



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 - AMENDED

Tentative Agenda for the June 16, 2016 Board Meeting

The Airport Board meeting will be held on Thursday, June 16, 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. Employee Recognition
 - 1. Lisa Corcoran on completion of the Gonzaga University Emerging Leaders Program.
 - 2. Chance Abbey on completion of the Leadership Spokane Program.
 - 3. Tammy Yongue on completion of an Associate’s Degree in Business Management/Small Business Management from Spokane Falls Community College.
- E. Presentation by Jay Ellis with Thanks Again on their Upgraded Customer Rewards Program
- F. Approval of Minutes (05/26/16 regular meeting)
- G. Financial Report (written)

Consent Agenda
 (Items #1 - 7)

1. *Approval of Vouchers		
Construction Warrant Number	004179 – 004184	\$ 1,287,532.96
Operational Warrant Numbers	132037 – 132260	\$ 2,087,491.05

2. *** Approval of the Fourth Amendment to the Landside Snow Removal Services Contract with Wm. Winkler Company** - On October 17, 2012, the Airport Board awarded the Landside Snow Removal Services Contract to Wm. Winkler Company. This Contract has four (4) one year options and this Amendment exercises the fourth of the four options. Wm. Winkler Co. shall provide snow removal commencing November 1, 2016 through April 1, 2017. Snow removal services shall be performed at all landside parking lots, parking garage entrances and exits, the rental car ready/return lot and common use roadways in the Quick Turnaround Facility (QTA). The hourly rates remain the same for this contract term and they are: Trucks with box blades (10' or 12') - \$160.00; Backhoes (10' or 12') - \$160.00; Front End Loaders - \$200.00; 15 yard Dump Trucks - \$125.00; Snow blowers/brooms/shovels - \$75.00. The Finance Committee and staff recommend approval of the Fourth Amendment to the Landside Snow Removal Services Contract with Wm. Winkler Company. SIA

3. *** Approval of the First Amendment to the Rewards Program Administration Agreement – Thanks Again, LLC** —In 2013, the Airport began working with Thanks Again, a company that owns and operates a rewards program which helps businesses maintain and build loyalty by enabling customers to earn credits from one of several major airline frequent flyer programs or other types of rewards. The Agreement allows renewals for one (1) year periods upon provision of thirty days' notice. This Amendment revises the services and fees, as well as exercises the one year extension to February 28, 2017. Thanks Again will provide its comprehensive Business and Intelligence Dashboard and Reporting tool which consolidates the loyalty transaction spend data at a cost of \$2,000 per year for one license. The Airport will also pay Thanks Again \$2,500.00 per month for managing the program for both the SIA Parking Operations and the Concessions. Thanks Again will also initiate a three month promotional campaign for a one-time cost of \$4,000. The one year cost for the Thanks Again Rewards Administration Agreement shall be \$36,000. The Finance Committee and staff recommend approval of the First Amendment to the Rewards Program Administration Agreement – Thanks Again, LLC. SIA

4. ***Approval of the First Amendment to the Contract to Furnish Marketing and Advertising Services with Pinnacle Marketing Group Co.** – In 2012, through the RFP process, Pinnacle Marketing Group was awarded a contract to provide marketing and advertising services. The term of the initial Contract was three years commencing January 1, 2013 and expiring December 31, 2015. The Contract also included two (2) one (1) year options to be exercised at the Board's sole discretion. This First Amendment exercises the first option and the term will be January 1, 2016 through December 31, 2016. The Finance Committee and staff recommend approval of the First Amendment to the Contract to Furnish Marketing and Advertising Services with Pinnacle Marketing Group Co. in an amount not to exceed \$250,000 per year. SIA

5. ***Approval of the First Amendment to the Janitorial Contract - Uniserve Facilities Services Corp. - Spokane International Airport, Felts Field Airport and the Airport Business Park** - Uniserve was awarded the Janitorial Contract for SIA, Felts and the ABP in May, 2013. The term of the Contract expires on June 30, 2016 and the Airport has two (2) one (1) year options. This Amendment exercises the first option and the term shall be one year commencing July 1, 2016 and expiring June 30, 2017. Uniserve provides janitorial services, litter patrol and various other services for the main terminal and several outlying buildings. They also provide janitorial services for the Business Park at Building 700 and 1200 and for Felts Field at Building 11, Building 14 and the general aviation restrooms. The annual cost for services shall be \$1,139,000 for the one year term. The total annual cost may be adjusted due to additions or deletions to the scheduled cleaning areas. Additional non-routine services shall be billed at the hourly rate of \$22.13 and the anticipated cost of such non-routine services is expected to be approximately 2.5% of the total cost of the Contract. The Finance Committee and staff recommend approval of the First Amendment to the Janitorial Contract with Uniserve Facilities Services Corp. - Spokane International Airport, Felts Field Airport and the Airport Business Park. SIA
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6. ***Approve Amendment No. 1 to the Overhead Door Maintenance Services Contract – Overhead Door Company of Spokane-Coeur d’Alene – Spokane International Airport, Airport Business Park, and Felts Field** - In 2014 the Board approved an Overhead Door Maintenance Services Contract with Overhead Door Company of Spokane-Coeur d’Alene. The initial term of this contract was for three years, with two additional one year options. Since execution of the initial contract in 2014, 10 new overhead doors have been added with completion of the Aircraft Rescue and Fire Fighting Station (ARFF) and the Car Wash. The addition of these doors will increase the annual preventative maintenance cost by \$3,761.00, for a revised total of \$20,664.00 for the last year of the initial term. The contract also includes additional amounts for repair work that occurs outside routine maintenance activities. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Overhead Door Maintenance Services Contract with Overhead Door Company of Spokane-Coeur d’Alene for the final year of the initial three-year term from June 1, 2016 to May 31, 2017 in the not-to-exceed amount of \$46,500.00 including Washington State Sales Tax. SIA
7. *** Approve Amendment No. 1 to the Janitorial Supplies and Restroom Paper Products Contract – Walter E. Nelson Company – Spokane International Airport, Airport Business Park, and Felts Field** - In 2013, the Airport entered into a Janitorial Supplies and Restroom Paper Products Contract with Walter E. Nelson Company. The initial term of this contract was for three years, with two additional one year options. The contract is for the provision of janitorial supplies and restroom paper products based on estimates of annual quantities. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Janitorial Supplies and Restroom Paper Products Contract with Walter E. Nelson Company for a one year term from July 1, 2016 through June 30, 2017 in the not-to-exceed amount of \$230,000.00, including Washington State Sales Tax. SIA
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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.

9. **Executive session to follow for discussion of legal, personnel and real estate matters.**
10. **Adjourn**
11. **The next regularly scheduled Board meeting is July 21, 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.