



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 December 15, 2016 Board Meeting

The Airport Board meeting will be held on Thursday, December 15, 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. Badge Transfer Ceremony, Newly Promoted ARFF Unit Lieutenant Chris Wetherell
- D. Resolution – Retirement of FAA Air Traffic Manager, Michelle Skomars
- E. Public Comment/Courtesy of the Floor
- F. Approval of Minutes (11/17/16 regular meeting)
- G. Financial Report (written)
- H. Report of Nominating Committee and Election of Officers for 2017

Consent Agenda
(Items #1 - 8)

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

Construction Warrant Number	4235-4242	\$1,052,050.55
Operational Warrant Numbers	133862-134178	\$2,735.964.17

2. *** Leasing of eight Multifunction Workgroup Printer/Copiers through Washington State Contract # 05214** – Spokane International Airport. Over several years, the Airport has obtained various brands and models of workgroup printer/copiers at different times. Currently there are machines located in Reception, Accounting, Properties and Contracts, Engineering, ARFF,

Police, Parking, and Operations. Four printers have reached the end of their lease term; four others have 5 to 12 months remaining on the lease term. The current monthly fixed charge for the eight machines is \$1,874.06. In an effort to consolidate lease terms and provide equipment consistency throughout departments, it was determined the Xerox Workcentre 7855 Color Multifunction Printer is the best option, with the fixed cost per month of eight new machines on five year lease term of \$1,759.30 excluding WSST. The procurement of these machines will be facilitated through the Washington State Department of Enterprise Services Contract #05214 (State Contract). The total base contract price for the term of the lease is \$114,741.55, including WSST. Monthly average printing volume charges will vary based on usage, but is estimated at \$650 per month. The total base contract plus estimated supply usage for the entire term is \$153,741.55. Total savings over the lease term is \$9,954.60. The Finance Committee and staff recommend leasing the Xerox Multifunction Workgroup Printer/Copiers through the Washington State Contract #05214 for five years in the amount of \$114,741.55 plus supply usage which is billed as consumed.

3. ***Approval of Consent to Assignment for Airfield Solid Deicing Products –Schoenberg Salt & Chemical, LLC** – Spokane International Airport and Felts Field. In August 2016, the Airport solicited bids for FAA-approved airfield solid deicing chemicals. On September 22, 2016, the Board awarded a one-year contract to LNT Solutions, Inc. (LNT), with two additional one-year options. On November 15, 2016, Airport staff was informed that LNT had been acquired by Nachurs Alpine Solutions, Inc. (NASi). In order to fulfill the obligations of the contract, NASi, as successor to LNT, has requested that the contract be assigned to Schoenberg Salt & Chemical, LLC (Schoenberg), a distributor for NASi. All other terms and conditions of the contract, including the product supplied and product pricing, remain the same. The Engineering Committee and Staff recommend approval of the Consent to Assignment for the airfield solid deicing product supply Contract No. 16-41-9999-001-01, from Nachurs Alpine Solutions, Inc., as successor to LNT Solutions, Inc., to Schoenberg Salt & Chemical, LLC.

4. ***Approval of Procurement of Parking Garage Light Fixtures – Consolidated Electrical Distributors** – Spokane International Airport. The lighting in the interior of Parking Garage 2 is currently provided by 175W metal halide light fixtures that are original equipment from the 2001 construction. The light output and spacing of the existing fixtures creates areas where light levels are less than ideal. Although Garage 2 meets the minimum standard of one foot-candle, additional lighting can greatly improve the safety and appearance of the facility and will match light levels similar to that of Garage 1, which was designed for minimum light levels of 1.5 foot candles. Additionally, existing stairwell lighting is provided by 70W high-pressure sodium lamps. These lamps provide a color output that can distort colors in video images, making them less than ideal for use in areas that require surveillance, such as parking garages. The orange light emitted by these lamps also creates an inconsistent appearance for the garage. Airport staff reviewed the garage lighting with Consolidated Electrical Distributors (CED) to determine the layout and fixture output needed to provide adequate lighting. CED has recommended replacement of the existing metal halide light fixtures with new, energy-efficient LED fixtures, as well as increasing the fixture density from 52 fixtures per floor to 87 fixtures per floor. It is also recommended that the high-pressure sodium lighting in the stairwells be replaced with 34W LED fixtures that provide a brighter, more natural light. The specified light fixtures are available for purchase through Washington State Contract No. 00313 from CED. The 77W fixtures are priced at \$434.32 each and the 34W fixtures at \$331.68 each, for a total cost of \$198,879.60, plus Washington State Sales Tax of \$17,302.53, for a grand total of \$216,182.13. The Engineering Committee and Staff recommend approval to procure the above-referenced light fixtures from Consolidated Electrical Distributors, Washington State Contract No. 00313, for a total amount of \$216,182.13 including Washington State Sales Tax.

