



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

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the June 27, 2019 Board Meeting

The Airport Board meeting will be held on Thursday, June 27, 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. Public Comment/Courtesy of the Floor

D. Employee Recognition

- **Britt DeTienne – Graduate of Leadership Spokane Class of 2019**
- **Joe Hoeing – Graduate of 2018-19 Gonzaga University Emerging Leaders Program**
- **Ben Wagner – Recipient of USDA 2019 Airport Wildlife Hazard Management Award**
- **Judy Gifford – Retirement from Properties and Contracts – 33 years**
- **Ken Landrus – Retirement from Facilities Maintenance – 23 years**
- **Pat Cleveland – Retirement from Airport Business Park – 10 years**

E. Approval of Minutes (5/20/19 regular meeting, 4/17/19 and 5/30/19 special meetings)

F. Financial Report (Dave)

Consent Agenda

Items # (1-11)

1. ***Approval of Payments/Warrants**
 Operational Warrant Numbers 144361 - 144765 \$ 7,020,847.18

2. *** Award Professional Services Agreement – Rental Car Facility Project – DCI Engineers –**
 Spokane International Airport. The Rental Car Facility, constructed in 2003 and 2008, is in need of improvements associated with drainage, pavement, canopies, lighting, high speed wash bay doors, and heated concrete aprons. In February 2019, the Airport solicited a Request for Qualifications

(RFQ) for professional consulting services. Out of the four firms that responded and submitted a Statement of Qualification (SOQ), the Airport's Selection Team reviewed and selected DCI Engineers and began scope and fee negotiations. The Scope of Work (SOW) includes civil, electrical, mechanical, and geotechnical engineering, survey, architectural and all other necessary professional services to inventory and assess the facility and provide alternatives, cost estimates and recommendations for improvements within the Ready Return Area. The SOW also includes preparing plans, specifications, and bidding documents for removal and replacement of the high speed wash bay doors and heated concrete aprons for the carwash building in the QTA. Design and construction for work in the QTA is scheduled for 2019. Based on the priorities and improvements identified within the Ready Return Area, the SOW will be amended to prepare plans, specifications, and bidding documents. Construction management and administration services may be amended to the SOW or contracted under a separate agreement. Design for work in the Ready Return Area is scheduled for 2019 with construction occurring in 2020. The Engineering Committee and Staff recommend award of a Professional Services Agreement to DCI Engineers in the amount of \$216,641.00 for services for this project. In addition, Board authorization of project contingency funds is requested in the amount of \$20,000.00 for a total project authorization of \$236,641.00.

3. * **Award Unit Price Construction Contract – Pavement Rehabilitation – Shamrock Paving, Inc.** – Spokane International Airport, Business Park, Felts Field. Due to the volume of work required to maintain roadways, curbs and sidewalks on Airport property, much of this work must be completed by contract. A unit price contract will be utilized to complete miscellaneous repairs around Airport property to include sidewalk panels, curbing, asphalt patching, pavement crack sealing, and rejuvenation. Plans, specifications, and estimated quantities were prepared by T-O Engineers, Inc. One bid was received by Shamrock Paving after a Mandatory Pre-Bid was held on May 2, 2019 in the amount of \$266,124.38, including Washington State Sales Tax. The bid was deemed responsive and responsible and 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, 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 Pavement Rehabilitation to Shamrock Paving, Inc. for the not-to-exceed amount of \$300,000.00, including Washington State Sales Tax.
4. * **Approve Procurement – Upper C Concourse Seating – Contract Design Associates, Inc.** – Spokane International Airport. The manufacturer of the existing Airport customer seating in the Upper C Concourse hold rooms is no longer in business and it is becoming increasingly difficult to source replacement parts. The proposed replacement seating is the Eames Tandem Sling Seating by Herman-Miller and it is available for purchase through the U.S. Communities Government Purchasing Alliance, a government purchasing cooperative. Staff has reviewed the contract documents to ensure they are in compliance with Washington State procurement laws and are consistent with the Airport's procurement policies and procedures. Airport Staff worked with Contract Design Associates, Inc., a member of the U.S. Communities, to develop a 504 seat layout for the Upper C Concourse hold rooms. The Engineering Committee and Staff recommends procurement of 504 seats and associated accessories from Contract Design Associates, Inc. in the amount of \$727,637.32 including Washington State Sales Tax. In addition, Board authorization of \$10,000.00 for contingencies is requested for a total authorization of \$737,637.32
5. * **Adopting the Affirmative Action Plans for 2019.** The United States Government requires employers with whom it works or has contracts to support and follow an affirmative action plan for minorities and women, people with disabilities, and veterans. The Airport completed a comprehensive work force analysis as well as generating reports on applicants, hires, promotions, and terminations. 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: (1) Affirmative Action Plan for minorities and women; (2) Affirmative Action Plan for persons

