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

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the November 16, 2017 Board Meeting

The Airport Board meeting will be held on Thursday, November 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. **Federal Legislative Affairs Briefing provided by Tim Peckinpaugh, K & L Gates (via video conference)**
- E. **Employee Recognition of Gina Amo for Completion of ACI Course for Terminal and Landside Operations**
- F. **Approval of Minutes (10/19/17 regular meeting)**
- G. **Financial Report**
- H. **Appointment of Nominating Committee**

Consent Agenda
 (Items #1-)

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|----|---------------------------------------|-----------------|----------------|
| 1. | *Approval of Payments/Warrants | | |
| | Construction Warrant Numbers | 4329 - 4337 | \$1,457,419.79 |
| | Operational Warrant Numbers | 137772 - 138076 | \$2,697,852.89 |

2. ***Approve Amendment No. 3 to Professional Services Agreement – Gas Station and Convenience Store Site Preparation and Access Road Improvements (Phase II) – 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 services necessary to complete geotechnical, and design services for a gravity sewer system, signage, and additional site layout options in the amount of \$52,418.31. In August of 2017, the Board approved Amendment No. 2 for rebidding the project and providing construction management and construction administration services for the first phase of the project. Amendment No. 3, in the amount of \$41,392.00, provides for design and bid phase services to finalize Phase II of the project which will include the connector road, acceleration and deceleration lanes, sidewalk, lighting, signage, landscaping, and other associated work. The Engineering Committee and Staff recommend approval of Amendment No. 3 to the Professional Services Agreement with J-U-B Engineers, Inc. in the amount of \$41,392.00 for a revised total contract amount of \$397,971.61.
3. ***Approve Amendment No. 5 to Professional Services Agreement – South Pilot Ramp Rehabilitation Project – Parametrix** – Spokane International Airport. In July, 2015 and February, 2016 the Board approved a Professional Services Agreement and Amendment No. 1 with Taylor Engineering, Inc. (acquired by Parametrix) for design services to rehabilitate and reconfigure the South Pilot Ramp, relocate Gate R, and rehabilitate a portion of T/W C2. The design called for full-depth removal and replacement of the ramp, improvements to the drainage system, airfield edge lighting, signage, and pavement markings; and removal of an abandoned aircraft hydrant fueling system. The scope included civil, geotechnical, and electrical engineering; survey; landscaping; and other professional design services to prepare construction documents for the project. In September, 2016, the Board approved Amendment No. 2 for construction management and construction administration (CM/CA) services required for the duration of construction under the FAA Airport Improvement Program and Sponsors Assurances. In November, 2016, the Board approved Amendment No. 3 for rebidding efforts following rejection of all original bids received. In May, 2017, the Board approved Amendment No. 4 for work requested by FAA to relocate transformers, panel and meter boxes, and conduit for power to the Precision Approach Path Indicator (PAPI) and Runway End Identifier Light (REIL) navigational aids for Runway 25. Extensive subgrade earthwork preparation, contaminated soil removal, and correction of defective construction work have added additional time and cost to the project. Amendment No. 5 includes 36 additional days for CM/CA services to achieve project completion with additional fees in the amount of \$78,133.00 The FAA has reviewed and approved the Scope of Work and associated fee, and has also determined this work is eligible under existing AIP Grant 54. The Engineering Committee and Staff recommend approval of Amendment No. 5 to the Professional Services Agreement for the South Pilot Ramp Rehabilitation Project with Parametrix in the amount of \$78,133.00 for a total revised contract amount of \$1,198,754.50.
4. ***Award Professional Services Agreement – Gateway Study – Bernardo Wills Architects, PC** – Felts Field. To facilitate the planning of future improvements at Felts Field, the Airport will be studying improvements to the main roadway entrance on Fancher Road, from E. Trent Avenue to E. Rutter Avenue, and the airport terminal parking facility at Felts Field. The study will provide the framework to guide future landside improvements and will include signage, kiosks, lighting, and aviation features to reflect the prominence of the history of Felts Field in the Pacific Northwest. In April 2017, the Airport issued a Request for Qualifications (RFQ) for the Felts Field Gateway Study. On April 27, 2017, three firms responded to the RFQ and submitted Statements of Qualification (SOQ). The Selection Team ranked and selected Bernardo Wills Architects, PC as the most qualified firm for this project. The project Scope of Work (SOW) includes planning, surveying, preliminary engineering, cost estimating, and all other necessary professional services to complete the study. The Engineering Committee and Staff recommend award of a Professional

Services Agreement to Bernardo Wills Architects, PC in the amount of \$137,490.00 for services associated with the Felts Field Gateway Study in addition to Board authorization of \$15,000.00 for contingencies, for a total authorization of \$152,490.00.

