



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

**NOTICE OF AIRPORT BOARD MEETING**

**Tentative Agenda for the August 17, 2017 Board Meeting - Amended**

The Airport Board meeting will be held on Thursday, August 17, 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. Recognition of Shelly O’Quinn for her service as a Member of the Spokane Airport Board  
January 2016 - July 2017

**Employee Recognition – Andrew Barrington on Completion of Master’s Degree in Business Administration from Whitworth University**

- D. Public Comment/Courtesy of the Floor
- E. Approval of Minutes (7/20/17 regular meeting)
- F. Financial Report (Written Report)

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

1.	<b>*Approval of Payments/Warrants</b>		
	Construction Warrant Numbers	4298 - 4309	\$ 1,315,635.54
	Operational Warrant Numbers	136757 - 137085	\$2,968,523.13

2. **\*Award Construction Contract – Building 1423 Demolition – Rob’s Demolition, Inc.** – Airport Business Park. This project consists of the demolition and removal of an existing 9,000 SF office space building, including disposal of asbestos-containing materials, removal of utilities, and grading the project site. Design was completed by T-O Engineers through the On Call Services Contract. Plans and specifications were prepared and the project was advertised through the Small Public Works Roster. A Mandatory Pre-Bid Meeting was held on July 27, 2017. Two bids were received and opened on August 2, 2017. The low responsive, responsible bid was submitted by Rob’s Demolition, Inc. The Engineering Committee and Staff recommend award of a Construction Contract for Building 1423 Demolition to Rob’s Demolition, Inc. in the amount of \$144,323.20 including Washington State Sales Tax. In addition, Board authorization of \$14,000.00 for construction contingencies is requested for a total authorization of \$158,323.20.
  
3. **\*Award Construction Contract – Gas Station and Convenience Store Site Preparation and Access Road Improvements (Phase I) – Halme Construction, Inc.** – Spokane International Airport. This project is the first phase of a multi-phased construction project and consists of installing utilities and grading for the future Gas Station and Convenience Store (C-Store). Construction includes installation of water, sewer, storm drain, gas, fiber, and telephone; and modifications to the existing irrigation system. The project also includes relocating maintenance access, grading efforts to level the site, and subgrade work to construct the C-Store access road. Design was completed by J-U-B Engineers, Inc. and the project was publically advertised. Bids opened on June 2, 2017 and the one bid received was rejected as it was the only bid and twice the Engineer’s estimate. The project was re-bid with minor adjustments to the construction schedule to allow completion of the project in 2018. A Mandatory Pre-Bid Meeting was held on July 13, 2017. From the six bids received, the low responsive, responsible bid was submitted by Halme Construction, Inc. The Engineering Committee and Staff recommend award of a Construction Contract for the Gas Station and Convenience Store Site Preparation and Access Road Improvements (Phase 1) to Halme Construction, Inc. in the amount of \$1,448,632.33 including Washington State Sales Tax. In addition, Board authorization of \$145,000.00 for construction contingencies is requested for a total authorization of \$1,593,632.33.
  
4. **\* Approve Amendment No. 2 to Professional Services Agreement – Gas Station and Convenience Store Site Preparation and Access Road Improvements (Phase 1) – J-U-B Engineers, Inc.** – Spokane International Airport. In July of 2015, the Board approved a Professional Services Agreement with J-U-B Engineers, Inc. in the amount of \$137,501.30 to include civil, geotechnical, and electrical engineering; survey; landscaping; and other professional design services to prepare construction documents for the Gas Station and Convenience Store Site Preparation and Access Road Improvements. In March of 2016, the Board approved Amendment No. 1 to include additional design services necessary to complete the relocation of the Airport Drive Inbound overhead sign bridge and installation of utilities. The work included civil, structural, electrical and geotechnical engineering; and survey design services in the amount of \$52,418.31. (See Memo for additional detail). Amendment No. 2 provides efforts for rebidding the project and full-time construction management and administration services for the project on a time and materials basis in the not-to-exceed amount of \$166,660.00. Construction will be completed within 90 calendar days and is anticipated to be completed in the Summer of 2018. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement with J-U-B Engineers, Inc. in the amount of \$166,660.00 for a total revised contract amount of \$356,579.61.

