



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 April 20, 2017 Board Meeting

The Airport Board meeting will be held at **Felts Field on Thursday, April 20 at 9:00 a.m.** at the **Honor Point Military & Aerospace Museum** located at 6005 E. Rutter Ave., Spokane, Washington 99224.

- A. **Call to Order**
- B. **Roll Call of the Airport Board**
- C. **Recognition of Retirement – Larry Deschaine, Air Traffic Manager, Felts Field Tower**
- D. **Public Comment/Courtesy of the Floor**
- E. **Approval of Minutes** (3/16/17 regular meeting)
- F. **Financial Report** (Dave)
- G. **Air Service Update and China Welcome Program Summary** (Mike Boyd, President of Boyd Group International)

Consent Agenda
 (Items #1-11)

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

Construction Warrant Number	4270 - 4276	\$ 300,041.97
Operational Warrant Numbers	135355 -135749	\$2,815,684.01

2. ***Award Professional Services Agreement** – Professional Architectural and Engineering Services for Bulk Hangar Project – *JRMA* – Felts Field. Following solicitation for statements of qualification (SOQ) from qualified Architect/Engineer (A/E) firms for the Felts Field Bulk Hangar Project, J.R. Miller & Associates (JRMA) was selected as the most qualified firm. On April 4, 2017 a detailed design services scope of work was presented which includes a detailed project

description, proposed project team, and detailed schedule information. The Airport intends to execute an Agreement that will bring the design effort to 30% completion, at which time a detailed cost estimate will be developed to determine if the project should move forward to final design and construction. If the project moves forward, an amendment to the Agreement will be presented for Board consideration, including design of a separate building or space to accommodate aviation groups displaced by the Bulk Hangar Project. The Engineering Committee and Staff recommend award of a Professional Services Agreement to JRMA in the amount of \$163,334.00. Staff further recommends Board approval of \$16,000.00 for design contingency for a total authorization of \$179,334.00.

3. ***Award Construction Contract – Fancher Property Demolition Project – Blews Construction, Inc.** – Felts Field. The Airport recently acquired five parcels located between E. Mansfield Ave. and E. Knox Ave., east of Fancher Road. The Airport intends to demolish the two structures; remove the failed pavement, tires, debris, and vegetation under active overhead power lines; place gravel throughout the site; and install a 5-foot black vinyl chain link fence on the perimeter of the properties. Plans and specifications were prepared by T-O Engineers and the project was procured through the Small Public Works Roster. A Mandatory Pre-Bid was held and the lowest responsive and responsible bid was submitted by Blews Construction, Inc. in the amount of \$184,812.65. The Engineering Committee and Staff recommend award of a Construction Contract for the Fancher Demolition Project to Blews Construction, Inc. in the amount of \$184,812.65 including Washington State Sales Tax. In addition, Board authorization is requested for \$18,500.00 for construction contingencies with a total authorization of \$203,312.65.
4. ***Award Construction Contract – C Concourse Chiller and Skybridge HVAC Replacement – Pro Mechanical Services, Inc.** – Spokane International Airport. Two 25-ton chiller units serving the Main Terminal Skybridge have exceeded their useful service life and a single 40-ton packaged unit was recommended to replace the aging units. Additionally, one of the two 170-ton chiller bundles serving C Concourse is no longer in service and will be replaced with a 200-ton unit. The Engineering Committee and Staff recommend award of a Construction Contract for the C Concourse Chiller and Skybridge HVAC Replacement to Pro Mechanical Services, Inc. in the amount of \$288,045.22 including Washington State Sales Tax. In addition, Board authorization of \$29,000.00 is requested for construction contingencies with a total authorization of \$317,045.22.
5. ***Award Construction Contract – Thermoplastic Airfield Markings – Hicks Striping & Curbing, Inc.** – Spokane International Airport. Of the 13 runway holding positions for Runway 3/21, eight currently have thermoplastic markings installed and two are in progress. This project will install thermoplastic markings at the remaining three locations – two on Taxiway C, East and West of Runway 3/21, and the third at Taxiway G5. The project was bid through the Small Public Works Roster. The lowest responsive and responsible bid was received from Hicks Striping & Curbing, Inc. in the amount of \$108,019.54 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Thermoplastic Markings to Hicks Striping & Curbing, Inc. in the amount of \$108,019.54 including Washington State Sales Tax. In addition, Board authorization is requested for \$11,000.00 for construction contingencies with a total authorization of \$119,019.54.
6. ***Approve Amendment No. 3 to the Spent Aircraft Deicing Fluid (ADF) Recovery and Maintenance Services Contract – Inland Technologies International, Ltd.** – Spokane International Airport. Spokane International Airport has been conducting Spent ADF Recovery activities since 2011. In April 2015, the Board awarded a one year contract, with two one year options, to Inland Technologies International, Ltd. to provide these services (see memo for further details). Inland Technologies International, Ltd. has agreed to hold the monthly service fee rate of \$17,176.33, as well as the current hourly rate of \$31.59 for additional work with a small increase in allotted hours. The term of the final one-year option will be from May 1, 2017 through April 30,

