



Spokane Airports
 9000 W. Airport Dr. #204 • Spokane, WA 99224 • (509) 455-6455



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 August 20, 2020 Board Meeting

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, August 20, 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: 146 410 0471## or by video as identified on Page 4 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 lkrauter@spokaneairports.net

- A. Call to Order
- B. Roll Call of the Airport Board
- C. Approval of Minutes (7/8/20 special meeting and 7/16/20 regular meeting)
- D. Financial Report (Dave)

Consent Agenda
 Items # (1 - 5)

1. ***Approval of Payments/Warrants**
 Operational Warrant Numbers 149229- 149498 \$4,618,922.65

2. ***Award Construction Contract – Hangar 740 Demolition – Rob’s Demolition, Inc. – Spokane International Airport.** This project consists of demolition and removal of Hangar 740, a metal and concrete structure approximately 18,900 sq. ft.; removal of all associated equipment, facilities, and infrastructure; and removal and disposal of asbestos-containing materials. Bid Documents were prepared and the project was procured through the Small Public Works Roster. From the two bids received, the lowest responsive and responsible bid was submitted by Rob’s Demolition, Inc. in the

amount of \$324,140.85. The Engineering Committee and Staff recommend award of a Construction Contract for the Hangar 740 Demolition to Rob's Demolition, Inc. in the amount of \$324,140.85 including Washington State Sales Tax. In addition, authorization of \$64,000.00 is requested for construction contingencies for a total authorization of \$388,140.85.

3. ***Approval of the Commercial Land Lease Agreement with City of Spokane Fire Department. (SIA).** In July 2018, the City Fire Department entered into a Land Lease Agreement for property in the Airport Tech Park. The term of the Agreement was one (1) year with one (1) one-year renewal option which expires on August 31, 2020. Airport staff and the City have reached an agreement allowing the City to continue leasing 44,172 square feet of land upon which a temporary Fire Station has been constructed consisting of a modular home and a separate building connected by a breezeway to the modular home which serves as the apparatus building. The term of this Agreement shall be two (2) years commencing September 1, 2020 and expiring August 31, 2022. The rental rate for the initial one (1) year term shall be \$0.26 per square foot per annum or \$11,484.72. The rental rate shall be adjusted effective September 1, 2021 by the change in the CPI for the previous one year period. The City has agreed to provide specific in-kind services to the Airport in order to off-set the annual rent which include dispatching of incidents, dedicated use of the Spokane Fire Department's Training Center and training for Airport Fire Department personnel. Total annual value of services is \$12,050.00. The Finance Committee and staff recommend approval of the Commercial Land Lease Agreement with City of Spokane Fire Department.
4. ***Approval of the Commercial Aviation Lease and Operating Agreement – Cristall Holdings, LLC – Felts Field.** In response to public offering signage placed at the cleared site of the former FAA FSDO building, staff received a proposal from Cristall Holdings, to lease the Building 14 site to build a hangar consisting of approximately 12,936 square feet and to also lease approximately 12,476 square feet of adjacent aircraft parking ramp. The hangar will be utilized for aircraft storage and approved commercial aeronautical operations including but not limited to a flight school, charter service and maintenance and repair. Construction is anticipated to be completed by August 31, 2021. The initial term of this Agreement shall be 20 years with two 10 year options and two 5 year options. The rental rate for the first five (5) year period shall be Thirty Five Cents (\$0.35) per square foot per annum for the land and Thirty Cents (\$0.30) for the aircraft parking ramp. The total annual rent shall be \$8,270.40 and the total square footage of the Premises is subject to adjustment based on the final plans and specifications and as approved by the Airport. The rent for the Premises shall be adjusted through appraisals and CPI at specified intervals. The Finance Committee and staff recommend approval of the Commercial Aviation Lease and Operating Agreement with Cristall Holdings, LLC.
5. ***Approve 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 complete implementation, staff has requested additional participation from Plante-Moran to assist in Phase 1 of the software upgrade. Phase 1 is the implementation of the HR / TK / PR software including implementing an Employee Self-Service (ESS) portal. The Finance Committee and staff recommend amending the Professional Services Agreement with Plante-Moran by \$40,000 to a total not to exceed amount of \$88,000.

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, September 17, 2020.

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.

Airport Board Meeting
Thursday, August 20, 2020 at 9:00 a.m.
AGENDA

Video Option:

<https://spokaneairports.webex.com/spokaneairports/j.php?MTID=m8defe4d3557dc7d03458f3753d8f0082>

Meeting number (Access Code): 146 410 0471

Password: ihPAJKbw563