



SPOKANE AIRPORT BOARD

Chair: Max Kuney
Vice Chair: Collins Sprague
Secretary: Nancy Vorhees

Board Members: Ezra Eckhardt Shelly O'Quinn
Ben Stuckart Jennifer West

Chief Executive Officer: Lawrence J. Krauter, A.A.E., AICP

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the November 17, 2016 Board Meeting

The Airport Board meeting will be held on Thursday, November 17, 2016 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 (10/20/16 regular meeting)
- E. Financial Report (written)
- F. Appointment of Nominating Committee

Consent Agenda
(Items #1 - 6)

1. ***Approval of Payments/Warrants**

Construction Warrant Number	4220 - 4234	\$ 214,626.76
Operational Warrant Numbers	133527-133861	\$ 3,885,170.08
2. ***Award Construction Contract – EDS Upgrades and CBRA Improvements Project – Industrial Builders, Inc.** – Spokane International Airport. This project includes upgrading the explosive detection system (EDS); optimizing the checked baggage resolution areas (CBRA); improving the baggage handling system (BHS); and modifying heating, ventilation, and air conditioning (HVAC) systems. Two bids were received after the mandatory pre-bid meeting. The Engineering Committee and staff recommend award of a Construction Contract for the EDS Upgrades and CBRA Improvements Project to Industrial Builders, Inc. in the amount of \$3,648,823.00 including Washington State Sales Tax. In addition, \$547,300.00 is requested for construction contingencies for a total authorization of \$4,196,123.00.

3. ***Approval of Amendment No. 3 to Professional Services Agreement – EDS Upgrades and CBRA Improvements Project – Vic Thompson Company – Spokane International Airport.** The Airport entered into an agreement in July 2012 with the Transportation Security Administration (TSA) through the Other Transaction Agreement (OTA) program to manage and procure design services to upgrade the explosive detection system (EDS); optimize the checked baggage resolution areas (CBRA); improve the baggage handling system (BHS); and modify the heating, ventilation, and air conditioning (HVAC) systems. Amendment No. 3 provides full-time construction management and administration services for the project on a time and materials basis. The Engineering Committee and staff recommend approval of Amendment No. 3 to the Professional Services Agreement for the EDS Upgrades and CBRA Improvements Project with Vic Thompson Company in the amount of \$429,142.76 for a total revised contract amount of \$759,844.44.
4. ***Approval of Amendment No. 3 to Professional Services Agreement – South Pilot Ramp Rehabilitation Project – Parametrix – Spokane International Airport.** A Professional Services Agreement (July 2015) and Amendment No. 1 (February 2016) were executed with Taylor Engineering, Inc. (acquired by Parametrix) for design services to rehabilitate and reconfigure the South Pilot Ramp, relocate Gate R, and rehabilitate a portion of T/W C2. Amendment No. 2 (September 2016) was approved for construction management and administration services required for the duration of construction under the FAA Airport Improvement Program and Sponsors Assurances. Amendment No. 3 provides rebidding services following the rejection of all bids received in the original bid period. The FAA has reviewed and approved the scope of work and associated fee, and has also determined this work is eligible under the existing Grant 53. The Engineering Committee and staff recommend approval of Amendment No. 3 to the Professional Services Agreement for the South Pilot Ramp Rehabilitation Project with Parametrix in the amount of \$9,938.50 for a total revised contract amount of \$1,102,725.50.
5. ***Approval of Fourth Amendment to the Security Contract - Kodiak Security Services, Inc. – Spokane International Airport.** In November 2012, through a Request for Proposals process, Kodiak Security was awarded a Security Contract for a one year term with four one year options. Kodiak provides vehicle screening at the rental car ready/return lot adjacent to the Ground Transportation as well as security at Terminal A/B and Terminal C, between the last airline departure and the last arrival, seven (7) days a week. This Amendment extends the Security Contract with Kodiak for one (1) year commencing January 1, 2017 and expiring on December 31, 2017. The hourly rate per person for the contract period shall increase from \$17.22 per hour to \$17.35 per hour. The Finance Committee and staff recommend approval of the Fourth Amendment to the Security Contract with Kodiak Security Services, Inc. in the not-to-exceed amount of \$194,930, which includes a 10% contingency in the event additional security is required during the contract period.
6. **Approval of the Consent to Assignment – Land Lease Agreement – Ziegler Lumber Company to Mr. Collin Fay - Felts Field.** Vern Ziegler of Ziegler Lumber has entered into an agreement to sell the hangar to Mr. Collin Fay and has requested that the Land Lease Agreement be assigned to Mr. Fay. The effective date of this Consent to Assignment shall be December 1, 2016. All other terms and conditions remain the same. The Finance Committee and staff recommend approval of the Consent to Assignment – Land Lease Agreement – Ziegler Lumber Company to Collin Fay.

