



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

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the April 22, 2021 Board Meeting

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, April 22, 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 992 5720 8674 or by clicking on this link: <https://zoom.us/j/99257208674?pwd=S043dEdoMHkrSG8wSWRISDF1ZUlvUT09>

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 (3/19/21 and 3/31/21 special meetings and 3/25/21 regular meeting)
- D. Financial Report (Lynn)

Consent Agenda
 Items # (1 - 5)

- 1. ***Approval of Vouchers**
 Operational Warrant Numbers 151259 – 151527 \$6,790,023.80
- 2. *** Approve Amendment No 1 to Professional Services Agreement for East Terminal Ramp Remain-Over-Night Aircraft Expansion Project – Mead & Hunt, Inc.** – Spokane International Airport. In June 2020, the Board approved a Professional Services Agreement (PSA) with Mead &

Hunt, Inc. for engineering design including bid documents for the East Terminal Ramp Remain-Over-Night Aircraft Expansion project in the amount of \$530,220.00. The project was publicly advertised and bids opened on March 16, 2021. Amendment No. 1 will consist of construction management and administration (CM/CA) services, grant administration services, and closeout efforts for this project on a not-to-exceed time and material basis. An independent fee estimate was performed by Myaak Engineering and showed that the fee negotiated with Mead & Hunt in the amount of \$885,167.00 is within acceptable range per FAA guidelines. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement with Mead & Hunt, Inc. in the not-to-exceed amount of \$885,167.00 for the East Terminal Ramp Remain-Over-Night Aircraft Expansion project.

3. *** Approve Professional Services Agreement – Airport Drive Inbound Realignment, Phase 2 Construction Management/Administration – T-O Engineers, Inc.** – Spokane International Airport. Phase 1 of Airport Drive Inbound Realignment included construction of approximately 3,000 linear feet of the new roadway from the Cell Phone Parking Lot to C Concourse South Parking Lot which will be completed in 2021. Phase 2 includes connecting the new Airport Drive Inbound to the Terminal roadway. This phase will also include demolition of a portion of the Concourse C parking lot, improvements to access the hourly parking and taxi staging areas and new wayfinding and signage to direct passenger traffic and convert the old Airport Drive Inbound to access all parking facilities. Under this Professional Services Agreement, T-O Engineers, Inc. will provide construction management and administration (CM/CA) services, grant administration services and closeout efforts for Phase 2 on a not-to-exceed time and materials basis. An independent fee estimate performed by Myaak Engineering shows that the fee negotiated with T-O Engineers in the amount of \$256,740.42 is within the acceptable range per FAA guidelines. The Engineering Committee and Staff recommend approval of a Professional Services Agreement with T-O Engineers in the not-to-exceed amount of \$256,740.42 for Phase 2 CM/CA services for the Airport Drive Inbound Realignment project.
4. *** Award Service Contract – Spent Aircraft Deicing Fluid Recovery Maintenance Services – Inland Technologies International, Limited** – Spokane International Airport. In 2018, the Board awarded a contract to Inland Technologies International, Ltd. to provide these services and the contract expires on April 30, 2021. Airport Staff developed a comprehensive Scope of Work that includes the provision of all labor to perform aircraft deicing fluid collection activities, testing and storage of collected material, and land application of the material in accordance with the Airport's permit from the Department of Ecology. The initial term of the contract includes the purchase and installation of a replacement collection tank liner. The project was publicly advertised and one bid was received from Inland Technologies International, Ltd. in the amount of \$419,830.10 including Washington State Sales Tax. This represents no increase in the annual service costs, but includes cost for the tank liner in the amount of \$109,345.27. The term of the contract shall be for one year with four optional one-year terms. The Engineering Committee and Staff recommend award of a Service Contract for Spent Aircraft Deicing Fluid Recovery Maintenance Services to Inland Technologies International, Ltd. in the amount of \$419,830.10 including Washington State Sales Tax. In addition, Board authorization of \$42,000.00 for contract contingencies is requested for a total authorization of \$461,830.10.
5. *** Approve Amendment No. 2 to Service Contract – Fire Alarm System Testing and Inspection Services – Johnson Controls Fire Protection, LP** – Spokane International Airport. In April 2019, the Board awarded a one-year contract with two one-year options to Johnson Controls Fire Protection, LP (JCI). The contract includes testing, inspection and maintenance services required for the Airport, including fire alarm control panel, peripheral components, battery replacement, smoke detector cleaning, and 24/7 emergency response. JCI has agreed to hold the