5. \* **Award Professional Services Agreement – Airport Master Plan – WSP USA – Felts Field.** In an effort to facilitate the planning of future airport improvements at Felts Field, the Airport will be developing a new Master Plan, which is intended to provide the framework to guide future airport development to meet short-term (0-5 years), medium-term (5-15 years), and long-term (15-30 years) aviation demands. In December 2016, the Airport issued a Request for Qualifications (RFQ) for the Felts Field Master Plan Project. On January 10, 2017, a Pre-Proposal Informational Meeting was held to provide interested firms with an opportunity to learn more about the project. On January 24, 2017, five firms responded to the RFQ and submitted Statements of Qualification (SOQ). The Selection Team interviewed, ranked, and selected WSP USA as the most qualified firm for this project. The final deliverables will result in a new Felts Field Master Plan and Airport Layout Plans. An independent fee estimate performed by Myaak Engineering shows that WSP USA's fee of \$679,476.71 (\$626,929.68 AIP work and \$52,547.03 Non-AIP work) is within the acceptable range per FAA guidelines. The FAA has reviewed and approved the scope of work and associated fee, and has also determined the AIP work is eligible for Federal funding. The Engineering Committee and Staff recommend award of a Professional Services Agreement to WSP USA in the amount of \$679,476.71 for services associated with the Felts Field Master Plan Project.
6. \* **Award Construction Contract – Air Cargo GSE Parking and Perimeter Road Rehabilitation Project – Wm. Winkler Company – Spokane International Airport.** The asphalt area directly southwest of the West Air Cargo Ramp has reached the end of its life expectancy due to age and heavy use. This area includes a section of Perimeter Road. An adjacent ground service equipment staging area is also showing signs of excessive wear. Airport Staff prepared the documents and the project was bid through the Small Public Works Roster. After a Mandatory Pre-Bid Meeting on July 18, 2017, two bids were received including Base Bid and Additive Alternate 1. The lowest responsive and responsible bid was received from Wm. Winkler Company in the amount of \$191,544.03 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Air Cargo GSE Parking and Perimeter Road Rehabilitation Project to Wm. Winkler Company in the amount of \$191,544.03 including Washington State Sales Tax. In addition, Board authorization of \$19,000.00 for construction contingencies is requested for a total authorization of \$210,544.03.
7. \* **Approve Procurement – Annual Inspection and Testing of Fire Alarm, Fire Detection, and Fire Sprinkler Systems – Tyco SimplexGrinnell – Spokane International Airport, Airport Business Park, and Felts Field.** The Airport entered into a contract with Tyco SimplexGrinnell in July 2014 to provide inspections and testing of fire alarm, fire detection, and suppression systems at Spokane International Airport, Airport Business Park, and Felts Field. The term of the contract was one year with options to renew for two additional one-year terms. The contract was procured through the Interlocal Agreement with National Joint Powers Alliance (NJPA). This requested action will authorize Tyco SimplexGrinnell to provide services for one year beginning August 2017 under the pricing provisions of NJPA Contract No. 031913-SGL. Airport Staff has reviewed and verified the scope of work submitted with the annual inspection and testing services totaling \$64,263.81 including Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure a one-year contract with Tyco SimplexGrinnell in the amount \$64,263.81 including Washington State Sales Tax.
8. \* **Approve Land Lease Agreement with Spokane County - Felts Field.** Spokane County has had an agreement with the Airport for the use of 3.82 acres of land located at Felts Field on the corner of Euclid and Coleman Roads. The County built a baseball field with a single baseball diamond, as well as provided playground equipment and restrooms that are maintained by the County. The current Agreement expires August 31, 2017 and the County wishes to enter into a new Agreement that will allow them to continue to offer the baseball field for softball practices and games. In order for this aeronautical property to be used for non-aeronautical purposes, the Airport is required to obtain FAA's approval of a concurrent use which staff has received. The term of this Agreement

