



increases in overhead costs and the rate for other services from \$42.00 per hour to \$44.00 per hour and the Contract total includes up to 500 hours of labor for other services. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Landscape Maintenance Services Contract with Haase Landscaping, Inc. for the March 1 to November 30, 2020 term in the amount of \$220,708.16 including Washington State Sales Tax. In addition, Board authorization of \$22,100.00 for Contract contingencies is requested for a total authorization of \$242,808.16.

3. \* **Approve Procurement – Bulk Ground Vehicle Fuels** – Spokane International Airport, Airport Business Park, Felts Field. This procurement will authorize the purchase of bulk ground fuel for the on-going replenishment of the Airport’s gasoline and diesel fuels for the 2020 calendar year on an as-needed basis. The fuel will be purchased through State of Washington Contract No. 00311. Ground vehicle fuels purchases in 2019 totaled \$262,700.88 including all applicable sales tax and are projected to cost approximately \$300,000.00 in 2020. The Engineering Committee and Staff recommend approval to procure Bulk Ground Vehicle Fuels through State of Washington Contract No. 00311 on an as-needed basis in the not-to-exceed amount of \$300,000.00 including all applicable taxes for the 2020 calendar year.
4. \* **Award Service Contract – Parking Access & Revenue Control System for Maintenance, Support, and Repairs** – *SKIDATA Inc.* – Spokane International Airport. The Airport’s Parking Access & Revenue Control System (PARCS) requires annual support and other maintenance services that must be performed by a certified SKIDATA technician. The initial term of the Contract is three years commencing April 1, 2020 and expiring March 31, 2023. The Airport has the option to renew the Contract for up to two additional one-year terms subject to renegotiation of the fee and scope of work. The total cost of the three-year initial term is not-to-exceed \$412,224.64. The Engineering Committee and Staff recommend approval of the Parking Access & Revenue Control System with SKIDATA Inc. for an initial term of three years in the not-to-exceed amount of \$412,224.64.
5. \* **Approve Procurement – Replacement Shuttle Buses** – *Schetky Northwest Inc.* – Spokane International Airport. Two existing shuttles buses (2015 E F450 Ford Super Duty Cutaway) have reached the end of their life expectancy and are due for replacement. Airport Staff has determined the Champion LF Transport (Low-Floor) Ford E450 Bus meets the needs of the Airport and has proven to provide a better customer experience. The proposed replacement vehicles are available through the Washington State Department of Enterprise Services (WSDDES), Purchasing Contract No. 04115, Light to Medium Duty Transit Buses. The total purchase price for two shuttles is \$228,355.00 which includes all optional equipment, freight charges, and Washington State Sales Tax. The Engineering Committee and Staff recommend procurement of two Replacement Shuttle Buses through the Washington State Department of Enterprise Services, Purchasing Contract No. 04115, in the amount of \$228,355.00 including Washington State Sales Tax. In addition, Board authorization of \$5,000.00 is requested for contingencies for a total authorization of \$233,355.00.
6. \* **Approval of Selection of Charles Edwards Management Consulting for Aerospace Business Recruitment Consulting Services and Award of a Professional Services Agreement for Aerospace Business Recruitment Consulting Services anticipated for 2020-2021.** A Request For Proposals (RFP) was publically advertised in the legal section of the Spokesman-Review and the Seattle Times on December 8, 11, 15, and 18, 2019, as well as the Daily Journal of Commerce December 9, 11, 16, and 18, 2019. A proposal was received from one (1) firm, Charles Edwards Management Consulting, and the firm was interviewed on January 29 by a panel comprised of an Airport Board member, local aerospace industry executive, and two Airport management staff. The selection committee made a recommendation to the Finance Committee on February 12, 2020 to approve Charles Edwards as the most preferred firm to provide Aerospace Business Recruitment Consulting Services for a period of three (3) years with two (2) one (1)-year extension options at the sole discretion of the Airport Board. Following the selection process, staff met with principals of Charles Edwards to establish a scope of services to be completed on a rolling 12-month basis during 2020-2021 and to also establish a fee schedule for the services. The scope of services and

fee proposal has been organized into a series of twelve (12) separate task orders. The Finance Committee and staff recommend approval of a Professional Services Agreement with Charles Edwards Management Consulting LLC in the not-to-exceed amount of \$392,500 for Aerospace Business Recruitment Consulting Services anticipated to be completed on a 12-month rolling basis during 2020-2021.

7. **\* Acceptance of Proposals for Personal Aircraft Hangar Development from Aircraft Haven, LLC, and Milo Air LLC for the construction of personal hangars at Felts Field and approval of the Personal Hangar Land Lease Agreements to be executed with each Proposer.** Staff developed and published a Request for Proposals (RFP) making available two (2) parcels for lease for the construction of hangars for personal aircraft storage at Felts Field Airport. The two available parcels (A & D) are comprised of 6,405 square feet each, which will accommodate a 50'x50' foot hangar. Three (3) proposals were received with one proposer requesting Parcel A as their primary location and two proposers requesting Parcel D as their primary location. Based on the evaluations, staff selected Aircraft Haven, LLC as the most preferred for Parcel A and Milo Air LLC as the most preferred for Parcel D. The term of the Personal Hangar Land Lease Agreement with Aircraft Haven, LLC shall be 25 years commencing March 1, 2020 with an initial rental rate of \$.31 psfpa or \$1,985.55 per year and the option to renew for five additional five year option(s). The term of the Agreement with Milo Air LLC shall be 25 years commencing March 1, 2020 with the initial rental rate of \$.28 psfpa or \$1,793.40 per year. Milo Air LLC shall have the option to renew for two additional ten year option(s) and one additional five year option. The rental rates shall be subject to adjustment at the beginning of the 6<sup>th</sup> year and every other five year period thereafter by an appraisal and shall also be subject to adjustment by the Consumer Price Index every ten years. The Finance Committee and staff recommend acceptance of the Proposals for Personal Aircraft Hangar Development from Aircraft Haven, LLC and Milo Air LLC for the development of personal hangars at Felts Field and the approval of the Personal Hangar Land Lease Land Lease Agreements with Aircraft Haven, LLC and Milo Air LLC based on their respective Proposals.

8. **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.**

9. **Executive session.**

10. **Adjourn**

**The next regularly scheduled Board meeting is Thursday, March 26, 2020 at the 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 at least 48 hours in advance of the meeting to arrange for accommodation.*