



<b>SPOKANE AIRPORT BOARD</b>	
<b>Chair:</b>	Nancy Vorhees
<b>Vice Chair:</b>	Ezra Eckhardt
<b>Secretary:</b>	Jennifer West
<b>Board Members:</b>	Al French                      Max Kuney Collins Sprague              Ben Stuckart
<b>Chief Executive Officer:</b> Lawrence J. Krauter, A.A.E., AICP	

**NOTICE OF AIRPORT BOARD MEETING**

**Tentative Agenda for the November 21, 2019 Board Meeting**

The Airport Board meeting will be held on Thursday, November 21, 2019 at 9:00 a.m. in the Boardroom located at Spokane International Airport, 9000 West Airport Drive, Suite 204, Spokane, Washington 99224.

- A. Call to Order
- B. Roll Call of the Airport Board
- C. Employee Recognition:
  - Margaret Merin – Certified Professional Public Buyer
  - Andrew Barrington – 2019 National Parking Association Top 40 Under 40 Distinction
- D. Public Comment/Courtesy of the Floor
- E. Approval of Minutes (10/24/19 regular meeting)
- F. Appointment of Nominating Committee
- G. Financial Report (Dave)

**Consent Agenda: Items # (1-10)**

1. **\*Approval of Payments/Warrants**  
 Operational Warrant Numbers                                      146087 - 146530                                      \$6,801,026.80
  
2. **\*Award Professional Services Agreement – Professional Engineering Services for Airport Parking Lots Expansion and Reconstruction Program – Morrison-Maierle, Inc.** – Spokane International Airport. In October 2019, Spokane International Airport solicited statements of qualifications (SOQs) from qualified firms for the Airport Parking Lots Expansion and Reconstruction Program. Following review of the SOQs by the Airport’s Selection Team, the Airport selected Morrison-Maierle, Inc. as the most qualified firm. The project Scope of Work (SOW) will ultimately include preparation of complete plans and specifications for three separate parking areas, including Phase 1: Expansion of the existing C Concourse Parking Lot; Phase 2: Expansion of the Employee Parking Lot; and Phase 3: Pavement rehabilitation of the Economy

Parking Lot. Design services for the C Concourse Parking Lot will be the primary focus of the design effort, in order to bid and award construction of this portion of the work in Spring 2020. The SOW includes environmental planning, geotechnical investigation, civil and electrical design, traffic and signage design, landscape design, and turnkey construction phase services. The initial effort will include survey and preliminary design; services for design completion and construction phase will be added at a later date by amendment. The Engineering Committee and Staff recommend award of a Professional Services Agreement to Morrison-Maierle, Inc. in the amount of \$23,638.00.

3. **\*Approve Amendment No. 2 to Professional Services Agreement – 2020 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 and was amended in September 2019 to increase the 2019 limit to \$300,000.00. The Agreement provides architectural and civil, geotechnical, electrical, mechanical and structural engineering, survey, interior design, and other related services on an on-call basis for various Airport departments. The Scope of Work includes, but is not limited to, developing building and site exhibits, site surveys, field investigations, 7460s, renderings, estimates, and contract documents for potential projects. Airport procurement rules allow for two one-year contract extensions at the same yearly maximum amount of \$250,000.00. Amendment No. 2 will be the first contract extension term and will include services from January 1, 2020 through December 31, 2020. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement for the 2020 On-Call Architectural and Engineering Task Order Services with T-O Engineers, Inc. for the not-to-exceed amount of \$250,000.00.
4. **\*Approve Amendment No. 2 to Professional Services Agreement – 2020 On-Call Construction Management and Administration Task Order Services – CBRE/Heery Inc.** – Spokane International Airport, Airport Business Park, and Felts Field. A Professional Services Agreement with CBRE/Heery Inc. was executed in January 2018 in the amount of \$250,000.00 on an on-call basis. Work typically includes construction management and administration, testing, special inspection, constructability reviews, and related services for construction projects on an on-call basis for various Airport departments. Airport procurement rules allow for two one-year contract extensions at the same yearly maximum amount of \$250,000.00. Amendment No. 2 will be the second contract extension term and will include services from January 1, 2020 through December 31, 2020. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement for the 2020 On-Call Construction Management and Administration Task Order Services with CBRE/Heery Inc. in the not-to-exceed amount of \$250,000.00.
5. **\*Award Construction Contract – Building 14 Demolition Project – Talisman Construction Services, Inc.** – Felts Field. This project consists of demolition and removal of an existing 8,000 SF office building constructed in 1996. The work will also include removal and disposal of concrete; backfill and compaction within the building footprint; grading and compaction of crushed aggregate capping material; and installation of temporary and permanent security fencing. Plans and specifications were prepared by T-O Engineers, Inc. and the project was procured through the Small Public Works Roster. A Mandatory Pre-Bid was held on October 24, 2019. Out of the two bids received, the lowest responsive and responsible bid was submitted by Talisman Construction Services, Inc. in the amount of \$103,099.99. The Engineering Committee and Staff recommend award of a Construction Contract for this project in the amount of \$103,099.99 including Washington State Sales Tax. In addition, Board authorization of \$12,000.00 for construction contingencies is requested for a total authorization of \$115,099.99.
6. **\*Award Construction Contract – Exit Plaza and Walkway Lighting Project – Colvico, Inc.** – Spokane International Airport. This project consists of installing new lighting along the Exit Plaza for the Airport Parking Garage and outside parking areas, and along the walkway between

