



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 June 29, 2017 Board Meeting - AMENDED

The Airport Board meeting will be held on Thursday, June 29, 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. **Employee Recognition - Erika Moeller on Completion of Gonzaga University's Emerging Leaders Program**
- D. **Public Comment/Courtesy of the Floor**
- E. **Approval of Minutes** (5/25/17 regular meeting)
- F. **Financial Report** (Dave)

Consent Agenda
(Items #1-4)

1.	*Approval of Payments/Warrants		
	Construction Warrant Numbers	4281-4285	\$ 371,911.14
	Operational Warrant Numbers	136005- 136361	\$2,838,335.68

2. ***Approve Amendment No. 2 – Janitorial Supplies and Restroom Paper Products Contract – Walter E. Nelson Company** – Spokane International Airport, Airport Business Park, and Felts Field. The Airport uses a variety of janitorial supplies and restroom paper products in its facilities at the Spokane International Airport, Airport Business Park, and Felts Field. In 2013, the Airport entered into a three year contract, with two additional one-year options, with Walter E. Nelson Company. Walter E. Nelson Company has agreed to hold pricing from the original 2013 contract for most items, with modest increases to a few items. Airport staff has reviewed the proposed price increases and they are reasonable and justified. The term of this second one-year option will be from July 1, 2017 through June 30, 2018. Airport staff anticipates an increase in janitorial supplies due to the increase in airline services and passengers, estimating annual costs of \$240,000.00, including all delivery charges and Washington State Sales Tax. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Janitorial Supplies and Restroom Paper Products Contract with Walter E. Nelson Company for a one-year term from July 1, 2017 through June 30, 2018 in an amount \$240,000.00, including Washington State Sales Tax. In addition, Board authorization of \$20,000.00 of additional contingency funds is requested, for a total authorization of \$260,000.00.

3. ***Approval of the Consent to Assignment – Land Lease Agreement – Brian and Ann Winkler to SG Capital Holdings LLC** – Felts Field. Through a Consent to Assignment, Brian and Ann Winkler entered into an Agreement for approximately 10,450 square feet of land at Felts Field. They constructed Building 81 which is a 5,400 square foot hangar on the parcel. This Agreement has a twenty five (25) year term which expires October 31, 2033 and there is one (1) twenty five (25) year option. The current rental rate for 10,450 square feet is Twenty Cents (\$0.20) per square foot per annum or Two Thousand Ninety Dollars (\$2,090.00) per year plus Washington State Leasehold Tax. Mr. & Mrs. Winkler have entered into an agreement to sell their hangar to SG Capital Holdings LLC and they have requested that the Land Lease Agreement be assigned to SG Capital Holdings LLC. The effective date of this Consent to Assignment was June 1, 2017 which was the effective date of the business transaction. All other terms and conditions remain the same. The Finance Committee and staff recommend approval of the Consent to Assignment – Land Lease Agreement – Brian and Ann Winkler to SG Capital Holdings LLC.

4. ***Approval of the Second Amendment to the Janitorial Contract - Uniserve Facilities Services Corporation** - Spokane International Airport, Felts Field Airport and the Airport Business Park. (SIA, Felts, ABP). As a result of a Request for Proposal process, Uniserve was awarded the Janitorial Contract for SIA, Felts and the ABP at the May 29, 2013 Airport Board Meeting. service The original term was three years with two one year options and Uniserve has continually provided excellent service. The term of the first option to the Contract expires on June 30, 2017 and the Airport has one (1) one (1) year option remaining. This Second Amendment exercises the last option and the term shall be one year commencing July 1, 2017 and expiring June 30, 2018. Due to an increase in the prevailing wage that was effective March 1, 2017 and adjustments to the scope of work, the annual cost for services shall increase from \$1,135,844.49 to \$1,267,533.99 for the one year term. 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 Second Amendment to the Janitorial Contract with Uniserve Facilities Services Corporation - Spokane International Airport, Felts Field Airport and the Airport Business Park.

Regular Agenda

5. ***Adoption of Amended Felts Field Airport Covenants, Conditions and Restrictions for Aircraft Storage Hangars and Use of Property at Felts Field Airport (CC&R's)**. The previous CC&R's for Felts Field were adopted by the Board on December 18, 1996. The CC&R's provide

guidance on the use of aircraft hangars and property at Felts Field and they also provide guidelines for commercial and personal hangar development. Due to the current CC&R's being over 20 years old, staff held several meetings with representatives from Spokane Airports Tenants Association (SATA) to obtain their input on suggested changes to the document. Staff has also incorporated into the amended CC&R's, the Federal Aviation Administration (FAA) Hangar Use Policy which was recently adopted by FAA and is effective on July 1, 2017. The final draft of the CC&R's was sent to tenants and SATA members at Felts Field. The CC&R's were also posted on the Airport's website on May 26th with a link through which interested parties could submit comments. Staff received minimal comments and the document has been finalized based on those comments and the input from SATA. The Finance Committee and staff recommend adoption of the Amended Felts Field Airport Covenants, Conditions and Restrictions for Aircraft Storage Hangars and Use of Property at Felts Field Airport (CC&R's).

6. * **Award Construction Contract – Building 43 Siding and Gutter Project** – *National Native American Construction, Inc.* – Airport Business Park. EAN Holdings, also known as Enterprise Rent a Car, has leased Building 43 since 2011. The building consists of 5,250 square feet of office space and 4,800 square feet of garage space. The building's exterior siding is over 20 years old and is weathered beyond the point of repair. The Business Park is responsible for the structural components and exterior of the building. Bid documents were prepared and the project was bid through the Small Works Roster in accordance with the Airport's procurement policy. The Scope of Work includes removal of the existing siding and gutters, installation of 2,700 square feet of cement board lap siding and 230 lineal feet of gutters and painting. Staff received one responsive bid on June 15, 2017 from National Native American Construction, Inc. in the amount of \$57,098.24 including Washington State sales tax. The Engineering Committee and staff recommends award of a Construction Contract for the Building 43 Siding and Gutter Project to National Native American Construction in the amount of \$57,098.24 including Washington State sales tax. In addition, Board authorization is requested for \$5,709.82 for construction contingencies for a total authorization of \$62,808.06.

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, July 20, 2017 at the 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.