



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

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the January 25, 2018 Board Meeting

The Airport Board meeting will be held on Thursday, January 25, 2018 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. Employee Recognition**
 - a. **Ben Wagner – AAAE Certified Member Credential**
 - b. **Demian Jackson – NPA Executive Training Program Certification and Valet Operators Certification**
- E. Approval of Minutes (12/14/17 regular meeting)**
- F. Financial Report**

Consent Agenda
(Items #1-7)

1.	*Approval of Payments/Warrants		
	Construction Warrant Numbers	4344 - 4356	\$3,526,788.97
	Operational Warrant Numbers	138384 - 138779	\$4,468,439.23

2. ***Award Professional Services Agreement – Consulting Architectural and Engineering Services for Terminal Renovation & Expansion Site Utility Relocation Project – Architectural Alliance International** – Spokane International Airport. In June 2017, the Airport solicited Statements of Qualifications (SOQ) from qualified Architect/Engineer (A/E) firms for the Terminal Renovation & Expansion (TREN) Program. Following the competitive process, Architectural Alliance International (AAI) was selected to provide the required services. AAI’s team includes Wolfe Architectural Group, T-O Engineers, and WSP USA, Inc. Existing utility infrastructure will significantly impact the TREN Program. This enabling project consists of designing utility relocation that will be impacted by the future Central Bag Claim Hall and airside civil work required for the other building projects. AAI’s Scope of Work includes schematic design, topographic site survey, utility system modeling, design development, franchise utility coordination, construction documents, and bidding phase services. The Engineering Committee and Staff recommend award of a Professional Services Agreement to Architectural Alliance International in the amount of \$390,290.00 for Consulting Architectural and Engineering Services for the Terminal Renovation & Expansion Site Utility Relocation Project. Staff further requests \$39,000.00 for design contingency for a total authorization of \$429,290.00.
3. ***Approve Amendment No. 4 to Professional Services Agreement – 2017 On Call Architectural and Engineering (A/E) Services – T-O Engineers, Inc.** – Spokane International Airport, Airport Business Park, and Felts Field. A Professional Services Agreement with T-O Engineers, Inc. was executed in February 2015 for architectural and civil, geotechnical, electrical, mechanical and structural engineering, survey, interior design and other related services on an on call basis and two consecutive one-year contract extensions were authorized by the Board in January 2016 and January 2017. The 2015-2017 A/E On Call Consultant Agreement expired on December 31, 2017. In order to transition to the new A/E On Call Consultant for 2018, an extension of contract time is necessary with T-O Engineers, Inc. through January 31, 2018. The new A/E On Call Services will be contracted on January 25, 2018. The Engineering Committee and Staff recommend approval of Amendment No. 4 to the Professional Services Agreement with T-O Engineers, Inc. for an extension of time through January 31, 2018.
4. *** Award Professional Services Agreement – 2018 On Call Architectural and Engineering (A/E) Services – DCI Engineers, Inc.** – Spokane International Airport, Airport Business Park, Felts Field. This Agreement provides for architectural and civil, geotechnical, electrical, mechanical, and structural engineering, survey, interior design and other related services on an on-call basis for various Airport departments. The Scope of Work includes, but is not limited to, typical building and site work-related services for exhibits, site surveys, field investigations, 7460s, renderings, estimates, and contract drawings for potential projects. Work will occur from January 25, 2018 through December 31, 2018 and will have a maximum annual total agreement amount of \$250,000.00, and extensions of two additional years at the same annual maximum amount are allowed. A competitive proposal process was completed in December 2017 for the 2018 On Call A/E Services. Four Statements of Qualifications (SOQ) were received and DCI Engineers, Inc., of Spokane was selected as the most qualified firm. Hourly rates were established and agreed to under the Professional Services Agreement. The Engineering Committee and Staff recommend award of a Professional Services Agreement to DCI Engineers, Inc. for the not-to-exceed amount of \$250,000.00 for the 2018 On Call Architectural and Engineering Services.

5. * **Award Professional Services Agreement – 2018 On Call Construction Management Services – CBRE/Heery Inc.** – Spokane International Airport, Felts Field and the Airport Business Park. This Agreement provides for construction management, construction administration, and testing services for small projects on an on call basis for various Airport departments. The Scope of Work includes, but is not limited to, construction management, construction inspection, materials testing, special inspection, and other services for projects. Work will occur from January 25, 2018 through December 31, 2018 and will have a maximum annual total agreement amount of \$250,000.00 and extensions of two additional years at the same annual maximum amount is allowed. A competitive proposal process was completed in December 2017 for the 2018 On Call Construction Management Services. Four Statements of Qualifications (SOQ) were received and CBRE|Heery Inc., of Spokane was selected as the most qualified firm. Hourly rates were established and agreed to under the Professional Services Agreement. The Engineering Committee and Staff recommend award of a Professional Services Agreement to CBRE|Heery, Inc. for the not-to-exceed amount of \$250,000.00 for the 2018 On Call Construction Management Services.

6. * **Approve Amendment to Increase Procurement Authorization of Materials – Airfield and Landside Deicing Products** – Spokane International Airport, Airport Business Park, and Felts Field. In 2017, the Board authorized procurement of deicing materials for the airfield (September 28, 2017) and landside (October 19, 2017) areas of Spokane International Airport, Airport Business Park, and Felts Field. Due to the types of weather events taking place this winter, increased number of passenger and cargo aircraft operations and inaccurate forecasting, increased deice use is occurring. Based on the current inventory and the weather patterns, the previously authorized amounts of deicing material may not be sufficient for the remainder of the winter season. Therefore, Staff is seeking an increase of 35% to the authorization for liquid deicing materials for the airfield, and 25% to the authorization for solid deicing materials for the landside. Vendors and material pricing will remain the same. The Engineering Committee and Staff recommend approval to increase the procurement authorization amounts for the above-referenced airfield and landside deicing products by the amounts shown, to be procured on an as-needed basis for the remainder of the 2017-18 winter seas

7. ***Authorization of Payment to the West Plains Airport Area (WPAA) Public Development Authority (PDA).** The Spokane Airport Board adopted Resolution 07-15 on December 17, 2015 recommending the City and County of Spokane form a PDA in the West Plains/Airport Area, which encompasses most of the Airport real property. In June of 2017, the City and County jointly entered into an interlocal agreement to form a PDA for the West Plains / Airport Area and adopted a charter and bylaws. The purpose of the interlocal agreement is to align resources and services to facilitate development and operation of the WPAA PDA consistent with the Airport Layout Plan, Aerospace Supply Chain Study and other targeted economic development initiatives on and in the vicinity of SIA. The agreement also contained initial funding for the PDA operating expenses. The initial funding outlined in the agreement is for “the first three (3) years, the County, City and Airport shall each provide \$60,000 per year as preliminary funding for the operation of the PDA.” The Finance Committee recommends the authorization of payment to the WPAA PDA in the amount of \$60,000 per year for the years 2017, 2018 and 2019.

8. **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.

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

The next regularly scheduled Board meeting is Thursday, February 22, 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.