with disabilities; (3) Affirmative Action Plan for Veterans. The Finance Committee and staff recommends adoption of the 2019 Affirmative Action Plans.

6. * **Approval of the First Amendment to the Insurance Broker Services Agreement** with *Alliant Insurance Services, Inc.* - Spokane Airport. The Insurance Broker Services Agreement has a three year term with two one year options. This Amendment exercises the first of two (2) one (1) year options commencing on November 1, 2019 and ending on November 1, 2020. The Board has the option to renew the Agreement for one (1) additional one (1) year term. 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, 2019. The Finance Committee and staff recommend approval of the First Amendment to the Insurance Broker Services Agreement with Alliant Insurance Services, Inc.
7. * **Approval of the First Amendment to the Janitorial Contract** - *Uniserve Facilities Services Corporation* - Spokane International Airport, Felts Field Airport and the Airport Business Park. (SIA, Felts, ABP). Uniserve was awarded the Janitorial Contract for SIA, Felts and the ABP at the May 17, 2018 Airport Board Meeting. The term of the Contract is three years with two one year options. Uniserve's proposal included annual costs for each year of the initial three year term subject to any changes to the prevailing wage rates. This Amendment shall adjust the annual cost commencing July 1, 2019 from \$1,346,422.33 to \$1,349,132.17. Due to the March 1, 2019 increase in prevailing wage rates and prior adjustments to the scope of work, the overall increase for the second year of the original term shall be less than one percent. The total annual cost may be adjusted due to additions or deletions to the scheduled cleaning areas. Any cleaning services that are not routine and requested by the Airport shall be billed at the hourly rate of \$24.90. We anticipate the cost of the additional services to be approximately 2.5% of the total cost of the Contract. The Finance Committee and staff recommend approval of the First Amendment to the Janitorial Contract with Uniserve Facilities Services Corporation - Spokane International Airport, Felts Field Airport and the Airport Business Park.
8. * **Approval of Commercial Aviation Ramp Lease and Operating Agreement** – *International Aerospace Coatings, Inc.* - Spokane International Airport. International Aerospace Coatings, Inc. (IAC) has been operating an aircraft paint business in two separate paint hangars at Spokane International Airport since 2010. This Agreement expires on June 30, 2019. The new Agreement shall be for two years expiring June 30, 2021 with three one year options which may be exercised at the Board's discretion. IAC shall continue leasing 27,063 square feet of ramp that is adjacent to IAC's paint hangar. The rental rate for the two (2) year period shall be \$0.27 cents per square foot per annum which is a 29% increase and is based on a Market Rent Study. The total annual rent shall be \$7,307.01. The Board shall have the right to cancel this Agreement upon 90 days written notice should the Airport receive a proposal to develop the property adjacent to the ramp for hangar development. The Finance Committee and staff recommend approval of the Commercial Aviation Ramp Lease and Operating Agreement with International Aerospace Coatings, Inc.
9. * **Approval of Lease Agreement- Lease Number DTFAWN-16-L-00140 (Building 14)** - *Federal Aviation Administration*. The FAA has had their Flight Safety Standards Office in Building 14 since it was built in 1996, which is comprised of 6,420 square feet. The FAA and staff have been in a dispute resolution process since the Lease Agreement expired on September 30, 2016. Under the negotiated terms of the dispute resolution, FAA has agreed to vacate no later than September 30, 2019. The term of this Lease Agreement is retroactive to October 1, 2016 and shall expire on September 30, 2019. Effective October 1, 2016 through September 30, 2019, the rent for the premises shall be \$9,630 per month or \$115,560 annually. Throughout the process, the FAA has continued to make the monthly rent payments at the rate established under the expired Agreement and agrees to pay the differential in the rent due for the period commencing October 1, 2016 through June 30, 2019 in the amount of \$37,252.05. The Finance Committee and staff