is five (5) years commencing September 1, 2017 and may be cancelled by either party by giving thirty (30) days advance written notice. The County is leasing 3.82 acres and the rent shall increase based on the change in the CPI for the previous five year period. The annual rent will increase from \$1,800.00 per year to \$1,907.00 per year. This rate is a less than Fair Market Rental Rate based upon FAA's allowance for reduced rent on a limited basis and as outlined in Board Resolution 9-12, Establishing Policy and Procedures for Community Use Agreements. The County shall provide all maintenance and repairs to the property including mowing, weed control, irrigation and fencing. The Finance Committee and staff recommend approval of the Land Lease Agreement with Spokane County.

### **Regular Agenda**

9. \* **Approval of Concession & Lease Agreements with On-Airport Rental Car Operators** – *Avis Rent A Car System, LLC d/b/a Avis and Payless; Budget Rent A Car System, Inc.; Centrac Inc. d/b/a Thrifty Car Rental and Dollar Rent-A-Car; EAN Holdings, LLC d/b/a Enterprise Rent-A-Car; EAN Holdings, LLC d/b/a Alamo Rent A Car and National Car Rental; and Overland West Inc. d/b/a Hertz Rent a Car* – SIA. The current Agreements for On-Airport Operators expire on September 30, 2017. Liebowitz and Horton provided consultation services to the Airport to assist with preparation of the RFP and to advise staff on the suitability of responses to meet business and operational objectives. Through a review of our current agreements and the current industry standards, it was determined that a Request For Proposals would be published to solicit up to seven On-Airport Operators. On June 21, 2017, the Airport sent out a Notice Inviting Proposals for Rental Car Concessions and Lease Agreements to permit the operation of up to seven rental car concessions at Spokane International Airport. A pre-proposal meeting was held on July 10, 2017 with the proposals due on August 8, 2017. The Airport received six proposals with three On-Airport Operators proposing to dual brand; Avis Rent A Car as Avis and Payless; Centrac, Inc. as Thrifty and Dollar; and EAN Holdings, LLC as National and Alamo. All Proposals were judged as responsive and a Selection Meeting was held on August 10, 2017. The allocation of counters, ready/return spaces and QTA bay locations was determined in the order of Highest Financial Proposer to Lowest Financial Proposer. The term of the new agreements shall commence October 1, 2017 and expire September 30, 2022. With the rental rates for counters, ready/return stalls and QTA rents, total facility rent for the next five years will be approximately \$4,807,577. In addition, over the five (5) year term of the Agreement, the Board shall also receive a Minimum Annual Guaranty (MAG) of \$19,497,785.70 or 10% of Gross Revenue, whichever is greater. The Finance Committee and staff recommend approval of the Concession & Lease Agreements with On-Airport Rental Car Operators – Avis Rent A Car System, LLC d/b/a Avis and Payless; Budget Rent A Car System, Inc.; Centrac Inc. d/b/a Thrifty Car Rental and Dollar Rent-A-Car; EAN Holdings, LLC d/b/a Enterprise Rent-A-Car; EAN Holdings, LLC d/b/a Alamo Rent A Car and National Car Rental; and Overland West Inc. d/b/a Hertz Rent a Car.

10. **Staff Reports/Board Member Comments**

- **Chief Executive Officer's Report (Written 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.**

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

11. **Adjourn**

12. **The next regularly scheduled Board meeting is Thursday, September 28, 2017 at Felts Field (exact location to be determined).**

***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](mailto:thart@spokaneairports.net) at least 48 hours in advance of the meeting to arrange for accommodation.*