2018 and the total contract value will not exceed \$295,000.00, including Washington State Sales Tax. The Engineering Committee and Staff recommend approval of Amendment No. 3 to the Spent Aircraft Deicing Fluid (ADF) Recovery and Maintenance Services Contract with Inland Technologies International, Ltd. for a one-year term from May 1, 2017 to April 30, 2018 in the amount of \$295,000.00 including Washington State Sales Tax. In addition, Board authorization of \$29,500.00 is requested for contingencies for a total authorization of \$324,500.00.

7. *** Award Purchase and Installation – Concourses A and B Carpeting – Linoleum & Carpet City, Inc.** – Spokane International Airport. The existing carpet in Concourses A and B was installed in 2007 and has reached the end of its life expectancy. Carpet and installation services will be procured through our interlocal agreement with National Joint Powers Alliance (NJPA) Contract No. 121715-MCD in the amount of \$260,445.58. The Engineering Committee and Staff recommend approval to purchase Mohawk Group product as installed by its authorized distributor, Linoleum & Carpet City, Inc., through NJPA Contract No. 121715-MCD, in the amount of \$260,445.58 including Washington State Sales Tax. In addition, Board authorization of \$26,000.00 is requested for construction contingencies for a total authorization of \$286,445.58.
8. *** Approve Procurement – Two 2017 John Deere 1500 Series TerrainCut™ Tractors – Pacific Golf & Turf LLC** – Spokane International Airport. The two 2009 John Deere X540 Multi-Terrain Lawn tractors used by the Parking and Ground Transportation Department for snow removal and liquid de-ice applications on walkways and parking lots have reached the end of their service life. It was determined that the 2017 John Deere 1500 Series TerrainCut™ Tractors meet the Parking and Ground Transportation Department’s requirements. These tractors are available through the Washington State Lawn and Grounds Maintenance Equipment Contract No. 10212 from Pacific Golf and Turf LLC for the purchase price of \$76,173.16, which includes all optional equipment, freight charges, and Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure two new 2017 John Deere 1500 Series TerrainCut™ Tractors through the Washington State Lawn and Grounds Maintenance Equipment Contract No. 10212 from Pacific Golf and Turf LLC., in the amount of \$76,173.16 including Washington State Sales Tax. In addition, Board authorization of \$5,000.00 is requested for contingencies for a total authorization \$81,173.16.
9. ***Approval of the Second Amendment to the Professional Services Agreement – ICF International for Aerospace Business Development Services** – Spokane International Airport. In early 2016, ICF International (ICF) was awarded a Professional Services Agreement in the amount of \$161,500 to provide marketing support services. In March of 2016, a First Amendment was approved which removed two tasks from the original scope of services and added two new tasks. Based on a review of the strategic approach for accomplishing several tasks, four tasks were put on hold with the intent that they be accomplished in 2017 which affected the contract amount (see Memo for further detail). This Second Amendment provides a revised Scope of Work for the anticipated tasks to be accomplished in 2017. ICF will continue to provide detailed analysis and supplemental support services required to continue targeted aerospace business recruitment efforts. With the tasks outlined for the 2017 Scope of Work, attached hereto, the not to exceed contract amount shall now be \$302,200. The Finance Committee and staff recommend approval of the Second Amendment to the Professional Services Agreement with ICF International for Aerospace Business Development Services in the not-to-exceed amount of \$209,200 for a total not to exceed contract amount of \$302,200.
10. ***Approval of an Interlocal Agreement Between Spokane County and the Spokane Airport Board in Conjunction with the State of Washington Department of Commerce (DOC) 2016 Environmental Permitting Grant Funding in the amount of \$19,538** – Spokane International Airport. During the fall of 2016, the Airport was approached by Greater Spokane Incorporated about a recruitment lead from the DOC of an aerospace company from the space sector, identified