monthly service fee rate of \$6,083.44. The term of the first option will run from May 1, 2021 through April 30, 2022 in the amount of \$73,001.28. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Fire Alarm System Testing and Inspection Services Contract with Johnson Controls Fire Protection, LP in the amount of \$73,001.28 including Washington State Sales Tax. In addition, Board authorization of \$7,300.00 for contingencies is requested for a total authorization of \$80,301.28.

Regular Agenda

6. *** Adopt Resolution No. 02-21 – Approving and Authorizing the Execution of United States Department of Transportation Federal Aviation Administration Airport Improvement Program Grant No. 3-53-0072-061-2021 for the East Terminal Ramp Remain-Over-Night Aircraft Expansion Project and Airport Drive Inbound Realignment Phase 2 Project – Spokane International Airport.** The East Terminal Ramp Remain-Over-Night (RON) Aircraft Expansion project will expand the existing terminal ramp and consists of approximately 4.5 acres of new RON aircraft parking. The Airport Drive Inbound Realignment, Phase 2 consists of constructing approximately 650 feet of two-lane principal arterial roadway on Airport property, connecting Airport Drive Inbound to the Terminal and existing connector roadways. Both projects are eligible for Federal funding by the Federal Aviation Administration (FAA) under the Airport Improvement Program (AIP) with 2021 Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) funding the Sponsor match for AIP eligible items. The Engineering Committee and Staff recommend Board adoption of Resolution No. 02-21 in the Matter of approving and authorizing the execution of the United States Department of Transportation Federal Aviation Administration Airport Improvement Program Grant No. 3-53-0072-061-2021 for the East Terminal Ramp Remain-Over-Night Aircraft Expansion project and the Airport Drive Inbound Realignment Phase 2 Project in the amount not to exceed \$11,721,970.86.

7. *** Adopt Resolution No. 03-21 – Approving and Authorizing the Execution of CRRSAA Grant Agreement No. 3-53-0072-062-2021- Spokane International Airport.** The Coronavirus Response and Relief Supplemental Appropriation Act (“CRRSAA”) (Public Law 116-260), signed into law on December 27, 2020, includes nearly \$2 billion in funds to be awarded as economic relief to eligible U.S. airports and eligible concessions at those airports to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) pandemic. On April 7, 2021, the Airport submitted to the Federal Aviation Administration (“FAA”) an Airports Coronavirus Response Grant Program (“ACRGP”) Application in order to receive funds available under CRRSAA. The FAA approved the application, and has awarded Spokane International Airport grant funds in the not to exceed amount of \$5,790,958.00. Staff recommends Board adoption of Resolution No. 03-21 in the Matter of approving and authorizing the execution of the FAA CRRSAA Agreement Number 3-53-0072-062-2021, in the amount not to exceed \$5,790,958.00, and delegating to the Chief Executive Officer authority to execute all documents and do all things necessary to carry out the terms of such agreement.

8. *** Adopt Resolution No. 04-21- Approving and Authorizing the Execution of CRRSAA Grant Agreement No. 3-53-0073-033-2021 – Felts Field Airport.** The Coronavirus Response and Relief Supplemental Appropriations Act (“CRRSAA”) (Public Law 116-260), signed into law on December 27, 2020, includes nearly \$2 billion in funds to be awarded as economic relief to eligible U.S. airports and eligible concessions at those airports in connection with the COVID-19 pandemic. On April 7, 2021, the Airport submitted to the Federal Aviation Administration (“FAA”) an Airports Coronavirus Response Grant Program (“ACRGP”) Application in order to receive funds available under CRRSAA. The FAA approved the application, and has awarded

Spokane International Airport grant funds in the not to exceed amount of \$23,000.00. Staff recommends Board adoption of Resolution No. 04-21 in the Matter of approving and authorizing the execution of the FAA CRRSAA Agreement Number 3-53-0073-033-2021, in the amount not to exceed \$23,000.00, and delegating to the Chief Executive Officer authority to execute all documents and do all things necessary to carry out the terms of such agreement.

