



<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 May 26, 2016 Board Meeting**

The Airport Board meeting will be held on Thursday, May 26, 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. **Overview of the Airport Emergency Plan Live Exercise – Bruce Millsap, Fire Chief**
- E. **Approval of Minutes** (04/21/16 regular meeting)
- F. **Financial Report** (written)

**Consent Agenda**  
**(Items #1 - 8)**

1. <b>*Approval of Vouchers</b>		
Construction Warrant Number	004173 – 004178	\$ 1,197,183.03
Operational Warrant Numbers	131749 – 132036	\$ 2,445,431.82

2. **\* Approval of Resolution No. 01-16 In the Matter of Amending the Ground Transportation Rules and Regulations Regarding Courtesy Vehicle Operators and For Hire Vehicle Operators** - Resolution 01-16 will supersede and cancel Resolution 03-15 which was adopted by the Airport Board on July 16, 2015. Under Resolution 03-15, staff was to review the actual trips recorded from October 1, 2015 to April 1, 2016 to determine if the fees collected were sufficient to cover annual budgeted expenses at the current trip fee of \$0.50 cents. Resolution 03-15 provided for a trip fee increase of up to \$1.00 per trip following the six month data collection period if the number of trips did not generate sufficient revenue at the \$0.50 per trip rate. Based on the review results, it was determined the fees collected were not sufficient and an increase in the trip fee to \$1.00 per trip will be effective July 1, 2016. Resolution 01-16 also amends requirements regarding the tracking and billing of Transportation Network Companies (“TNCs”) since they will be tracked and billed by a third-party Application-Based Commercial Ground Transportation System (“ABCT”) provided through the Transportation Security Clearing House Services. Resolution 01-16 also amends the invoicing process so that invoices below \$5.00 will be held for future billing to avoid unnecessary administrative burden and expense. SIA
  
3. **\*Approval of Consent to Assignment – Land Lease Agreement – Inland Northwest Health Services, dba Northwest Medstar (INHS) to Life Flight Network, LLC.** - INHS has entered into an agreement to merge with Life Flight Network and has requested that the Land Lease Agreement be assigned to Life Flight Network, LLC. The effective date of this Consent to Assignment will be April 1, 2016. The Finance Committee and staff recommend approval of the Consent to Assignment of the Land Lease Agreement – Inland Northwest Health Services, dba Northwest Medstar (INHS) to Life Flight Network, LLC. Felts
  
4. **\* Award Construction Contract – IT Department Relocation Project – Bouten Construction Company** – This project includes all work necessary to construct a new office/workshop/server room on the Lower B Concourse to house the Airport’s Information Technology (IT) Department. The Engineering Committee and Staff recommend award of a Construction Contract for the IT Department Relocation Project to Bouten Construction in the amount of \$353,749.00 including Washington State Sales Tax. The Engineering Committee and Staff further request Board authorization of \$35,000.00 for construction contingencies for a total authorization of \$388,749.00. SIA
  
5. **\* Award Construction Contract – Flint Road Realignment Project – Wm. Winkler Company** – This project includes all work necessary to realign and reconstruct the pavement on Flint Road, from Airport Drive Inbound to Airport Drive Outbound; to mill and overlay Flint Road, from Airport Drive Outbound to South Flint Road up to the car rental return entrance and to provide improvements to the Cell Phone Parking Waiting Lot. The Engineering Committee and Staff recommend award of a Construction Contract for the Flint Road Realignment Project to Wm. Winkler Company 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). The Engineering Committee and Staff further request Board authorization of \$170,275.00 for construction contingencies for a total authorization of \$1,873,028.00. SIA
  
6. **\*Approve Amendment No. 2 to Professional Services Agreement – Flint Road Realignment Project – HDR Engineering, Inc.** - HDR Engineering, Inc. provided engineering design services for the subject project under an agreement previously approved by the Board. Amendment No. 2 provides full-time construction management and administration services for the project on a time and materials basis in the not-to-exceed amount of \$210,057.82. Construction will be completed within 108 calendar days. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement with HDR Engineering, Inc. in the not-to-exceed amount of \$210,057.82 for a revised contract amount of \$354,445.10. SIA

7. **\* Award Construction Contract – Terminal Entry Vestibule Carpet Replacement Project – Linoleum & Carpet City, Inc.** –This project will replace carpet, rubber transition strips and rubber cove base in the terminal A/B and C entry vestibules. The Engineering Committee and Staff recommend award of a Construction Contract for the Terminal Entry Vestibule Carpet Replacement Project to Linoleum & Carpet City, Inc. through NJPA Contract No. 022712-MAC in the amount of \$69,645.82, including Washington State Sales Tax. Staff further requests Board authorization of \$7,000.00 for construction contingencies for a total authorization of \$76,645.82. SIA

8. **\* Award Construction Contract – West Property Boundary Fence – Wutke, LLC dba Idaho Fence** – Portions of Airport property to the west, bounded by Hayford, Thorpe, McFarlane and Craig Roads, have been subject to illegal dumping and trespassing. Due to the remoteness of this property it is difficult to monitor and the installation of a fence will help deter illegal activities. The fencing will consist of barbed wire, wire mesh, posts, braces, gates and other appurtenances. The Engineering Committee and Staff recommend award of a Construction Contract for the West Property Boundary Fence to Wutke, LLC dba Idaho Fence in the amount of \$119,850.45 including Washington State Sales Tax. Staff further requests Board authorization of \$12,000.00 for construction contingencies for a total authorization of \$131,850.45. SIA

9. **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 June 16, 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.*