as “Project Eagle,” interested in purchasing a 40-acre parcel on the West Plains. In January 2017, the County notified the Airport that a grant in the amount of \$20,800 had been awarded however, during the intervening 90 days, Project Eagle had determined that Spokane was no longer a viable location. In March 2017, the Airport was contacted regarding the potential of siting a manufacturing facility on approximately 60-acres of land with rail access. Among the site requirements was the need to purchase the property, which requires the same release process as the aforementioned Project Eagle. The County and Airport approached the DOC about transferring the funds and DOC determined that the proposal met the grant application’s manufacturing and targeted industry requirements and agreed to transfer the grant funds. The Airport received a cost proposal to prepare FAA land release documentation, which includes a National Environmental Policy Act (NEPA) Categorical Exclusion application for the manufacturing facility which was \$19,538 or \$1,262 less than the original grant award of \$20,800. The Finance Committee and staff recommend approval of an Interlocal Agreement Between Spokane County and the Spokane Airport Board In Conjunction with the State of Washington Department of Commerce (DOC) 2016 Environmental Permitting Grant Funding in the Amount of \$19,538.

11. ***Approval of the Building 730 T-Hangar Lease Agreement - John R. Ames** –Spokane International Airport. In 2014, the Airport purchased Building 730 from Mr. Ed Charbonneau. Mr. Ames occupied Bay 3 as a tenant of Mr. Charbonneau and as part of the building purchase, the Airport carried over existing leases and the lease with Mr. Ames expired on March 31, 2017. Mr. Ames currently pays \$5,748.60 per year which does not include Washington State Leasehold tax. The new Lease Agreement with Mr. Ames has a month to month term effective April 1, 2017 at a payment rate of \$3.18 per square foot per annum for 1,716 square feet. Additionally, he will also pay \$0.26 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 3, Building 730 shall be \$5,903.04 plus Washington State Leasehold tax. The Finance Committee and staff recommend Board approval of the Building 730 T-Hangar Lease Agreement with John R. Ames.

Regular Agenda

12. *** Award Professional Services Agreement – Basis of Design for Airport Security Upgrades Project – Faith Group LLC** – Spokane International Airport. In August 2016, Spokane International Airport solicited statements of qualifications (SOQ) from qualified Architect/Engineer (A/E) firms for the Airport Security Upgrades Project. SOQs were received on September 6, 2016, followed by interviews with shortlisted firms. The Airport selected Faith Group, LLC as the most qualified firm to provide A/E services for the project. At the project kickoff meeting Faith Group advocated a two-part approach to development of the plans and specifications necessary to construct this project. The first scope of work (SOW) will be for a Basis of Design level of effort, in lieu of schematic design, which will be followed by a second SOW for the remainder of the elements in the Agreement, including design development, construction documents, and construction phase services. Faith Group will submit a separate fee proposal for the remaining SOW that will be negotiated and presented as an amendment to the contract. The Engineering Committee and Staff recommend award of a Professional Services Agreement to Faith Group LLC for the Basis of Design for the Airport Security Upgrades Project in the amount of \$233,000.00. In addition Board approval of \$23,300.00 is requested for design contingency for a total authorization of \$256,300.00.
13. ***Award General Contractor/Construction Manager Construction Contract – Airport Security Upgrades Project – Garco Construction, Inc.** – Spokane International Airport. SIA solicited statements of qualifications (SOQ) for General Contractor/Construction Manager (GC/CM) Services in November 2016 and the procurement process concluded in March 2017. The highest ranked firm based on qualifications, interviews, and proposals for fee and specified general conditions was Garco Construction, Inc. of Spokane, WA. The scope of work (SOW) under this

award includes preconstruction services as follows: Scope and budget alignment; critical path schedule for construction, commissioning, close-out, and operations; value engineering and life-cycle cost studies; and constructability input for design development. When the Construction Documents are 90% complete, SIA and Garco will negotiate a Guaranteed Maximum Price (GMP) for the construction cost of the project. The construction phase of the project will begin in April 2018 and is projected to be substantially complete in December 2018. The Engineering Committee and Staff recommend award of a GC/CM Construction Contract for preconstruction services to Garco Construction, Inc. in the amount of \$108,800.00 including Washington State Sales Tax. In addition, contingency funds in the amount of \$10,880.00 are requested for a total authorization of \$119,680.00.

14. ***Approval of Policy No. 01-17- In the Matter of Establishing a Policy for Determining the Approval Process for Documents Generated by the Properties & Contracts Department.** On May 15, 2014, the Board adopted Policy No. 05-14 that established guidelines and procedures for determining the documents that require Board approval and which documents the Chief Executive Officer (CEO) is delegated approval authority by the Board. See Memo for full details. The Finance Committee and staff recommend approval of Policy No. 01-17- In the Matter of Establishing a Policy for Determining the Approval Process for Documents Generated by the Properties & Contracts Department.

15. **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.

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

17. **Adjourn**

18. **The next regularly scheduled Board meeting is Thursday, May 25, 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.