



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 December 14, 2017 Board Meeting – 2nd AMENDMENT

The Airport Board meeting will be held on Thursday, December 14, 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. 2018 Federal Legislative Affairs Priorities (Tim Peckinpugh, K & L Gates via video conference)
- E. Recognition of Finance & Accounting Staff – GFOA Certificate of Excellence for 2016 CAFR
- F. Stewardship Award to Spokane Airport (Pat McCarthy – State of Washington)
- G. City of Spokane – Community Investment Plan (Ben Stuckart)
- H. Approval of Minutes (11/16/17 regular meeting and 11/27/17 special meeting)
- I. Financial Report
- J. Report of Nominating Committee and Election of 2018 Board Officers

Consent Agenda
(Items #1-9)

1.	*Approval of Payments/Warrants		
	Construction Warrant Numbers	4338 - 4343	\$1,513,428.93
	Operational Warrant Numbers	138077 - 138383	\$3,253,234.30

2. * **Approve Amendment No. 2 to Professional Services Agreement – Professional Architectural and Engineering Services for Historic Flight Foundation Hangar Project – JRMA – Felts Field.** In February 2017, following review of the SOQs by the Airport’s Selection Team, the Airport selected J.R. Miller & Associates (JRMA) as the most qualified firm to provide A/E services for the Felts Field Historic Flight Foundation Hangar Project. In April 2017, the Airport executed an Agreement that brought the design effort to 30% completion. As the estimated construction cost was over \$5 million, the project was required to be value engineered to lower cost, in order to be closer to the Airport’s target maximum construction cost. Amendment No. 1 provided for value engineering recommendations to achieve a reduced construction cost. Amendment No. 2 will complete the design. Amendment No. 2 includes design development, construction documents, agency coordination and approvals, and bid period services. An additional value engineering exercise is included at 90% design completion as well as a detailed cost estimate. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement with JRMA in the amount of \$295,543.00 for a revised total contract amount of \$505,980.00.
3. * **Approve Amendment No. 1 to the Service Contract for Metasys Software Maintenance Services – Johnson Controls, Inc. - Spokane International Airport.** In 2015, the Board approved a three-year Service Contract for Metasys Software Maintenance Services with Johnson Controls, Inc. in the amount of \$54,804.00. The contract includes installation, scheduled updates, software maintenance and training. Two events have occurred since the inception of the contract: (1) a sales tax assessment completed by the Washington State Department of Revenue identified these services as taxable; and (2) staff turnover in the Facilities Maintenance Department will require additional training of less experienced staff. The training hours under the contract will be doubled from the current four hours per month to eight. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Service Contract for Metasys Software Maintenance Services with Johnson Controls, Inc. for the September 1, 2015 through August 31, 2018 term in the not-to-exceed amount of \$65,613.82, including Washington State Sales Tax.
4. * **Approve Procurement – Snow Removal Equipment – Spokane International Airport.** Several pieces of Airfield snow removal equipment have reached their life expectancy and are due for replacement. Airport Staff researched available equipment options and determined that the MB5 Mid-Mount Compact Multi-Tasking Snow Removal Vehicle, the MB North Star Single Engine Snow Blower, and the Case IH Quadtrac 620 are best suited to meet the needs of the Airport. The MB5 and North Star Snow Blower units are available from M-B Companies, Inc. through an intergovernmental cooperative purchase agreement with the National Joint Powers Alliance (NJPA) Agreement No. 080114-MBC. The Case IH Quadtrac 620 is available from CNH Industrial America, LLC through an intergovernmental cooperative purchase agreement with the National Joint Powers Alliance (NJPA) Agreement No. 021815-CNH. The total purchase price for this equipment is \$2,867,699.29, which includes all optional equipment, freight charges, training, and Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure the snow removal equipment listed above, from the vendors named above, in the amount of \$2,867,699.29 including Washington State Sales Tax. In addition, Board authorization is requested for contingencies in the sum of \$50,000 for a total authorization of \$2,917,699.29. Funding for this acquisition is provided by PFC 17-11-C-00-GEG.
5. * **Update of Employee Sick and Safe Leave Policy – Spokane International Airport, Felts Field and Airport Business Park.** In December 1986, the Board adopted an employee benefit policy that included a provision for sick leave. It was the intent to provide paid leave for illness or injury of employee and family members. Significant revisions to RCW 49.46.210 occurred this year, and those changes go into effect on January 1, 2018. This revised sick and safe leave policy expands coverage to all non-represented employees including part-time and seasonal employees. Safe leave has been added to deal with issues related to domestic violence, sexual assault and stalking. Additionally, sick leave is earned from date of hire and employees are eligible to take leave

beginning on the 90th day. A carryover limit will also be implemented. Language changes referencing notifications and verification are included. The Airport Board Finance Committee and Staff recommend approval of the updated Employee Sick and Safe Leave Policy.

