



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 September 19, 2019 Board Meeting

The Airport Board meeting will be held at **Felts Field** on **Thursday, September 19, 2019 at 9:00 a.m.** at **Historic Flight Foundation**, located at 5829 E. Rutter Avenue, Spokane, Washington 99212.

- A. **Call to Order**
- B. **Roll Call of the Airport Board**
- C. **Public Comment/Courtesy of the Floor**
- D. **Approval of Minutes (8/22/19 regular meeting and 8/28/19 special meeting)**
- E. **Financial Report (Dave)**

Consent Agenda: Items # (1-11)

1. ***Approval of Payments/Warrants**
 Operational Warrant Numbers 145421 - 145815 \$ 9,125,282.70

2. *** Approve Amendment No. 2 to Professional Services Agreement – State Waste Discharge Permit Stormwater Compliance Support Services – AECOM Consulting Engineers** – Spokane International Airport. In 2018, the Spokane International Airport contracted with AECOM Consulting Engineers (AECOM) to provide support with the application for a single, consolidated State Waste Discharge permit, which involved aircraft deicer fluid recovery and the land application/adaptive management program addressing ongoing objectives for management of aircraft deicing fluids. AECOM’s fee for the original scope was \$170,074.00. Under Amendment No. 1, AECOM provided all services needed for continued permit compliance while the Department of Ecology prepares the consolidated permit, including continued ground and surface water monitoring and reporting required under the existing permit. Amendment No. 2 continues these services while the Department of Ecology continues preparation of the consolidated permit. AECOM has provided a time and materials fee proposal in the not-to-exceed amount of \$98,982.00 to provide interim compliance support services. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement with AECOM Consulting Engineers in the amount of \$98,982.00 for State Waste Discharge Permit Stormwater Compliance Support Services. The revised contract amount will be \$327,801.00.

3. *** Approve Amendment No. 5 to Professional Services Agreement – Bulk Storage Hangar – JRMA – Felts Field.** In February 2017, Spokane International Airport solicited statements of qualifications from qualified Architect/Engineer (A/E) firms and selected J.R. Miller & Associates (JRMA) as the most qualified firm to provide A/E services for the project. A summary of amendments to the JRMA agreement are listed in the Board memo. The contractor on the Bulk Storage Hangar, Graham Construction, has taken longer to complete the work than originally anticipated or allowed by the contract. As a result, additional construction phase services by JRMA are necessary. This amendment provides for additional construction management and administration, including review and processing of submittals; management and documentation of progress; responses to contractor requests for information and clarification of construction documents; review and approval of pay applications, inspection and validation of construction; and other associated tasks. JRMA has provided a time and materials fee proposal in the not-to-exceed amount of \$52,090.00 to complete this Scope of Work.
4. ***Approve Amendment No. 1 to Professional Services Agreement – 2019 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 not-to-exceed amount of \$250,000.00 for work associated with on-call task orders for the 2019 calendar year, with the ability to extend the contract for two consecutive one-year terms. Due to an increase in work from several Airport departments and the need for exhibits and typical documents prepared under the On-Call Architectural and Engineering Task Order Services contract, it is necessary to amend the 2019 maximum contract amount from \$250,000.00 to \$300,000.00. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement with T-O Engineers, Inc. in the not-to-exceed amount of \$300,000.00 for the 2019 calendar year.
5. *** Approve Amendment No. 1 to Professional Services Agreement – Flint Road Improvements – Parametrix, Inc. – Spokane International Airport.** In March 2019, the Board approved a Professional Services Agreement with Parametrix, Inc. for design of the project in the amount of \$87,579.00. The project scope consisted of evaluating the existing pavement sections to determine the type and extent of construction needed to correct pavement deficiencies. The scope included civil and geotechnical engineering, survey and other professional services to prepare bid documents, including traffic control plans. Amendment No. 1 provides construction management and administration services for the duration of the project, including materials testing on a time and materials basis in the not-to-exceed amount of \$77,900.00. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement with Parametrix, Inc. in the amount of \$77,900.00 for construction management and administration services for the Flint Road Improvements.
6. *** Approve Amendment No. 3 to Service Contract – Elevator and Escalator Maintenance – KONE Corporation – Spokane International Airport.** In 2018, the Board awarded a one-year contract with four one-year extensions to KONE Corporation to provide elevator and escalator maintenance services at the Spokane International Airport. The contract has a fixed monthly fee for preventative maintenance services, and an hourly rate for additional services as requested by the Airport. The Board-approved amount for the initial contract term was \$150,000.00, with an additional \$10,000 to cover additional repair costs authorized by the Board in August 2019. Total costs billed to date are \$141,877.48, with one monthly payment of \$8,296.67 outstanding, plus any additional repairs required to the end of the current term. The amendment represents the first renewal option from October 1, 2019 through September 30, 2020, providing for an 8% increase to the monthly preventative maintenance service and a 4% increase to the hourly rates schedule for additional work. Total annual preventative maintenance costs will increase from \$91,424.00 to \$98,997.00, not including Washington State Sales Tax. The Engineering Committee and Staff recommend approval of Amendment No. 3 to the Service Contract for Elevator and Escalator Maintenance Services with KONE Corporation for a one-year term from October 1, 2019 through September 30, 2020, for the not-to-exceed amount of \$170,000.00 including Washington State

Sales Tax.