McFarlane Road and the Parking Operations Building. Plans and specifications were prepared by HDR Engineers, Inc. and the project was procured using the Small Public Works Roster. A Pre-Bid Meeting was held on October 15, 2019. One responsive and responsible bid was received from Colvico Inc. in the amount of \$84,376.27, including both Schedules A and B and Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for this project in the amount of \$84,376.27 including Washington State Sales Tax. In addition, Board authorization of \$8,000.00 for construction contingencies is requested for a total authorization of \$92,376.27.

7. **\*Approval of the Second Amendment to the Car Wash Preventative Maintenance and Service - Northstar Clean Concepts** – Spokane International Airport. On December 14, 2017, the Airport Board awarded a Car Wash Preventative Maintenance and Service Contract to Northstar Clean Concepts for routine maintenance and occasional repair to the existing Complimentary Car Wash. The original Contract commenced on January 1, 2018 with an end date of December 31, 2018 with two (2) one-year renewal options. The Second and Final Amendment will commence on January 1, 2020 through December 31, 2020 with an annual not to exceed amount of \$55,594.62 including Washington State Sales Tax. The Finance Committee and Staff recommend approval of the Second Amendment to the Car Wash Preventative Maintenance and Service Contract with Northstar Clean Concepts for an annual not to exceed amount of \$55,594.62
8. **\*Approval of the General Services Administration “GSA” –Terminal Lease Agreement for Transportation Security Administration “TSA”**. (SIA) TSA currently leases a total of 5,177 square feet throughout the Airport for administrative and operational purposes. The current Lease was executed in November of 2002 and will expire on October 31, 2019. TSA headquarters has evaluated its organizational structure and with this new Lease Agreement, have relinquished approximately 1,476 square feet of office space in the main terminal, but requested an additional 377 square feet of space on the Lower B concourse for operational support. In addition to some minor square footage adjustments, one additional office comprised of 89 square feet, is being incorporated into the new Lease. The term of this Agreement shall be five (5) years commencing November 1, 2019 and ending October 31, 2024. Either party shall have the right to cancel this Agreement by giving 180 days advanced written notice for any reason after the initial one year period. TSA shall lease 4,110 square feet of office and storage area in the Airport. Commencing 11/1/19 through 10/31/20, the rent paid by TSA which is comprised of rent and operating costs, shall be \$317,292 plus \$24,090 for 6 non-exclusive garage parking spaces. Thereafter, the rent shall be subject to adjustment annually based on the Airport Rates and Charges as approved by the Airport Board and the Operating Costs shall also be subject to adjustment annually. The Finance Committee and staff recommend approval of the Terminal Lease with General Services Administration for Transportation Security Administration.
9. **\* Approval of the Second Amendment to the Security Contract with Kodiak Security Services, Inc.** (SIA). On November 16, 2017 the Board approved a Contract for Security Services with Kodiak Security Services, Inc. The Contract has four (4) one (1) year options and this Amendment exercises the second of those options. The term shall be one year commencing January 1, 2020 and it will expire December 31, 2020. The 2020 fee shall be increase from \$20.04 per hour to \$21.89 per hour with no holiday differential. The rate increase is based on a \$1.50 increase to the State Minimum Wage and an additional 1.75% increase in operating expenses. The annual cost for security is estimated not-to-exceed \$240,790. This amount includes a 10% contingency in the event additional security is required during the contract period. The Finance Committee and staff recommend approval of the Second Amendment to the Security Contract with Kodiak Security Services, Inc. in the not-to-exceed amount of \$240,790.
10. **\*Approval of the Crop Farm Agreement – Jeffrey and Paula Oswald** (SIA). Since 2013, Jeffrey and Paula Oswald have leased approximately 107 acres of unimproved land at Spokane International Airport for grain crops. The current Agreement expired on October 31, 2019. Mr. Oswald has requested a reduction in total acreage from 107 acres to 27 acres with a three year term