recommend approval of the Lease Agreement - Lease Number DTFAWN-16-L-00140 (Building 14) with the Federal Aviation Administration.

10. * **Approval of Lease Agreement with The Corporation of Gonzaga University** - Felts Field. Gonzaga had a thirty year Land Lease Agreement with the Airport that expired on July 31, 2014. Gonzaga constructed a heated storage facility consisting of 4,275 square feet and a dock that reverted to the Airport at the expiration of the Agreement. In August 2014, Gonzaga entered into a five year Lease Agreement for the storage facility and the land which expires on July 31, 2019 and they wish to continue leasing the storage facility and land. The term of this Agreement shall be three years with two one year options which may be exercised at the Airport's sole discretion. The rent shall be \$1.18 per square foot per annum for the building and \$0.21 per square foot per annum for 17,361 square feet of land. Gonzaga shall have preferential use of the dock area and the Airport may utilize the dock area as long as it does not conflict with Gonzaga's use. Gonzaga shall be responsible for all maintenance of the building and the premises. The rental rate for the option periods shall be subject to adjustment by the change in the Consumer Price Index. The annual rent received from Gonzaga shall be \$8,690.31. Either party may cancel this Agreement by providing 30 days written notice. The Finance Committee and staff recommend approval of the Lease Agreement with The Corporation of Gonzaga University.
11. * **Approval of the Consent to Assignment – Land Lease Agreement – Terry McGuire to Mark Eugene Vogel** - Felts Field. The original Land Lease Agreement was dated August 15, 2007 and includes 6,394 square feet of land at Felts Field. Building 80 is a 1,800 square foot hangar which was constructed on the parcel. This Agreement has a twenty five (25) year term which expires July 31, 2032 and there is one (1) twenty five (25) year option. The current rental rate for 6,394 square feet of land is Twenty Three Cents (\$0.23) per square foot per annum or One Thousand Four Hundred Seventy Dollars and Sixty Two Cents (\$1,470.62) per year. Mr. McGuire has entered into an agreement to sell his hangar to Mr. Vogel and he has requested that the Land Lease Agreement be assigned to Mr. Vogel. The effective date of this Consent to Assignment is June 30, 2019. All other terms and conditions remain the same. The Finance Committee and staff recommend approval of the Consent to Assignment – Land Lease Agreement – Terry McGuire to Mark Eugene Vogel.

Regular Agenda

12. * **Approval to Execute Agreement to Host the 2021 F. Russell Hoyt AAAE/National Airport Conference (NAC) – Spokane International Airport.** Spokane International Airport has been offered the opportunity to host the 2021 F. Russell Hoyt AAAE/National Airports Conference in Spokane, Washington in the fall of 2021. It is a widely attended conference for those in the aviation field from all over the nation. Hosting this conference will not only showcase the Spokane International Airport, but will also provide an economic boost to the Spokane area. Commitments necessary for the Airport to host the conference are outlined in the attached letter. Also required is a payment of a \$55,000 sponsorship fee. The host airport may accept support from local non-aviation industry related businesses to be put toward their host sponsorship. The agreement must be executed by both parties before AAAE can execute the host hotel contract. AAAE will extend ten (10) complimentary registrations to be used by the staff of the Airport, as well as the opportunity to have a table-top in the exhibitor area and opportunities for speaking and moderating conference sessions. The Finance Committee and Staff recommend approval to execute the agreement for the Spokane International Airport to host the 2021 F. Russell Hoyt AAAE/National Airports Conference.
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, July 18, 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 at least 48 hours in advance of the meeting to arrange for accommodation.