7. * **Approve Procurement of Airfield Solid Deicing Products** – *Pelican Chemicals, Inc.* – Spokane International Airport and Felts Field. The Airport uses a combination of liquid and solid deicing products on the airfield as part of its snow and ice control activities. An invitation to bid for a one-year contract, with two one-year renewals at the Airport’s option, was publicly advertised in accordance with the Airport’s procurement policy. Out of the four bids received, the lowest responsive and responsible bid was received from Pelican Chemicals, Inc. in the amount of \$1,296.08 per metric ton including Washington State Sales Tax. Product prices are fixed for the first year and are negotiable for renewal years based on provable fluctuations in material costs. The Engineering Committee and Staff recommend approval to procure the above-referenced airfield solid deicing product from Pelican Chemicals, Inc. on an as-needed basis for the term of the contract in an amount not-to-exceed \$500,000.00.
8. * **Approve Procurement of Airfield Liquid Deicing Products** – *Pelican Chemicals, Inc.* – Spokane International Airport and Felts Field. The Airport uses a combination of liquid and solid deicing products on the airfield as part of its snow and ice control activities. An invitation to bid for a one-year contract, with two one-year renewals at the Airport’s option, was publicly advertised in accordance with the Airport’s procurement policy. Out of the four bids received, the lowest responsive and responsible bid was received from Pelican Chemicals, Inc. in the amount of \$3.93 per gallon including Washington State Sales Tax. Product prices are fixed for the first year and are negotiable for renewal years based on provable fluctuations in material costs. The Engineering Committee and Staff recommend approval to procure the above-referenced airfield liquid deicing product from Pelican Chemicals, Inc. on an as-needed basis for the term of the contract in an amount not-to-exceed \$1,000,000.00.
9. * **Award Construction Contract – Outside Parking Lot Cantilever Access Gate and Parking Lot Sidewalk Reconfiguration Project** – *Wm. Winkler Co.* – Spokane International Airport. This project consists of installing a 14 ft. cantilever gate, which will allow hotel guests easy access to the Outside Parking Lot and main exit plaza; sidewalk reconfiguration at the Outside and C Concourse Parking Lots; and additional ADA pavement markings and parking bumpers in the Outside Parking Lot. Plans and specifications were prepared by T-O Engineers, Inc. and the project was bid using the Small Public Works Roster. From the two bids received, the lowest responsive and responsible bid was received from Wm. Winkler Co. in the amount of \$139,638.11 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Outside Parking Lot Cantilever Access Gate and Parking Lot Sidewalk Reconfiguration Project to Wm. Winkler Co. in the amount of \$139,638.11 including Washington State Sales Tax. Board authorization of \$10,000.00 for construction contingencies is requested for a total authorization of \$149,638.11.
10. * **Award Construction Contract – Infield Taxilane Project** – *Wm. Winkler Company* – Felts Field. As part of the infield hangar development, which will accommodate the development of five aircraft hangars, the Airport will construct a new paved taxilane approximately 750 feet long by 25 feet wide. The work includes clearing and grubbing, excavation and backfill, grading, paving, striping, storm drainage improvements, and associated items. Plans and specifications were prepared by Morrison Maierle, Inc. From the three bids received, the lowest responsive and responsible bid was submitted by Wm. Winkler Company in the amount of \$203,654.19. The Engineering Committee and Staff recommend award of a Construction Contract for the Infield Taxilane Project to Wm. Winkler Company in the amount of \$203,654.19 including Washington State Sales Tax. Board authorization of \$40,000.00 is requested for construction contingencies for a total authorization of \$243,654.19.
11. * **Approve Passenger Service Assistance agreement** with *Kodiak Security Services, Inc.* – Spokane International Airport. Airport staff developed and published a Request for Proposals (RFP) for Passenger Service Assistance Services, which includes Curbside Taxi/Ground

Transportation Management, Security Screening Queue Line Assistants, and On-Site Supervisors. The Airport received two proposals and after evaluation by staff, Kodiak Security Services, Inc. was selected. The initial term of the Contract is three years commencing October 1, 2019 and expiring September 30, 2022. The Airport shall have the option to renew the Contract for up to two additional one year terms subject to renegotiation of the financial consideration and scope of work. The total cost of the three-year initial term is not to exceed \$3,114,302.72. The Finance Committee and staff recommend award of the Passenger Service Assistance Services to Kodiak Security Services, Inc. for an initial term of 3 years in the not-to-exceed amount of \$3,114,302.72.

Regular Agenda

12. * **Approve Increase to Service Contract Authorization of Landside Snow Removal Services with Wm. Winkler Company** - Spokane International Airport. In October 2018, the Board Authorized Landside Snow Removal Services from Wm. Winkler Company in an estimated amount of \$273,331.81, with a contingency of \$27,000. In February 2019, the Board authorized an increase to the Service Contract for a total estimated amount of \$480,530.89 for the 2018-19 Winter Season. Based on the addition of the West Surface Parking Lot, which is expected to provide an additional 500 parking spaces to the Outside Parking Lot, staff estimates the need to add one (1) additional Dump Truck and one (1) additional 10'/12' Plow Truck to the Scope of Work. The hourly labor and equipment rates remain the same throughout the term on the contract, which will expire on September 30, 2020. Airport Staff recommends the approval of the increase to the Service Contract Authorization of Landside Snow Removal Services for a total estimated amount of \$428,802.48 for the 2019-20 Winter Season.

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, October 24, 2019 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.