



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 January 19, 2017 Board Meeting –

The Airport Board meeting will be held on Thursday, January 19, 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. Presentation of Outstanding Service Award for AED Save on January 8, 2017.
- D. Public Comment/Courtesy of the Floor
- E. Approval of Minutes (12/15/16 regular meeting)
- F. Financial Report (Dave Armstrong/Ezra Eckhardt)

Regular Agenda

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

Construction Warrant Number	4243 - 4249	\$ 499,328.00
Operational Warrant Numbers	134179 - 134622	\$3,873,460.93

2. ***Approval of Amendment No. 2 to Professional Services Agreement – 2017 On Call Architectural and Engineering Services – T-O Engineers, Inc.**, Spokane International Airport, Felts Field and Airport Business Park. A Professional Services Agreement with T-O Engineers, Inc. was executed in February 2015 in the amount of \$200,000.00 for architectural, civil, geotechnical, electrical, mechanical and structural engineering, survey, and other related services on an on call basis. Airport procurement rules allow for two one-year contract extensions at the same yearly maximum amount of \$200,000.00. Amendment No. 1 was executed in February 2016 for the 2016 calendar year. Amendment No. 2 will include services from January 1, 2017 through December 31, 2017. The staff recommends approval of Amendment No. 2 to the Professional

Services Agreement with T-O Engineers, Inc. in the not-to-exceed amount of \$200,000.00 for 2017.

3. ***Approval of Amendment No. 2 to Professional Services Agreement – 2017 On Call Construction Management and Administration Services – Hill International, Inc.**, Spokane International Airport, Felts Field and Airport Business Park. A Professional Services Agreement with Hill International, Inc. was executed in February 2015 in the amount of \$200,000.00 for construction management and testing services on an on call basis. Airport procurement rules allow for two one-year contract extensions at the same yearly maximum amount of \$200,000.00. Amendment No. 1 was executed in February 2016 for the 2016 calendar year. Amendment No. 2 will include services from January 1, 2017 through December 31, 2017. The staff recommends approval of Amendment No. 2 to the Professional Services Agreement with Hill International, Inc. in the not-to-exceed amount of \$200,000.00 for 2017.
4. ***Approval of the Second Amendment to the Curbside Taxi Services Contract with Kodiak Security Services, Inc.**, Spokane International Airport. On September 30, 2015, the Airport Board awarded the Curbside Taxi Services Contract to Kodiak Security Services, Inc. which covers the monitoring of the Taxi Staging Area, Taxi Pickup Area and continuous curbside areas on a 24 hours per day, 7 days per week at Spokane International Airport. At the August 18, 2016 Board Meeting, the Board approved the First Amendment to the Curbside Taxi Services Contract, which exercised the first of the three options with no rate increase. Due to voter approval of Initiative 1433 setting the minimum wage rate at \$11 per hour effective January 1, 2017, Kodiak requested that the fees for this contract be amended. The current total cost for the Contract is in the not-to-exceed amount of \$352,000. This Second Amendment shall increase the hourly rate per person from \$17.22 per hour to \$18.72 per hour for fifty six hours per day. Based on the current scope of work, the cost increase to the hourly rate for taxi services for the period commencing January 1, 2017 and ending September 30, 2017 will increase the estimated not-to-exceed cost of the contract to \$375,000. The staff recommends approval of the Second Amendment to the Curbside Taxi Services Contract with Kodiak Security Services, Inc. in the not-to exceed amount of \$375,000.
5. ***Approval of Fifth Amendment to the Security Contract with Kodiak Security Services, Inc.**, Spokane International Airport. Under this Security Contract, Kodiak provides vehicle screening at the rental car ready/return lot adjacent to the Ground Transportation Center as well as security at Terminal A/B and Terminal C, between the last airline departure and the last arrival, seven (7) days a week. At the November 17, 2016 Board meeting, the Board approved the Fourth Amendment to the Security Contract, which exercised the last one year option and provided for a minimum increase to the hourly contract rate. Due to voter approval of Initiative 1433 setting the minimum wage rate at \$11 per hour effective January 1, 2017, Kodiak requested that the fees for this contract be amended. The current total cost for the Contract is in the not-to-exceed amount of \$193,400. This Fifth Amendment shall increase the hourly rate per person for the contract period from \$17.35 per hour to \$18.72 per hour. Based on the current scope of work, the annual cost for security for the period commencing January 1, 2017 and ending December 31, 2017 is estimated not-to-exceed \$208,000 which includes a 10% contingency in the event additional security is required during the contract period. The staff recommends approval of the Fifth Amendment to the Security Contract with Kodiak Security Services, Inc. in the not-to-exceed amount of \$208,000.

6. ***Approval of Lease and Operating Agreement – Eagle Helicopters, Felts Field.** Eagle Helicopters leases an 8,000 square foot hangar (Building O) and 16,975 square feet of adjacent ramp which is utilized for their helicopter operation, paying \$3.28 per square foot for Building O and \$0.20 per square foot per annum for ramp or \$29,635.00 annually which does not include Washington State leasehold tax. The previous Lease and Operating Agreement expired on July 31, 2016 with no option to extend the term. The term of new Agreement is five years commencing August 1, 2016 and expiring on July 31, 2021 with the rental rate of \$3.78 per square foot for Building O, comprised of 8,000 square feet. In addition, payment of \$0.23 per square foot for 16,975 square feet of ramp adjacent to Building O will be collected. Eagle Helicopters shall pay to the Board annual rent in the amount of \$34,144.25 which does not include Washington State leasehold tax. The staff recommends approval of the Lease and Operating Agreement with Eagle Helicopters Inc.

7. **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.

8. **Executive session to follow for discussion of legal, personnel and real estate matters.**

9. **Adjourn**

10. **The next regularly scheduled Board meeting is Thursday, February 15, 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.