

period of three (3) years with two (2) one (1)-year extension options at the sole discretion of the Airport Board in a not to exceed amount of \$392,500 for Aerospace Business Development Consulting Services. The economic and public effects of the Covid-19 pandemic dramatically altered the Airport's aerospace strategy, canceled events that staff was intending to participate in, and imposed Airport-wide cost saving measures that reduced 2020 contract expenditures. As a result, Charles Edwards' executed tasks were limited to refreshing our strategy from 2014, assessing our regional aerospace cluster's ability to support new and emerging aircraft manufacturing programs, incurring preparation costs for the canceled April 2020 Hamburg Interiors Show, and ad hoc aerospace meeting support. In total, \$89,400 was expended, leaving a balance of \$303,100 at 12/31/2020. This Amendment provides a revised Scope of Work for the anticipated tasks to be accomplished in 2021. Airport staff has worked with Charles Edwards to develop a scope of services for 2021 which has been organized into a series of ten (10) separate task orders. The tasks outlined for the 2021 Scope of Work require an increase in the contract of \$73,000. The Finance Committee and staff recommend approval of the First Amendment to the Professional Services Agreement with Charles Edwards for Aerospace Business Development Services in the amount of \$73,000 for a total not to exceed contract amount of \$465,500.

3. *** Award Service Contract – Merchant Service Provider – WINDCAVE** - Spokane International Airport. SKIDATA Inc. is the sole-source provider of the Airport's Parking Access Revenue Control Systems (PARCS). The electronic payment transaction flow which starts with SKIDATA requires a Payment Gateway (Card Reader) to accept debit or credit card payments from parking users. The Payment Gateway sends information to a Merchant Service Provider (Credit Card Processor), who functions as the intermediary between banks, the Airport, and the customer, before eventually transferring the funds into the Airport's bank account. FirstData is the current Merchant Service Provider with an Effective Rate of 2.29% for all credit card transactions. WINDCAVE is the current Payment Gateway provider. Recently, WINDCAVE was certified to operate as both a Payment Gateway and Merchant Service Provider. Staff recognized an opportunity to combine the Payment Processor and Merchant Service Provider functions under WINDCAVE as it will eliminate the need for an additional third party entity (FirstData) and provide improved continuity of services while delivering enhanced cardholder security. WINDCAVE's proposal for Merchant Services equates to an Effective Rate of 2.27% of all credit card transactions. The proposed Service Contract will be considered on-going with no specified end date. The Airport may terminate this Agreement, without cause, upon ninety (90) days advance written notice. The Finance Committee and Staff recommend the award of a Service Contract to WINDCAVE for Merchant Provider Services for the Airport.

Regular Agenda

4. ***Award Service Contract – Landscape Maintenance Services – Clearwater Summit Group, Inc.** – Spokane International Airport and Airport Business Park. In January 2021, the Airport advertised a Request for Proposals (RFP) for the subject services. From the three proposals received, Clearwater Summit Group, Inc. was selected as the most qualified firm based on proposal cost and qualifications. The term of the contract is nine months beginning March 1, 2021 and ending November 30, 2021, with four 1-year renewals at the Airport's option. The cost for the routine maintenance services for the first term will be \$214,364.14 including Washington State Sales Tax. Additional services may be performed at the Airport's request. Staff recommends award of a Service Contract for Landscape Maintenance Services to Clearwater Summit Group, Inc. in the not-to-exceed amount of \$250,000.00 including Washington State Sales Tax.
5. **The Airport Board may take action on other routine business issues as they may arise while the Board is in session.**

6. **Executive session**

7. **Adjourn**

The next regularly scheduled Board meeting is Thursday, March 25, 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.