

Spokane Airports



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	SPOKANE AIRPORT BOARD
Chair: Vice Chair: Secretary:	Ezra Eckhardt Collins Sprague Al French
<b>Board Members</b> :	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 December 17, 2020 Board Meeting

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, December 17, 2020 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: 1-408-418-9388 Meeting number/Access code: 146 151 2281## or by video as identified on Page 3 of the Agenda.

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 <u>lkrauter@spokaneairports.net</u>

- A. Call to Order
- B. Roll Call of the Airport Board
- C. Approval of Minutes (11/19/20 regular meeting)
- D. Review of 2021 Federal Legislative and Executive Branch Goals (K&L Gates via video)
- E. Public Hearing Surplus Property Pursuant to RCW 39.33.020
- F. Employee Recognition Retirements
  - Matt Breen Director of Planning and Engineering (26 years)
  - Bruce Millsap Fire Chief (21 years)
  - Rod Coleman Firefighter (35 years)
- G. Report of Nominating Committee and Election of 2021 Board Officers (Chair Eckhardt)
- H. Financial Report (Dave)

Consent Agenda Items # (1 - 7)

## 1. **\*Approval of Payments/Warrants** Operational Warrant Numbers 150189 - 150391

\$3,023,138.37

- 2. \*Approve Amendment No. 3 to Professional Services Agreement 2021 On-Call Architectural and Engineering Task Order 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 December 2018 in the amount of \$250,000.00 on an on-call basis. The contract was amended in September 2019 to increase the 2019 limit to \$300,000.00 and amended again in December 2019 to extend the services for an additional year through December 31, 2020. Airport procurement rules allow for two one-year contract extensions at the same yearly maximum amount of \$250,000.00. Amendment No. 3 will be the second contract extension and will include services from January 1, 2021 through December 31, 2021. The Engineering Committee and Staff recommend approval of Amendment No. 3 to the Professional Services Agreement for the 2021 On-Call Architectural and Engineering Task Order Services with T-O Engineers, Inc. in the not-to-exceed amount of \$250,000.00.
- 3. \*Approve Amendment No. 1 to Professional Services Agreement Roadway Improvements Project – KPFF Consulting Engineers – Airport Business Park. Following the selection process for this PSA, Airport Staff began scope and fee negotiations with KPFF Consulting Engineers. In October, a Professional Services Agreement was approved under the CEO's signing authority for geotechnical and survey services in the amount of \$30,143.00. Amendment No. 1 includes the remaining design services to complete the Scope of Work (SOW) in the amount of \$137,089.00. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement with KPFF Consulting Engineers in the amount of \$137,089.00 for services associated with the Roadway Improvements Project. In addition, Board authorization in the amount of \$15,000 for design contingency funds is requested fora total project authorization of \$152,089.00.
- 4. \*Approve Procurement Bulk Ground Vehicle Fuel Spokane International Airport, Airport Business Park, Felts Field. This procurement authorizes the purchase of bulk fuel for the 2021 calendar year on an as-needed basis. The fuel will be purchased through State of Washington Contract No. 00311. For the period of January through November 2020, ground vehicle fuel purchases totaled \$158,408.76 including all applicable sales tax. The per gallon pricing is a calculation of the U.S. Oil Price Information Service (OPIS) daily average or benchmark, the contractor's multiplier, and delivery fees. The Engineering Committee and Staff recommend approval to procure Bulk Ground Vehicle Fuel through State of Washington Contract No. 00311 on an as-needed basis in the not-to-exceed amount of \$225,000.00 including all applicable taxes for the 2021 calendar year.
- 5. \*Award Service Contract Car Wash Preventative Maintenance NWESTCO, LLC Spokane International Airport. The current service contract expires December 31, 2020. Total expenditures over the previous three years has averaged \$50,000.00 per year for preventative maintenance, parts, and repairs. Staff prepared the contract documents and the project was procured through the Small Works Roster. Two bids were received with the lowest responsive and responsible bid submitted by NWESTCO, LLC in the amount of \$61,906.60 including Washington State Sales Tax. The initial term of the Service Contract is one year commencing January 1, 2021 and expiring December 31, 2021 with the option to renew up to two additional one-year terms subject to negotiation of the financial consideration and scope of work. The Engineering Committee and Staff recommend award of a one-year Service Contract to NWESTCO, LLC for the Car Wash Preventative Maintenance in the not-to-exceed amount of \$61,906.60 including Washington State Sales Tax.

- 6. \*Approval of the 2021 Federal Legislative and Executive Branch Goals. The Board has contracted with K&L Gates to provide Federal Legislative and Administrative Public Policy services, which allows greater influence of the direction of policy decisions as well as more efficient and frequent communications with members of Congress and their staff, committee staff, and the agencies under the Executive Branch's jurisdiction. The 2021 goals cover a variety of current priorities including additional CARES Act funding, other economic stimulus/infrastructure initiatives, Airport Improvement Program (AIP) discretionary funding, Passenger Facility Charge (PFC) increase and support of legislation for the federal contract tower program. Legislative branch goals include support or opposition of legislation regarding appropriations in transportation, housing and urban development, Homeland Security, aviation-related issues and Customs and Border Protection (CBP). Other items that will be focused on are community and economic development issues and maintaining and strengthening the Airport's strategic relations with Congressional leadership and professional staff, building relationships throughout transportation and security communities of the incoming Administration, in addition to CBP/TSA leadership. The Finance Committee and staff recommend approval of the 2021 Federal Legislative and Executive Branch Goals.
- 7. \* Approve a one (1) year extension of engagement of K&L Gates, LLP for federal legislative and administrative public policy/lobbying services pertaining to matters of significance to the Airport. The Professional Services Agreement with K&L Gates expires on December 31, 2020. Following an evaluation of K&L Gates' performance over the term of the agreement, as extended, the Board and staff recommend a one (1) year extension of the engagement in the annual amount not-to-exceed \$120,000 to ensure a continuity of federal legislative and administrative public policy/lobbying services pertaining to matters of significance to the Airport. This engagement may be terminated by the Airport if such services are no longer needed. The Finance Committee and staff recommend the Board extend the sole source procurement of K&L Gates, LLP for federal legislative and administrative public policy/lobbying services based on a one (1) year engagement, subject to extension or renewal by the Board, with a contract amount not to exceed \$120,000 per year plus incidental expenses for services performed through December 31, 2021.
- 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, January 28, 2021.

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.

Airport Board Meeting

Thursday, December 17, 2020 at 9:00 a.m.

**Video Option:** 

https://spokaneairports.webex.com/spokaneairports/j.php?MTID=mbc81332d4e68dcc71668ec262 5688e6c

Meeting number (Access Code): 146 151 2281 Password: vaSJXvFJ888