



SPOKANE AIRPORT BOARD	
Chair:	Ezra Eckhardt
Vice Chair:	Collins Sprague
Secretary:	Al French
Board Members:	Breean Beggs Max Kuney Nancy Vorhees Jennifer West
Airport Director:	Lawrence J. Krauter, A.A.E., AICP

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the March 25, 2021 Board Meeting

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, March 25, 2021 at 9:00 a.m.**

Pursuant to the Executive Order 20-28 issued by Governor Inslee, public attendance at this meeting shall be limited to telephonic attendance. In-person attendance is prohibited pursuant to Executive Order 2028. Attendance at this meeting is available using the following conference call information: 1-253-215-8782, Meeting ID 953 7994 4456 or by clicking on this link: <https://zoom.us/j/95379944456?pwd=cmp0MS9VcTloOVZsNllmRTNkalZFQT09>

In accordance with the Open Public Meetings Act and guidance issued by the Washington Attorney General, no public comment will be permitted at this meeting. If you have public comment that you would like to present to the Airport Board, please submit that public comment in writing to lkrauter@spokaneairports.net

- A. Call to Order
- B. Roll Call of the Airport Board
- C. Approval of Minutes (February 18, 2021 regular meeting)
- D. Employee Recognition – Retirement
 - Dave Armstrong – Director of Finance (12 years)
- E. Financial Report (Lynn)

Consent Agenda
 Items # (1 - 3)

1. ***Approve Amendment No. 1 to Professional Services Agreement – Passenger Boarding Bridge Refurbishment – AERO Systems Engineering, Inc.** – Spokane International Airport. In May 2020, the Board awarded a Professional Services Agreement to AERO Systems Engineering,

Inc. (AERO) for the Passenger Boarding Bridge (PBB) Refurbishment. In October 2020, this project was publicly advertised and in November 2020, the Board awarded a construction contract. Subsequent to award of the project, Staff met with the contractor and AERO to discuss the schedule and performance of the work. It was determined that completing the project in the specified time would require the work to be phased in such a way that AERO would need to conduct additional site visits and inspections. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement with AERO Systems Engineering, Inc. in the amount of \$74,941.00 for additional construction management services, for a total project authorization of \$428,113.00.

2. ***Approve Procurement – Traffic Marking Paint and Reflective Glass Bead Products** – Spokane International Airport, Airport Business Park and Felts Field. This procurement will authorize purchase of paint and associated products for runways, taxiways, and roadways during the 2021 calendar year on an as-needed basis. These materials will be purchased through State of Washington Contract Nos. 02817 and 02513. Road and airfield paint material purchases in 2020 totaled \$17,281.54 and are projected to cost approximately \$100,000.00 in 2021. The purchase contracts for these products allow for a unit price discount and an exemption from freight charges based on volume purchases. The Engineering Committee and Staff recommend approval to procure Traffic Marking Paint and Reflective Glass Bead products through State of Washington Contract Nos. 02817 and 02513 on an as-needed basis in the not-to-exceed amount of \$100,000.00 including Washington States Sales Tax for the 2021 calendar year.

3. ***Approve Procurement – Herbicides and Pesticides** – Spokane International Airport, Airport Business Park, Felts Field. This procurement will authorize purchase of herbicide and pesticide products for maintaining the grounds during the 2021 calendar year on an as-needed basis. These materials will be purchased through State of Washington Contract No. 02917. Herbicide purchased in 2020 totaled \$21,890.30 including Washington State Sales Tax and are projected to cost approximately \$75,000.00 in 2021. The purchase contracts for these products allow for a unit price discount (refer to Board memo for pricing). Contract pricing is verified as firm through November 2021 and reflects a discounted cost per unit based on the total volume of the order and does not include Washington State Sales Tax. The Engineering Committee and Staff recommend approval to procure airfield and landside herbicide and pesticide products through State of Washington Contract No. 02917 on an as-needed basis in the not-to-exceed amount of \$75,000.00 including Washington State Sales Tax for the 2021 calendar year.

Regular Agenda

4. ***Approval of Vouchers**
Operational Warrant Numbers 151010 – 151258 \$3,162,376.50

5. ***Approval of Parking Lot Reopening Plan in conjunction with the Parking Consolidation Plan** – Spokane International Airport. At the September 17, 2020 Airport Board Meeting, the Board approved the Parking Rate Adjustments in conjunction with the Parking Consolidation Plan for 6 months beginning October 1, 2020 and ending on March 31, 2021. In anticipation of recovery trends, staff has developed a reopening plan to increase parking capacity should parking demand exceed the current supply. That plan involves a phased opening of the C-Concourse parking lot followed by Economy 1 parking lot. As a result, it is necessary to re-establish Parking Rates for the C-Concourse and Economy 1 parking lots as part of the reopening plan. The following parking rates and products will be available from April 1, 2021 through December 31, 2021.

Parking Rates (WSST Included)					
Length of Stay	Garage	Outside	Concourse C	Economy	Hourly
0 - 2 HR	\$ 4.00	\$ 4.00	\$ 4.00	Maximum of \$ 6.00	\$ 2.00 / HR
2 - 3 HRS	6.00	\$ 6.00	\$ 6.00		
3 - 4 HRS	8.00				
4 - 5 HRS	10.00				
5 - 24 HRS	11.00				
DAILY MAX.	\$ 11.00	\$ 6.00	\$ 6.00	\$ 6.00	

Staff recommends the approval of the Parking Lot Reopening Plan in conjunction with the Parking Consolidation Plan from April 1, 2021 through December 31, 2021.

6. ***Adopt Resolution 01-21 Designating the Individual Authorized to Sign Warrants and Certifications and to Transfer Funds.** In the regular course of business, the Airport issues warrants to pay the obligations and payments due. Two (2) signatures are required on each warrant issued by the Airport. The designated signers of warrants are to be authorized by the Airport Board. Airport Resolution 02-14 outlines the duties of the Chief Executive Officer. Resolution 01-21 officially designates two primary signers of warrants along with an alternate signer in the instance where one of the primary signers is unable to perform the duty. The two primary signers are Chief Executive Officer, Lawrence J. Krauter and Interim Director of Finance, Lynn Scharff. The alternate is Charlotte Pflieger, currently Accounting Manager. These designees are also authorized to transfer funds between accounts. The Finance Committee recommends approval of Resolution 01-21 designating the individuals authorized to sign warrants and certifications and to transfer funds.
7. ***Approval of the Third Amendment to the Security Contract – Kodiak Security Services –** Spokane International Airport. At the November 16, 2017 Board meeting, the Board approved a Contract for Security Services with Kodiak Security Services, Inc. The Contract has four (4) one (1) year options and this Amendment exercises the third of those options. The term shall be one year commencing January 1, 2021 through December 31, 2021. The 2021 fee shall be increased from \$21.89 per hour to \$22.39 per hour with no holiday differential. The rate increase is based on a \$0.19 increase to the State Minimum Wage. The annual cost for the security services provided under the contract is estimated not-to-exceed \$240,790 which includes a 10% contingency in the event additional security is required during the contract period. Airport staff recommends approval of the Third Amendment to the Security Contract with Kodiak Security Services, Inc. in the not-to-exceed amount of \$240,790.
8. **The Airport Board may take action on other routine business issues as they may arise while the Board is in session.**
9. **Executive session**
10. **Adjourn**

The next regularly scheduled Board meeting is Thursday, April 22, 2021 at the Spokane Airport.

Note: The consent agenda () may be considered in a single action. Any Board member or anyone in the gallery may ask for the separation of any item from the consent agenda for individual consideration. Please notify the Board Clerk 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.