5. ***Approval of the Crop Farm Agreement** – *Jeffrey and Paula Oswald* – Spokane International Airport. Since November 1988, Jeffrey and Paula Oswald had leased approximately 318 acres of unimproved land at Spokane International Airport which they have utilized for crop production. In 2013, it was determined that it was in the best interest of the Airport to discontinue the farming of property located in the runway protection zone for Runway 3 so the acreage under lease was reduced to 107 acres. The current farm lease with the Oswald's expired on August 31, 2016. Based on the recommendations of the Airport's agronomist, the new Crop Farm Agreement shall have a three year term commencing November 1, 2016 and expiring October 31, 2019. Mr. Oswald will continue to farm the property located west of Hayford Road consisting of 107 acres. The Oswald's will pay to the Airport an annual payment at the end of each year on or before December 1st in the amount of \$1,123.50. The Finance Committee and staff recommend approval of the Crop Farm Agreement with Jeffrey and Paula Oswald.

6. *** Approval of the Concession Agreement** – *Tamara Pfaffle d/b/a Flying Shears*, Spokane International Airport. Tamara Pfaffle has operated a barber shop at Spokane International Airport since 1986 which comprises approximately 150 square feet in the A/B pre-security area. The Concession Agreement had a five year term which expired on November 30, 2016. Flying Shears paid a Minimum Annual Guarantee ("MAG"), in equal monthly payments of \$200.00 and 6.5% of gross revenues after gross revenues exceeded \$18,000 per calendar year. The term of this Concession Agreement is five years commencing on December 1, 2016 and expiring on November 30, 2021. Flying Shears shall pay a rental rate, referred to as a Minimum Annual Guarantee ("MAG"), in equal monthly payments of \$225.00 or 8% percent of gross revenues, whichever amount is greater. The Finance Committee and staff recommend approval of the Concession Agreement with Tamara Pfaffle d/b/a Flying Shears.

7. **Resolution No. 04-16**, Recommendation that the Board rescind Resolution No. 05-15 and approve a revised resolution regarding the Spokane International Airport Layout Plan and adoption by the Spokane County Board of Commissioners and the Spokane City Council.

8. ***Resolution No. 05-16**, Adoption of 2017 Schedule of Regular Board Meetings and Committee Meetings.

Regular Agenda

9. ***Approval of the Update of Annual Leave Policy.** Policy 09-08 established annual leave provisions available to full-time, non-represented employees. It outlined annual leave accrual increments, eligibility and scheduling of leave, and pay out of accrued leave upon termination. The updated policy is to make the annual leave policy uniform for non-represented employees and reduce financial liability of the Airport for accrued leave. This policy provides for 240 hours maximum accrual of annual leave, and it encourages employees to use all annual leave during the calendar year. The Finance Committee and Staff recommend approval of the updated policy regarding Annual Leave (Policy 01-16).

10. ***Approval for Engagement of K&L Gates, LLP for Federal Legislative and Administrative Public Policy/Advocacy Services** – Spokane International Airport. Airport staff have been historically active in federal public policy/lobbying activities on matters of significance to the Airport through Airport membership in Greater Spokane Incorporated ("GSI") and various industry groups, including the American Association of Airport Executives. Similarly, the Airport was forced to commence litigation to protect the Airport's interests in federal public policy matters when it sued the FAA in 2013 to block the agency's proposed shutdown of air-traffic control operations at Felts Field. It is reasonably believed the Airport needs greater, dedicated federal legislative and administrative public policy/advocacy services in 2017. GSI contracts with

K&L Gates, LLP to provide the Services on behalf of the GSI members and for the benefit of the region. As part of the GSI federal legislative agenda, K&L Gates, LLP initially provided the Airport very general Services related to FAA reauthorization. In recent years, K&L Gates, LLP provided more extensive and direct Services, through GSI but on behalf of the Airport, on issues related to FAA reauthorization and extension of FAA funding. The current FAA reauthorization expires on September 30, 2017. Thus, a number of significant issues to the Airport will be the focus of federal policymakers in 2017, including the Contract Weather Observer Program, Contract Towers, Airspace Management and Redesign, Passenger Facility Charges and Air Traffic Control Modernization. It is reasonably believed the Airport needs greater, dedicated Services than what can be provided by GSI to its general membership through the GSI federal legislative agenda. The Finance Committee and staff recommend the Board approve the sole source procurement of K&L Gates, LLP for federal legislative and administrative public policy/lobbying services based on a one-year contract, subject to extension or renewal by the Board, with a contract amount not to exceed \$120,000 for services performed through December 31, 2017.

11. ***Approval of Acquisition of Real Estate** – *Gary L. Jones & Intermountain Fabricators, Inc.*, Felts Field. Staff has negotiated the purchase of approximately 1.75 acres of land located adjacent to Fancher Road (between Trent and Rutter), which is necessary for general airport development purposes. The seller has entered into a Purchase & Sales Agreement to purchase the property. Based on the appraisal, the purchase price of the property is \$291,960.90 or \$3.83 per square foot, contingent upon the approval of the Airport Board, the City of Spokane and County of Spokane. The Finance Committee and staff recommend Board approval of the acquisition of 1.75 acres of land in the amount of \$291,960.90 plus closing costs and to authorize Lawrence J. Krauter to execute the necessary documentation regarding the purchase of this property.

12. **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.

13. **Executive session to follow for discussion of legal, personnel and real estate matters.**
14. **Adjourn**
15. **The next regularly scheduled Board meeting is Thursday, January 19, 2017 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.