5. ***Approve Procurement – T770 T4 Bobcat Compact Track Loader – Bobcat of Spokane** - Spokane International Airport. When accumulation is significant, the snow discharged by the mechanical brooms builds up around the runway and taxiway edge lights. The Airport's snow blowers are too large to clear the snow from around the lights. Airport Staff researched available equipment options and determined that the T770 T4 Bobcat Compact Track Loader suits the needs of the Airport. This equipment is available through an intergovernmental cooperative purchase agreement with the National Joint Powers Alliance (NJPA) Agreement No. 042815-CEC for a total purchase price of \$83,109.35, which includes all optional equipment, freight charges and Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure one T770 T4 Bobcat Compact Track Loader from Bobcat of Spokane in the amount of \$83,109.35 including Washington State Sales Tax, in addition to Board authorization of \$1,800.00 for incidental contingencies, for a total authorization of \$84,909.35.
6. *** Approval of the First Amendment to the Service Contract for Landside Snow Removal Services #17-40-9023-001** with *Wm. Winkler Company*. The Contract covers snow removal at the Airport surface parking lots, Rental Car Ready/Return Area (RAC) and common use roadways at the Quick Turn Around Facility (QTA) and other specified locations at Spokane International Airport (SIA). The current Service Contract was awarded on September 28, 2017 to Wm. Winkler Company. Staff requests to amend the Contract to include a new revised Category/Equipment Type listing with related fee, based on a decision to increase snow and ice control efforts in the Rental Car return lot. The Category/Equipment Type list will be revised to include a Skid Steer with Snow Pusher Box Blade to be staged onsite at SIA between October 15 and April 15 at the rate of \$195/hour. SIA believes that the addition of the Skid Steer with Snow Pusher Box Blade will allow Wm. Winkler Company to remove snow from areas that the Front End Loaders or Plow Trucks are unable to reach. For the three (3) year period commencing October 1, 2017 and expiring September 30, 2020, the Airport's rates for all services can be found on the Memo. Wm. Winkler Company will provide the additional piece of snow removal equipment for all landside parking lots, parking garage entrances and exits, the RAC, and common use roadways in the QTA and other specified locations at SIA. The Finance Committee and Staff recommend approval of the First Amendment to the Service Contract for Landside Snow Removal Services with Wm. Winkler Company.
7. ***Approve a 2-year extension of engagement** of *K&L Gates, LLP* for federal legislative and administrative public policy/lobbying services. In December 2016, the Board authorized, as a sole source procurement, the engagement of K&L Gates, LLP to provide generalized public policy, lobbying, and government affairs representation. The Professional Services Agreement with K&L Gates is scheduled to expire on December 31, 2017. Following an evaluation of K&L Gates' performance over the past year, the Board and staff recommend a 2-year engagement in the annual amount not-to-exceed \$120,000. The Finance Committee and Staff recommend the Board extend the sole source procurement of K&L Gates, LLP for federal legislative and administrative public policy/lobbying services based on a two-year engagement, subject to extension or renewal by the Board, with a contract amount not to exceed \$120,000 per year for services performed through December 31, 2019. This engagement may be terminated by the Airport if such services are no longer needed.
8. *** Approval of the Third Amendment to the Janitorial Contract** - *Uniserve Facilities Services Corporation* - Spokane International Airport, Felts Field Airport and the Airport Business Park (SIA, FF, ABP). As a result of a Request for Proposal process, Uniserve was awarded the Janitorial Contract for SIA, Felts Field and the ABP on May 29, 2013. The original term was three years with two one year options and Uniserve has continually provided excellent service. On June

29, 2017, the Board approved the Second Amendment to the Janitorial Contract which exercised the last one year option and provided for an increase in the Contract amount due to an increase in the prevailing wage that was effective March 1, 2017 and adjustments to the scope of work. Uniserve has requested an adjustment to the Contract amount due to the impact of Initiative 1433, which requires employers in Washington to provide their employees with paid sick leave effective January 1, 2018. The current total cost for the Contract is in the amount of \$1,267,533.99 for the one year term commencing July 1, 2017 and expiring June 30, 2018. This Third Amendment shall increase the rate for the last contract period from \$1,267,533.99 to \$1,278,931.11. The total annual cost may be adjusted due to additions or deletions to the scheduled cleaning areas. Any cleaning services that are not routine and requested by the Airport shall be billed at the hourly rate of \$24.46. We anticipate the cost of the additional services to be approximately 2.5% of the total cost of the contract. The Finance Committee and staff recommend approval of the Third Amendment to the Janitorial Contract with Uniserve Facilities Services Corporation - Spokane International Airport, Felts Field Airport and the Airport Business Park.