Regular Agenda

7. ***Approval of the Spokane Airport Board's 2017 Budget.** The total budget represents a 24.8% increase from the 2016 budget entirely attributable to an increase in the Capital budget. The Finance Committee and staff recommend approval of the Spokane Airport Board's 2017 Budget in the amount of \$72,429,824, along with the rates shown in the budget package, and subsequent submission to the City and County of Spokane.

8. ***Approval of Construction Change Order No. 5 - Flint Road Realignment Project – Wm. Winkler Company -** Spokane International Airport. This project includes realignment and reconstruction of Flint Road, from Airport Drive Inbound to Airport Drive Outbound; and mill and overlay of Flint Road, from Airport Drive Outbound to South Flint Road, terminating at the Rental Car Return area. This project also includes new sidewalk, overhead signage, landscaping, utilities, and a restroom at the Cell Phone Waiting Lot. In May 2016, Wm. Winkler was awarded a Construction Contract in the amount of \$1,702,753.00 including Washington State taxes as required under a municipal public road construction project (WAC 458-20-171). At that time, the Board also authorized \$170,275.00 for construction contingencies, making the total construction project authorization \$1,873,028.00. To date, four change orders have been approved that are cumulatively within the Board-authorized contingency and consisted of additional drainage structures, sidewalk, relocation of irrigation mainlines, and fencing. The proposed Change Order No. 5 will exceed the Board-approved contingency. The Engineering Committee and staff recommend award of Construction Change Order No. 5 for the Flint Road Realignment Project to Wm. Winkler Company in an amount not to exceed \$348,000.00 including Washington State taxes as required under a municipal public road construction project. Improvements include additional fencing, lighting and landscaping. In addition, Board authorization is requested for \$348,000.00 of additional contingency funds for a total contingency budget of \$518,275.00.

9. **Approval of Amendment No. 3 to Professional Services Agreement for Flint Road Realignment Project - HDR Engineering, Inc. –** Spokane International Airport. This Professional Services Agreement includes design and construction management and administration (CM/CA) services to realign and reconstruct Flint Road, from Airport Drive Inbound to Airport Drive Outbound; and to mill and overlay Flint Road, from Airport Drive Outbound to South Flint Road to the Rental Car Return entrance. This project also includes new sidewalk, overhead signage, landscaping and a bathroom at the Cell Phone Waiting Lot. In May 2015, HDR Engineering, Inc. entered into an Agreement with the Airport in the amount of \$102,310.02 to provide professional design services for the Flint Road Realignment Project. In December 2015, Amendment No. 1 was approved to provide additional services to design water, sewer, a restroom, and landscaping in the lump sum amount of \$42,077.26. Amendment No. 2 was approved in June 2016 and provided full-time CM/CA services for the project on a time and materials basis in the not-to-exceed amount of \$210,057.82. Amendment No. 3 includes design in the amount of \$21,328.90 and CM/CA services in the amount of \$24,719.48 for fencing and lighting improvements, along Flint Road for the Rental Car Return area in addition to removal of chain-link fencing, utility coordination, and landscaping on Flint Road, from Aviation Drive to the Rental Car Return Area. The Engineering Committee and staff recommend approval of Amendment No. 3 to the Professional Services Agreement with HDR Engineering, Inc. on a time and materials basis in the not-to-exceed amount of \$46,048.38 for a revised contract amount of \$400,493.48.

10. **Staff Reports/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.

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

12. **Adjourn**

13. **The next regularly scheduled Board meeting is Thursday, December 15, 2016 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.