



<b>SPOKANE AIRPORT BOARD</b>		
<b>Chair:</b>	Max Kuney	
<b>Vice Chair:</b>	Collins Sprague	
<b>Secretary:</b>	Nancy Vorhees	
<b>Board Members:</b>	Ezra Eckhardt	Shelly O’Quinn
	Ben Stuckart	Jennifer West
<b>Chief Executive Officer:</b>	Lawrence J. Krauter, A.A.E., AICP	

**NOTICE OF AIRPORT BOARD MEETING**

**Tentative Agenda for the April 21, 2016 Board Meeting**

The Airport Board meeting will be held at **Felts Field** on **Thursday, April 21, 2016 at 9:00 a.m.** at the **new General Aviation Flight Center** located at 6095 E. Rutter Ave., Spokane, Washington 99224.

- A. **Call to Order**
- B. **Roll Call of the Airport Board**
- C. **Public Comment/Courtesy of the Floor**
- D. **Resolution of Appreciation to EFT, L.L.C. for Construction of the New General Aviation Flight Center at Felts Field**
- E. **Recognition of Joe Hoeing and Todd Woodard for Completion of AAAE Certified Member Examination**
- F. **Presentation on Drone Use by xCraft Corporation**
- G. **Approval of Minutes** (03/24/16 regular meeting)
- H. **Financial Report** (written)

**Consent Agenda**  
 (Items #1 - 7)

<b>1. *Approval of Vouchers</b>		
Construction Warrant Number	004165 – 004172	\$ 249,137.77
Operational Warrant Numbers	131467 – 131748	\$ 2,646,122.28

2. **\*Approval of Air Cargo Ramp Lease and Operating Agreement with Federal Express Corporation.** - The previous agreement with Federal Express expired on December 31, 2015. The term of the new agreement commenced on January 1, 2016 and will expire on December 31, 2016. Federal Express leases 296,053 square feet of aircraft ramp and 64,870 square feet of ground service equipment storage area. They also lease 1,334 square feet of glycol pad. Federal Express will pay annual rent in the amount of \$81,076.47 plus landing fees. The Finance Committee and staff recommend approval of the Air Cargo Ramp Lease and Operating Agreement with Federal Express Corporation. SIA
  
3. **\*Approval of Temporary Construction and Access License Agreement with Northwest Farm Credit Services, FLCA** - On November 14, 2015, Northwest Farm Credit Services (NFCS) purchased the building and land from the Ambassadors Group that is located north of the Airport on Flint Road. This Agreement will allow NFCS to remove a portion of the Flint Road median to construct a left hand turn lane. This turn lane will allow vehicles travelling southbound on Flint Road to access the NFCS property. All costs associated with the removal of the median, installation of the turn lane and the restoration of the median including the existing landscaping shall be the sole responsibility of NFCS. The Finance Committee and staff recommend approval of the Temporary Construction and Access License Agreement with Northwest Farm Credit Services, FLCA. SIA
  
4. **\* Approval of Lease & Operating Agreement with White Rabbit Aviation, LLC.** - White Rabbit Aviation, LLC has requested a lease for 120 square feet of office space in the Main Terminal Building for administration of a helicopter tour business. White Rabbit will be using a Bell 206 for the tours. The term of this Agreement is month to month effective May 1, 2016 and the rent for 120 square feet of office space is \$138.00 per month plus Washington State Leasehold Tax. They will lease hangar space in Building 3 from EDMO Distributors and will lease ramp space for its daily operations from Western Aviation. The Finance committee and staff recommend approval of the Lease & Operating Agreement with White Rabbit Aviation, LLC. Felts
  
5. **\*Approve Professional Services Agreement – General Contractor/Construction Manager (GC/CM) Advisor Services for 2016 Airport Security Improvements – OAC Services, Inc.** - This project includes airfield perimeter security enhancements, installation of exit lane technology, upgrades to the terminal complex flight and baggage information display systems (FIDS/BIDS) and flight announcement systems, and enhancements to terminal access control systems. This project will be delivered using an alternative project delivery method allowed under RCW 39.10.340. The Engineering Committee and Staff recommend approval of the Professional Services Agreement with OAC Services, Inc. for General Contractor/Construction Manager (GC/CM) Advisor Services for 2016 Airport Security Improvements in the not-to-exceed amount of \$290,831.00 SIA
  
6. **\*Approve Amendment No. 1 to the Spent Aircraft Deicing Fluid Recovery and Maintenance Services Contract – Inland Technologies International, Ltd.** - The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Spent Aircraft Deicing Fluid (ADF) Recovery Maintenance Services Contract with Inland Technologies International, Ltd. for a one year term from May 1, 2016 to April 30, 2017 in the amount of \$265,000.00 including Washington State Sales Tax. Staff further requests Board authorization of \$26,500.00 for contingencies for a total authorization of \$291,500.00. SIA
  
7. **\*Approve Procurement of Snow Plow/Solid Deice Applicator Truck – Western Peterbilt, LLC and Northend Truck Equipment, Inc.** - The Engineering Committee and Staff recommend procurement of one new 2016 Snow Plow/Solid Deice Applicator Truck, through Washington State Procurement Contracts Nos. 01513 and 12304, from Western Peterbilt, LLC and Northend Truck Equipment Inc., in the amount of \$186,302.59 including Washington State Sales Tax. Staff further requests Board authorization of \$9,300.00 for contingencies for a total authorization of \$195,602.59. SIA

8. **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.**

10. **Executive session to follow for discussion of legal, personnel and real estate matters.**
11. **Adjourn**
12. **The next regularly scheduled Board meeting is May 26, 2016 at Spokane International 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 Interim Board Clerk at (509) 455-6417 or email kreimer@spokaneairports.net at least 48 hours in advance of the meeting to arrange for accommodation.*