



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 July 16, 2020 Board Meeting

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, July 16, 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): 146 266 2638## 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 (6/10/20 special meeting and 6/19/20 regular meeting)
- D. Financial Report (Dave)

Consent Agenda
Items # (1 - 7)

1. ***Approval of Payments/Warrants**
 Operational Warrant Numbers 149014 – 149228 \$2,728,153.61

2. *** Approve Amendment No. 3 to Professional Services Agreement – State Waste Discharge Permit Stormwater Compliance Support Services – AECOM Consulting Engineers – Spokane International Airport.** Under Amendment No. 1, AECOM provided all services needed for permit compliance while the Department of Ecology prepared the consolidated permit, including continued ground and surface water monitoring and reporting required under the existing permit. Amendment No. 2 continued these services while the Department of Ecology continued

preparation of the consolidated permit. Amendment No. 3 provides for tasks needed to manage compliance under the new permit now that those terms are established. Work includes but is not limited to groundwater monitoring at the stormwater infiltration area and preparation of the associated Discharge Monitoring Reports; land application area management and planning documents; recovered aircraft deicing fluid sampling; bi-annual groundwater sampling; soil sampling; surface water monitoring; visual observation of stormwater outfall flows; calculations and reporting for data generated by automated sampling equipment; and preparation of a permit-required Glycol Recovery Best Management Plan. AECOM has provided a time and materials fee proposal in the not-to-exceed amount of \$159,745.00 for continuing compliance support services. The term of the amendment runs from July 2020 to September 2021. The Engineering Committee and Staff recommend approval of Amendment No. 3 to the Professional Services Agreement with AECOM Consulting Engineers on a time and materials basis and in the not-to- exceed amount of \$159,745.00 for State Waste Discharge Permit Stormwater Compliance Support Services. The revised contract amount will be \$487,546.00.

3. ***Approve Amendment No. 3 to Professional Services Agreement – Airport Drive Inbound Realignment, Phase 2 Design – T-O Engineers, Inc. –** Spokane International Airport. In May 2019, the Board approved a Professional Services Agreement with T-O Engineers, Inc. for environmental and design services. Two amendments were also authorized for services associated with rebidding and performing construction administration and construction management (CA/CM) services for Phase 1. The Scope of Work for Phase 2 will include civil, electrical and geotechnical engineering, survey and all other necessary professional services to provide plans, specifications, and bidding documents for the project. Airport Staff entered into scope and fee negotiations with T-O Engineers, Inc. for the additional services and also worked with FAA to incorporate the design for Phase 2 under the existing AIP Grant. It is anticipated that a future AIP grant will be submitted to the FAA for the construction phase. The Engineering Committee and Staff recommend approval of Amendment No. 3 to the Professional Services Agreement with T-O Engineers, Inc., in the amount of \$83,916.25 for Phase 2 design services, for a total project authorization of \$935,018.98 for the Airport Drive Inbound Realignment Project.
4. ***Approve Amendment No. 2 to Professional Services Agreement – Rental Car Facility Improvements, Phase 2 Design – DCI Engineers –** Spokane International Airport. The Rental Car Facility consists of the Ground Transportation Center (GTC), Ready Return Area (RRA) and Quick Turn Around (QTA). Work under Phase 2 will include improving the drainage system, rehabilitating pavement, repainting canopies, replacing light fixtures, and enhancing perimeter fencing, signage, and landscaping at the RRA and QTA. Improvements also include modifying millwork at the service countertops to meet ADA standards, reconstructing entry points, constructing a porte cochere and landscaping at the GTC. The Scope of Work (SOW) for Phase 2 will include civil, electrical, and mechanical engineering, architectural, landscaping and all other necessary professional services to provide plans, specifications, and bidding documents for Phase 2 improvements at the GTC, RRA and QTA. Design and construction for work in the QTA is scheduled for 2020 and 2021. CA/CM services may be amended into the SOW. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement with DCI Engineers in the amount of \$322,195.00 for Phase 2 design services for a total project authorization of \$620,346.40 for the Rental Car Facility Project.
5. *** Award Unit-Price Construction Contract – Roofing Repairs – Icon Corporation –** Spokane International Airport, Business Park, Felts Field. The Airport Maintenance Department is responsible for maintaining a variety of roofs and roof types. Under this contract roof repairs will be completed by Icon Corporation and will include temporary or permanent installations, repairs, replacements, alterations, and maintenance. Since the quantity and frequency of the work is

unknown, a unit-price contract will be utilized to complete the repairs on a time and materials basis. Plans and specifications were prepared by Airport Staff and the project was publicly advertised. Out of the six bids received, including Bid Items 1, 2 and 3, the lowest responsive and responsible bid was received from Icon Corporation in the amount of \$77,377.50, excluding Washington State Sales Tax. The bid amount was based on estimated quantities for the purposes of establishing a basis of award for the contract. However, the contract will be utilized on an as-needed basis up to \$300,000.00, the maximum allowed by State law for unit-price public works contracts. The Engineering Committee and Staff recommend award of a Unit-Price Construction Contract for Roofing Repairs to Icon Corporation in the not-to-exceed amount of \$300,000.00 including Washington State Sales Tax.

6. **Adopting the Affirmative Action Plans for 2020**

The Airport is subject to Executive Order 11246 and its implementation of 41 CFR 60-40.1, 2 and 3 regarding Affirmative Action Plans. The Airport conducted a comprehensive workplace analysis including a review of human resource practices. This information was formulated and sent to Associated Industries to be analyzed and compared to census statistics. The data was then compiled into three plan documents, including the Affirmative Action Plan regarding Ethnic Minorities and Women, an Affirmative Action Plan for Persons with Disabilities and an Affirmative Action Plan for Veterans. The Finance Committee and staff recommend adoption of the 2020 Affirmative Action Plans.

7. ***Approval of the Second Amendment to the Property and Casualty Insurance Broker Services Agreement**

with *Alliant Insurance Services, Inc.* Through a Consent to Assignment approved in May 2017, Alliant was assigned the Insurance Broker Services Agreement that had been awarded to Wells Fargo Insurance Services through a Request for Proposal process in 2016. The original term of the Insurance Broker Services Agreement is three years with two one year options. This Amendment exercises the second and last one (1) year option and the term shall commence on November 1, 2020 and end on November 1, 2021. Alliant will provide broker services to the Airport for an annual cost of \$40,000 which remains unchanged from the previous year. Alliant shall market the Board's policies and provide staff with a summary of the policies with the pricing no later than September 30, 2020. The Finance Committee and staff recommend approval of the Second Amendment to the Insurance Broker Services Agreement with Alliant Insurance Services, Inc.

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, August 20, 2020 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.

Airport Board Meeting
Thursday, July 16, 2020 at 9:00 a.m.
AGENDA

Video Option:

<https://spokaneairports.webex.com/spokaneairports/j.php?MTID=mbb49a9d258c89a444324dde24b9dfe64>

Meeting number (Access Code): 146 266 2638

Password: WRnxiwsq687