which will allow him to manage his crop rotation. The new term shall commence November 1, 2019 and will expire October 31, 2022. The Oswald's will pay an annual payment of \$305.37 on or before October 31st of each year of the term. For 27 acres of crop land, Lessee shall pay \$11.31 per acre which is an increase of 7.7% based on the change in the CPI for the previous 3 year period. This amount does not include Washington State Leasehold tax. Lessee is responsible for controlling all perennial noxious weeds on the premises which provides substantial benefit to the Airport by reducing staff maintenance responsibilities and costs. Either party may cancel this Agreement upon giving thirty (30) days advance written notice. The Finance Committee and staff recommend approval of the Crop Farm Agreement with Jeffrey and Paula Oswald.

### **Regular Agenda**

11. \* **Approval of a Professional Service Agreement** *Carney Badley Spellman, P.S.* to provide State Legislative Affairs Services – Spokane International Airport. In 2014, the Airport publicly sought Request for Proposals for State Lobbying Consulting Service. After interviews were conducted with five firms, a Professional Services Agreement was awarded to Carney Badley Spellman at the January 27, 2015 Board meeting. Mr. Cliff Webster, a principal with Carney Badley Spellman, is the principle representative for Spokane International Airport and he has extensive experience in legislative affairs. The 5 year term, three (3) years and two (2) additional one (1) year options expires on December 31, 2019. Due to the ongoing nature of our state legislative agenda, the need for continuity of services is in the best interest of the Airport. The Professional Services Agreement would commence on January 1, 2020 and expire on December 31, 2022. The annual amount of the contract is \$85,000 to be paid in four (4) quarterly payments. The Finance Committee and staff recommend approval of the Professional Services Contract for State Legislative Affairs with Carney Badley Spellman, P.S in the annual not-to-exceed amount of \$85,000.
12. \* **Approval of the 2020 Spokane Airport Board Budget.** In preparation for developing the preliminary 2020 Airport Budget, the signatory air carriers serving Spokane International Airport have review privileges. Consultation meetings were held with the Airport Airline Affairs Committee on October 11 and November 15, 2019. No substantive changes resulted from these consultation meetings. The budget is divided into three primary areas: Spokane International Airport comprising 94.7% of the total, the Business Park 2.1%, and Felts Field 3.2% of the total budget. A breakdown of the amounts attributed to operations and capital expenses for each area can be found on the Board memo. The total budget represents a 4.7% decrease from the 2019 budget attributable to a 9.1% increase in the Operations budget and a 16.1% decrease in the Capital budget. The increase in the Operations budget generally follows the increase in passenger activity, while the Capital budget will be influenced by the funding and timing of specific projects. The 2020 landing fee rate will be \$2.24 per 1,000 pounds of landed weight, a decrease of 5.1% from 2019. The terminal lease rate will be \$64.73 per square foot per annum, an increase of 5.4%. There are various rate changes in Parking and Ground Transportation, security badging and the force labor rates. The Finance Committee and staff recommend approval of the Spokane Airport Board's 2020 Budget in the amount of \$89,090,422 along with the rates shown in the budget package, and subsequent submission to the City and County of Spokane.
13. **CEO Report/Board Member Comments**
  - **Chief Executive Officer's Report**
  - **Board Member Comments**

**The Airport Board may take action on other routine business issues as they may arise while the Board is in session.**

14. **Executive session.**
15. **Adjourn**

**The next regularly scheduled Board meeting is Thursday, December 19, 2019 at Spokane Airport.**

*Note: The consent agenda (\*) may be considered in a single action. Any Board member or any member of the public in attendance at the meeting may ask for the separation of any item from the consent agenda for individual consideration. Please notify the Board Clerk prior to the start of the meeting 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](mailto:thart@spokaneairports.net) at least 48 hours in advance of the meeting to arrange for accommodation.*