9. ***Approval of the Land Lease Agreement with Avista Corporation.** Avista Corporation contacted staff to lease land for the construction of an aircraft storage hangar. Avista will lease 69,850 square feet of land as shown on the attached site plan with the intent to construct an 8,215 square foot aircraft storage hangar. Construction is anticipated to be completed by December 2018. The term of this Agreement is thirty (30) years with two (2) ten (10) year options commencing when ground is broken or no later than January 1, 2018, whichever occurs first. Avista shall pay Twenty Five Cents (\$0.25) per square foot per annum for the initial five year period. Thereafter, the rent shall be adjusted by the percentage change in the CPI for each five (5) year period and by an appraisal every ten (10) years. The Board shall receive annual rent in the amount of \$17,462.50 which does not include Washington State Leasehold tax. The Finance Committee and staff recommend approval of the Land Lease Agreement with Avista Corporation.
10. ***Resolution No. 06-17, Adoption of 2018 Schedule of Regular Board Meetings and Committee Meetings.**

Regular Agenda

11. ***Selection of the Most Preferred Firm and Award of a Professional Services Agreement for Marketing and Advertising Services.** The Airport's current contractor's term commenced in January 2013 and the last of the two one year options expires at the end of December 2017. A variety of creative design services have been delivered under the contract including but not limited to, promoting new airline routes, billboards and creative (e.g., general airport message regarding the availability of nonstop service), Neighbor Day materials (e.g. posters, billboard creative, and postcards), magazine and newspaper ads, banners, the Airport's PreCheck Enrollment Center, Airport Parking, etc., special event signs, specialty advertising items, various Airport terminal maps and exhibits, parking shuttle wraps, media buys and work with administrative staff and individual airlines in designing, implementing and monitoring digital campaigns that focused on purchased social media. The new contract commences in January 2018 with an emphasis on promoting new airline routes and the previously mentioned services will remain in addition to new anticipated services to include a marketing and communication plan for the pending Terminal Renovation and Expansion (TREX) Project. It is anticipated that TREX-related services will include, but are not limited to, graphical elements communicating changes in wayfinding, project milestones, special events, and project status and progress and will be applied in digital and printed formats. The Request For Proposals was publically advertised on September 27, October 1, 4, 8, and 11, as well as, distributed on September 27 to the memberships of the Spokane Regional MarCom Association and the Spokane Chapter of the American Advertising Federation. Proposals were received from six (6) firms on October 25, 2017 and were reviewed and narrowed to four (4) finalists by a selection committee comprised of Airport Board members and staff. The three (3)

finalists were interviewed by the selection committee on November 7, 2017. The fourth firm was disqualified for failing to appear. The selection committee made a recommendation to the Finance Committee on November 8, 2017 to approve the Pinnacle Marketing Group of Vancouver, Washington as the most preferred firm to provide Marketing and Advertising services. The term of the Agreement shall be three (3) years with two (2) one (1) year options to be exercised at the Board's discretion. The firm will provide creative design and project management services. The cost of the actual purchased or placed media is outside the scope of this agreement. The Finance Committee and staff recommend approval of the selection of the Pinnacle Marketing Group of Vancouver, Washington to provide Marketing and Advertising services in an amount not to exceed \$250,000.

12. * **Selection of the Most Preferred Firm and approval of the Contract for Security Services** with *Kodiak Security Services, Inc.* (SIA). In November 2012, through a Request for Proposals process, Kodiak Security was awarded a Security Contract for a one year term with four one year options. That Contract expires on December 31, 2017. Kodiak provides vehicle screening at the rental car ready/return entrance 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. Airport staff published a Request for Proposals for Security Services for a two week period beginning on October 4th. All five proposals received were responsive and were evaluated based on qualifications, experience, operational/staffing plans and pricing. Internal review of the proposals was conducted by the Police and Properties staff and Kodiak Security Services, Inc. was recommended as the most preferred firm. The Contract will be for a one year period commencing January 1, 2018 and expiring on December 31, 2018. The Airport shall have the option to extend the term for four (4) one year options. The fee shall be \$19.54 per hour with no holiday differential, which is approximately a 4% increase over the previous contract rate. The annual cost for security is estimated not-to-exceed \$341,000. This amount includes a 10% contingency in the event additional security is required during the contract period. The Finance Committee and staff recommend selection of Kodiak Security Services, Inc. and approval of the Contract for Security Services with Kodiak Security Services, Inc.

13. **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.

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

15. **Adjourn**

The next regularly scheduled Board meeting is Thursday, December 14, 2017 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 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.