



Spokane Airports
9000 W. Airport Dr. #204 ● Spokane, WA 99224 ● (509) 455-6455
www.spokaneairports.net



SPOKANE AIRPORT BOARD

Chair: Collins Sprague

Vice Chair: Nancy Vorhees

Secretary: Jennifer West

Board Members: Ezra Eckhardt Max Kuney
Shelly O'Quinn Ben Stuckart

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

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the March 16, 2017 Board Meeting - **Amended**

The Airport Board meeting will be held on Thursday, March 16, 2017 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. State Legislative Session Summary provided by Cliff Webster (Carney Badley Spellman, P.S.)

E. Employee Recognition – Ryan Sheehan on Completion of Master's Degree in Organizational Leadership from Gonzaga University

F. Approval of Minutes (2/23/17 regular meeting)

G. Financial Report (Dave)

Consent Agenda (Items #1-8)

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

| | | |
|-----------------------------|----------------|----------------|
| Construction Warrant Number | 4258 - 4269 | \$ 423,124.87 |
| Operational Warrant Numbers | 135004 -135354 | \$2,657,859.23 |

2. ***Approval to Procure Snow Plow/Sanding Applicator Truck** – *Western Peterbuilt, LLC* and *Northend Truck Equipment, Inc.* – Airport Business Park. The 1990 Mack truck that the Airport Business Park currently utilizes for plowing snow and applying sand on the Airport Business Park public roadways has reached the end of its service life. The replacement truck will be a 2017 Peterbuilt Medium Duty Model 348 chassis, which is available through Washington State

Procurement contract No. 01513 from Western Peterbuilt, LLC. The plow and sand application equipment are available through Washington State Procurement Contract No. 12304 from Northend Truck Equipment, Inc. The Engineering Committee and Staff recommend approval to procure one new 2017 Snow Plow/Sanding Applicator Truck, plow, and sand application equipment through Washington State Procurement Contract No. 01513 and Contract No. 12304, from Western Peterbuilt, LLC and Northend Truck Equipment, Inc., in the amount of \$208,159.18 including Washington State Sales Tax. Staff further requests Board authorization of \$10,408.00 for contingencies for a total authorization of \$218,567.18.

3. ***Approval to Procure Network Video Recorder System** – *Aronson Security Group* – Spokane International Airport. Passenger Facility Charge (PFC) Application No. 10, approved on January 16, 2015, includes airfield perimeter security and terminal access control enhancements. It was determined that the existing Network Video Recorder (NVR) System has reached the end of its useful life for replacement parts and support and must be replaced now as the first element of the larger project to upgrade the video storage system for airfield and terminal security. Procurement of this replacement NVR System will be facilitated through Washington State Department of Enterprise Services (DES) Contract No. 04814, Security Technology Services. Aronson Security Group (ASG) is an approved vendor with DES and will supply equipment, programming, and installation for a cost of \$191,775.18 including Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure a Network Video Recorder System through Washington DES Contract No. 04814 from Aronson Security Group, in the amount of \$191,775.18 including Washington State Sales Tax.
4. ***Approval to Procure SKIDATA Automated Pay Machines** – *SKIDATA Northwest* - Spokane International Airport. In 2016, the Parking and Ground Transportation staff processed over 350,000 revenue transactions through eight non-staffed lanes and four staffed lanes, of which 86% were processed with a debit/credit card. Staff has identified an opportunity to improve customer experience by offering automated self-service parking payment machines in the terminal buildings. SKIDATA Automated Pay Machines (APM) will provide full cashless payment support for parking customers inside the Airport terminal. The total purchase price for this equipment is \$89,676.41 including Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure three SKIDATA Automated Pay Machines from SKIDATA Northwest in the amount of \$89,676.41 including Washington State Sales Tax. The Engineering Committee and Staff further request Board authorization of \$9,000.00 for contingencies for a total authorization of \$98,676.41 including Washington State Sales Tax.
5. ***Approval to Procure Paint Materials** – Spokane International Airport, Airport Business Park, Felts Field. The Airfield Maintenance Department uses waterborne Traffic Marking Paint and Reflective Glass Beads for painting the runways, taxiways, and roadways. This procurement will authorize purchase of paint and associated products for runways, taxiways, and roadways during the 2017 calendar year on an as-needed basis. These materials will be purchased through State of Washington Contract No. 07609. For additional details, refer to the Board memo. The Engineering Committee and Staff recommend approval to procure Traffic Marking Paint and Glass Bead products through State of Washington Contract No. 07609 on an as-needed basis in the not-to-exceed amount of \$90,000.00, excluding Washington States Sales Tax, for the 2017 calendar year.
6. **Approval to Procure Herbicides** – Spokane International Airport, Airport Business Park and Felts Field. The Airfield Maintenance Department uses a variety of herbicides for weed control on the airfield and landside facilities. This procurement will authorize purchase of herbicide products for maintaining the grounds during the 2017 calendar year on an as-needed basis. These materials will be purchased through State of Washington Contract No. 04611. For additional details, refer to the Board memo. The Engineering Committee and Staff recommend approval to procure Airfield

and Landside herbicide products through State of Washington Contract No. 04611 on an as-needed basis in the not-to-exceed amount of \$75,000.00, excluding Washington State Sales Tax, for the 2017 calendar year.

7. ***Award Construction Contract –Taxiway Alpha Crack Seal Project – C. R. Contracting, LLC** – Spokane International Airport. The middle two-thirds of the 11,002-foot Taxiway Alpha is asphalt, which requires crack sealing as periodic maintenance to ensure its longevity is maximized. About half of the asphalt section was crack sealed in 2016. This project will complete the work on the remaining portion of the taxiway. T-O Engineers and Airport Staff prepared the documents and out of the three bids received on February 28, 2017, the lowest responsive and responsible bid was from C.R. Contracting, LLC in the amount of \$92,666.75 including Washington State Sales Tax. The Engineer's Estimate was \$109,515.00. The Engineering Committee and Staff recommend award of a Construction Contract for the Taxiway Alpha Crack Seal Project to C.R. Contracting, LLC in the amount of \$92,666.75 including Washington State Sales Tax. Staff further requests Board authorization of \$9,300.00 for construction contingencies, for a total authorization of \$101,996.75.
8. ***Approval of the Building 730 T-Hangar Lease Agreement** with *Cle Folkins* – Spokane International Airport. Building 730 is a 12,600 square foot hangar that has six bays for storage of aircraft. Mr. Folkins occupied Bay 2 as a tenant of Mr. Charbonneau, the former owner, and as part of the building purchase, the Airport carried over existing leases. The lease with Mr. Folkins expired on December 31, 2016 and he currently pays \$6,832.44 per year which does not include Washington State Leasehold tax. The new Lease Agreement has a month to month term effective January 1, 2016 with Mr. Folkins paying \$3.52 per square foot per annum for 1,872 square feet. He will also pay \$0.23 per square foot per annum for the common use charges which include utilities that are not separately metered, a proportionate share of the cost of maintenance and repair for the common use area and the cost of fire insurance. Annual rent for Bay 2, Building 730 shall be \$7,020.00 plus Washington State Leasehold tax. The Finance Committee and staff recommend Board approval of the Building 730 T-Hangar Lease Agreement with Cle Folkins.
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 Thursday, April 20, 2017 at Felts Field.**

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.