ***Procurement of A & B Concourse Seating** – *Contract Design Associates, Inc.* – The Engineering Committee recommends the purchase of 405 seats to be placed in the A and B Concourses at a cost of \$476,437.81 through the U.S. Communities Government Purchasing Alliance, a government purchasing cooperative. Contract Design Associates will coordinate the purchase, delivery and installation of the seats. SIA
23. ***Procurement of New Parking Shuttle** – *Schetky Northwest, Inc.* – The Engineering Committee recommends the purchase of one Aerotech shuttle in the amount of \$63,678.63 including all specified options, freight and Washington state sales tax. This vehicle will replace a 2005 Ford F-350 and was approved in the 2013 capital improvement program budget. SIA
24. ***Renewal of Employee Medical and Dental Benefits** – The Finance Committee and staff recommend approval of the employee Group Health Medical and Washington Dental Service benefits renewal in an anticipated amount of \$1,671,030.12. SIA FF
ABP

Regular Agenda

25. **Other Transaction Agreement (OTA) for Checked Baggage Recapitalization Screening Program Construction** – *Transportation Security Administration* – The Transportation Security Administration has identified the need to replace five Explosive Detection System (EDS) machines that screen baggage for Concourses A/B and C and is offering an OTA with 100% funding for the construction and construction management of the replacement of these units. The Engineering Committee recommends approval of the execution of the OTA by the Airport Chief Executive Officer for the amount of \$5,555,412.00. SIA
26. **Approval of Revision to Insurance Requirements in Agreements and Contracts** – Staff has been working with Wells Fargo to update the standard insurance requirements utilized in leases and contracts. The Finance Committee and staff recommend approval of the proposed revisions. SIA FF
ABP

27. **Staff Reports**

- **Chief Executive Officer's Report**

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

28. **Executive session to follow for discussion of legal, personnel and real estate matters.**

29. **Adjourn**

30. **The next scheduled Board meeting is October 23, 2013 at Spokane International Airport.**

Note: The consent agenda () may be considered in a single action. Any Board member or anyone in the gallery may ask for the separation of any item from the consent agenda for individual consideration. Please notify the Board Clerk 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 jthielemann@spokaneairports.net at least 48 hours in advance of the meeting to arrange for accommodation.