6. * **Award Service Contract – Car Wash Preventative Maintenance and Service – Northstar Clean Concepts** – Spokane International Airport. The Airport owns and operates a complimentary car wash which requires periodic, routine maintenance and occasional repair. This maintenance is best performed by qualified, experienced professionals who are familiar with the WashWorld Reclaim Rail Mounted Razor System. Airport Staff prepared the documents and publicly advertised through the Airport’s Small Works Roster and conducted a Mandatory Pre-Bid meeting. One bid was received and opened on November 2, 2017 from Northstar Clean Concepts in the amount of \$55,594.62 including Washington State Sales Tax. The staff confirmed that the bidder met all requirements. The term of this Contract will be one year, commencing on January 1, 2018 and there are two one-year renewals at the Airport’s option. The Finance Committee and Staff recommend award of a Service Contract for the Car Wash Preventative Maintenance and Service to Northstar Clean Concepts in a not to exceed amount of \$55,594.62 including Washington State Sales Tax with a contract contingency of \$10,000.00 for a total authorization of \$65,594.62.
7. * **Approval of the Lease and Operating Agreement with ABM Aviation, Inc. formerly Air Serv.** (SIA). Air Serv has had a month to month Lease and Operating Agreement to provide wheelchair services at Spokane International for the airlines. They lease 145 square feet of office space adjacent to the Southwest Ticket counter and they currently pay a rental rate of \$50.82 per square foot per annum or monthly rent of \$614.08. Notice was recently provided to staff that Air Serv was acquired by ABM Industries, Inc. and that the legal name of Air Serv has been changed to ABM Aviation, Inc. The new Lease and Operating Agreement shall be month to month commencing November 1, 2017 and ABM Aviation, Inc. will continue to lease the same office space comprised of 145 square feet. The rental rate shall be subject to adjustment annually on November 1st based on the current rental rate charged to the airlines for similar space. Commencing November 1, 2017, ABM Aviation shall pay to the Board \$50.82 per square foot per annum or monthly rent in the amount of \$614.08. The Finance Committee and staff recommend approval of the Lease and Operating Agreement with ABM Aviation, Inc.
8. * **Approval of the Lease Agreement with Passur Aerospace, Inc.** (SIA) Passur Aerospace provides to the Accounting and Operations departments data surveillance and data on flights, airspace, aircraft, and airport data through a broad network of company-owned surveillance sensors. They also utilize additional data sources such as government flight plans, en route tracking, surface tracking, satellite-based aircraft positional updates and airport gate and status data. Passur has requested to lease a small area in the Parking Garage 2 elevator tower to install equipment that will enhance their data surveillance at SIA. This Lease Agreement shall be month to month commencing on December 1, 2017 and either party may cancel the Agreement upon thirty (30) days advance written notice. Passur will lease 36 square feet and shall install a computer rack and utilize an existing side mounted bracket for one (1) antenna for its flight tracking service at SIA. The rent shall be the sum of Seven Hundred Dollars (\$700.00) per month for 36 square feet of space located in Parking Garage 2 elevator tower. The Finance Committee and staff recommend Board approval of the Lease Agreement with Passur Aerospace, Inc.
9. * **Approval of the Collective Bargaining Agreement between the Spokane Airport Board and the Spokane Airport Police Association.** The current collective bargaining agreement with the Association will expire on December 31, 2017. After four bargaining sessions, a tentative agreement was reached between representatives from management and the bargaining team from the Police Association. The term of the proposed agreement is January 1, 2018 through December 31, 2020. There is an annual wage increase of 5% for Officers. Sergeants’ wages will increase by 6.5% in 2018, 5.5% in 2019, and 5.5% in 2020. Airport contributions for dependent medical premiums will remain the same at 70% for the contract term. Sick leave language was modified to reflect changes required by RCW 49.46.210. The Police Association has voted to accept the

current negotiated agreement. The Finance Committee and staff recommend approval of the Collective Bargaining Agreement with the Airport Police Association.

Regular Agenda

10. * **Establish a Passenger Volume Incentive for Employees.** The purpose of this program is to encourage employees to relate their work to the Airports' success. Tracking passenger volume is a common industry measurement of performance at airports. Passenger volume is defined as the sum of scheduled passenger enplanements and deplanements at an airport. Passenger volume statistics for Spokane International Airport will be compared from current calendar quarter to prior year calendar quarter. If the passenger volume increases for each month in the quarter being compared, eligible employees would accrue an incentive payment of \$100 for each month. Payments would be made on a quarterly basis. The Finance Committee and staff recommend the establishment of a Passenger Volume Incentive for Employees at Spokane Airports.

11. **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.

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

13. **Adjourn**

The next regularly scheduled Board meeting is Thursday, January 25, 2018 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.