9. *** Adopt Resolution No. 05-21 Approving and Authorizing the Execution of USDOT Federal Rail Administration BUILD Grant No. 69A36521402710BLDWA – Rail-Truck Transload Facility Project, Phase 2- Spokane International Airport.** The Rail-Truck Transload Facility is a multi-phase project. Phase 1 constructed a 1-mile rail spur extension connecting the existing Geiger Spur to Spokane International Airport property. Phase 2 continues the rail spur line to a new Rail-Truck transload circulation area for transfer of railcars onto truck trailers and consists of three parallel rail lines totaling approximately 1.7 miles of track, 4.4 acres of pavement, a vehicle access road and utilities. The Rail-Truck Transload Facility, Phase 2 project is the recipient of a US Department of Transportation (USDOT) Better Utilizing Investments to Leverage Development (BUILD) Discretionary Grants Program, administered by the Federal Rail Administration (FRA), and provides \$11,300,000.00 in Federal funding with a combined \$3,000,000.00 in matching funds. The Engineering Committee and Staff recommend Board adoption of Resolution No. 05-21 in the Matter of approving and authorizing the execution of the United States Department of Transportation Better Utilizing Investments to Leverage Development Grant No. 69A36521402710BLDWA, for the Rail-Truck Transload Facility Project, Phase 2 in the amount not to exceed \$14,300,000.00.

10. ***Award Construction Contract – East Terminal Ramp Remain-Over-Night Aircraft Expansion Project – Shamrock Paving, Inc. – Spokane International Airport.** The East Terminal Ramp Remain-Over-Night (RON) Aircraft Expansion project will expand the existing terminal ramp and consists of approximately 4.5 acres of new RON aircraft parking. Construction includes approximately 20,000 SY of Portland Cement Concrete pavement for aircraft parking, including demolition of existing structures, installation of security fencing and gates, grading, drainage, lighting, marking, and other improvements associated to the project. Plans and specifications were prepared by Mead & Hunt, Inc. The project was publicly advertised and a mandatory Pre-Bid Conference was held on March 1, 2021. From the two bids received, the lowest responsive and responsible bid was submitted by Shamrock Paving, Inc. in the amount of \$8,228,000.00, including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the East Terminal Ramp Remain-Over-Night Expansion project to Shamrock Paving, Inc. in the amount of \$8,228,000.00, including Washington State Sales Tax. In addition, Board authorization of \$823,000.00 for construction contingencies is requested for a total authorization of \$9,051,000.00.

11. *** Award Construction Contract – Airport Drive Inbound Realignment, Phase 2 – Halme Construction, Inc. – Spokane International Airport.** In 2020, construction began for Phase 1 of the Airport Drive Inbound Realignment Project and consisted of approximately 3,000 linear feet two-lane principal arterial roadway of Airport Drive Inbound from the Cell Phone Parking Lot to C Concourse South Parking Lot. Phase 2 of the project consists of constructing approximately 650 feet of two-lane principal arterial roadway, connecting Airport Drive Inbound to the Terminal and existing connector roadways. This phase also includes demolition of a portion of the Concourse C parking lot, improvements to access the hourly parking and taxi staging areas and new wayfinding and signage to direct passenger traffic and convert the old Airport Drive Inbound to access all parking facilities. Plans and specifications were prepared by T-O Engineers, Inc. The project was publicly advertised and a mandatory Pre-Bid Conference was held on March 8, 2021. From the three bids received, the lowest responsive and responsible bid was submitted by Halme

Construction, Inc. in the amount of \$1,790,843.43 for both Schedules A and B, including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Airport Drive Inbound Realignment, Phase 2 to Halme Construction, Inc. in the amount of \$1,790,843.43 including Washington State Sales Tax. In addition, Board authorization of \$179,000.00 for construction contingencies is requested for a total authorization of \$1,969,843.43.

