



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

**NOTICE OF AIRPORT BOARD MEETING**

**Tentative Agenda for the June 17, 2021 Board Meeting**

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, June 17, 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 951 5054 1067 or by clicking on this link: <https://zoom.us/j/95150541067?pwd=aE5JcXhTNmNBam1ISVNBQllGM0tGdz09>**

**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](mailto:lkrauter@spokaneairports.net)**

- A. Call to Order**
- B. Roll Call of the Airport Board**
- C. Approval of Minutes (5/20/21 regular meeting)**
- D. Employee Recognition – Kelly Fukai, Brian Holland, Jeff Mitchell, Rick Wilson, Casey Boatman**
  - Kelly Fukai and Rick Wilson – Graduates of 2021 Class of Leadership Spokane
  - Jeff Mitchell and Brian Holland – Bachelor’s Degrees from Whitworth University
  - Kelly Fukai – AAAE Certified Member credential
  - Kelly Fukai – Named One of Five Women of Distinction by Girl Scouts of E. Washington and North Idaho
  - Casey Boatman – 2021 Graduate of Gonzaga’s Emerging Leaders Program
- E. Financial Report (Lynn)**

**Consent Agenda**  
**Items # (1 - 4)**

1. **\*Approval of Vouchers**  
Operational Warrant Numbers                      151810-151999    \$1,766,326.37
  
2. **\*Award Service Contract – Public Wi-Fi System – Cerium Networks, Inc. – Spokane International Airport.** The Spokane International Airport’s current public Wi-Fi System was installed in March 2015 to provide travelers with complimentary wireless internet throughout the Airport. The current hardware is in need of upgrade and replacement in order to maintain dependable functionality, which will also support future wireless technologies, and maintain compliance for manufacturer support. This project will be procured through State of Washington Contract No. 01114. Cerium Networks, Inc. will replace current core hardware components with modern equivalents; add hardware components to improve roaming capability; add coverage to areas not currently served; and upgrade the system’s firewall technology to handle increased bandwidth to support future growth. Cerium Networks will also provide five years of Software Subscription and Support Services, which will also be procured through State of Washington Contract No. 01114. A breakdown of costs can be found on the Board memo. The Engineering Committee and Staff recommend award of a Service Contract for the Upgrade of the Airport’s Public Wi-Fi System in the amount of \$244,267.66, including Washington State Sales Tax; and award of a Service Contract for five years of Software Subscription and Support in the amount of \$191,989.14, including Washington State Sales Tax, to Cerium Networks, Inc., for a total of \$436,256.80. In addition, Board authorization of \$44,000.00 is requested for contingencies for a total authorization of \$480,256.80.
  
3. **\* Approve Amendment No. 1 to Vendor Contract – Janitorial Supply Services – Walter E. Nelson Co. – Spokane International Airport, Airport Business Park, and Felts Field.** In 2018, the Board approved a three-year contract, with two one-year options, with Walter E. Nelson Company. The contract is for continued procurement of janitorial supplies and restroom paper products based on estimates of annual quantities. Walter E. Nelson Company has agreed to hold pricing from the original 2018 contract. The term of this first one-year option will be from July 1, 2021 through June 30, 2022. Airport staff anticipates an increase in janitorial supplies due to the increase in airline services and passengers, estimating annual costs of \$290,000.00, including all delivery charges and Washington State Sales Tax. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Vendor Contract for Janitorial Supply Services to Walter E. Nelson Co., for the procurement of janitorial supplies on an as-needed basis, for an amount not to exceed \$290,000.00.
  
4. **\* Approval of Professional Services Agreement with Leibowitz & Horton Airport Management Consultants, Incorporated** for Rental Car Lease and Concession Agreement and Related Matters Support. In consideration of the expiration of the Concession and Lease Agreements between the Airport and Rental Car Agencies operating at Spokane International Airport on September 30, 2022, Leibowitz & Horton will provide professional services regarding the preparation of a Request for Proposals (RFP), preparation of a lease and concession agreement and assistance with negotiations as well as other related tasks. The fee proposed for the scope of work under this Agreement is \$49,950.00. While this contract amount falls within the CEO’s purchasing authority, because it is near the limit, and given the potential for additional professional services to be needed that would then exceed the CEO’s purchasing authority, staff is bringing this Agreement forward for Board approval. The Finance Committee and staff recommend approval of the Professional Services Agreement with Leibowitz & Horton Airport Management Consultants, Inc. in the

amount of \$49,950.00 for rental car lease and concession agreement and related matters support.

### **Regular Agenda**

5. \* **Approval of the Third Amendment to the Janitorial Service Contract** with *Uniserve Facilities Services Corporation* – Spokane International Airport, Felts Field and the Airport Business Park. Uniserve was awarded the Janitorial Contract for SIA, Felts Field and the Airport Business Park in May, 2018 after a Request for Proposal process was completed. The original term of the Contract is three years with two one-year options. This Third Amendment will exercise the first one-year option and shall adjust the annual recurring cost for one year, commencing July 1, 2021 from \$1,368,211.32 to \$1,473,476.08, a 7.69% increase. This is due to the \$0.89 increase in Washington State Prevailing Wage for Janitors (from \$14.90 to \$15.79 per hour) effective March 1, 2021. In addition to the annual recurring cost, the total contract amount requested includes an amount for additional janitorial services to be performed at the Airport’s request. Staff recommends approval of the Third Amendment to the Janitorial Service Contract with Uniserve Facilities Services Corporation, in the not to exceed amount of \$1,569,476. In addition, contingency funds of \$160,000 are requested for a total authorization of \$1,729,476.08.
6. **The Airport Board may take action on other routine business issues as they may arise while the Board is in session.**
7. **Executive session**
8. **Adjourn**

**The next regularly scheduled Board meeting is Thursday, July 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.*