12. *** Award Construction Contract – Rental Car Facility Ready-Return Area – Graham Construction & Management, Inc.** – Spokane International Airport. The work includes improvements at the Ready-Return Area (RRA) of the Car Rental Facility to rehabilitate existing canopies, lighting and signage upgrades, drainage improvements including removal and replacement of existing parking lot pavement. This project will be completed in phases to keep the RRA operational during construction. Plans and specifications were prepared by DCI Engineers. The project was publicly advertised and a mandatory Pre-Bid Conference was held on April 2, 2021. From the three bids received, the lowest responsive and responsible bid was submitted by Graham Construction & Management, Inc. in the amount of \$2,970,683.00. The Engineering Committee and Staff recommend award of a Construction Contract for the Rental Car Facility Ready-Return Area to Graham Construction & Management, Inc. in the amount of \$2,970,683.00 including Washington State Sales Tax. In addition, Board authorization of \$297,068.00 for construction contingencies is requested for a total authorization of \$3,267,751.00.

13. ***Approval of Resolution No. 06-21 authorizing the Airport Chief Executive Officer to submit an amendment of Passenger Facility Charge (PFC) 11 to the Federal Aviation Administration (FAA).** The Board received approval from the FAA to impose and use PFCs for seven projects under PFC 11 on November 13, 2017 with an approved collection amount of \$16,298,809. Amendment 1 to PFC 11 was approved on November 27, 2019 in the amount of \$7,483,180, for a total of \$23,781,989. There is one project, Replacement of the Programmable Logic Controls of Passenger Boarding Bridges, being amended at this time. Amendment 2 totals \$2,450,000, for an amended PFC 11 total of \$26,231,989. In accordance with Federal Aviation Regulation (FAR) 49 CFR Part 158.23(a) and 158.37(b) air carriers were notified on February 22, 2021 of the proposed amendment 2 to PFC application 11. A consultation meeting with air carriers was held on March 24, 2021 and they have until April 23, 2021 to agree or disagree with the proposed amendment. Also, per FAR 49 CFR 158.24, on March 19, 2021 the public was invited to comment via a posting on the Airport’s website. The public comment period ends April 19, 2021. The application amendment will be submitted to the FAA on or about April 26, 2021 after the comment period for the public and air carriers has concluded. The FAA should approve or disapprove of the application no later than July 25, 2021. This amendment is estimated to extend the authorized collection period of PFCs through August 31, 2022. Staff recommends that the Board authorize the CEO to submit amendment 2 of PFC Application 11 to the FAA.

14. *** Approve second amendment to Professional Services Agreement with Plante-Moran to assist in implementation of Human Resources / Timekeeping / Payroll (HR/TK/PR) software system.** In 2018, the Airport awarded a contract to implement an integrated HR / TK / PR System. Also in 2018, the Airport issued a Request for Quotations and solicited quotes from qualified firms to assist in implementing the HR/TK/PR system along with assisting in the next step of upgrading accounting and financial reporting software. Through the evaluation process, Plante-Moran, a Certified Public Accounting firm, was selected and awarded a contract in the amount of \$48,000. In order to facilitate the implementation, staff requested additional participation from Plante-Moran to assist in Phase 1 (implementation of the HR / TK / PR software) of the software upgrade. This first amendment was approved by the Board in August of 2020 in the amount of \$40,000. Staff is nearing the completion of the implementation of the HR/ TK /PR software and has determined that

additional support is needed from Plante-Moran. The final portion of work involves setting up and integrating the time keeping system and employee self-service portal. Due to staff constraints, there is a need to engage additional resources to complete the implementation. Plante-Moran is available to assist at the hourly rate of \$235 with a not to exceed amount for this second amendment of \$48,175. The staff recommends amending the Professional Services Agreement with Plante-Moran to increase the previous contract amount by \$48,175 for a total not to exceed contract amount of \$136,175.

15. **The Airport Board may take action on other routine business issues as they may arise while the Board is in session.**
16. **Executive session**
17. **Adjourn**

The next regularly scheduled Board meeting is Thursday, May 20, 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.