



SPOKANE AIRPORT BOARD

Chair: Ezra Eckhardt
Vice Chair: Collins Sprague
Secretary: Al French

Board Members: Breean Beggs Max Kuney
 Nancy Vorhees Jennifer West

Chief Executive Officer: Lawrence J. Krauter, A.A.E., AICP

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the May 28, 2020 Board Meeting - **AMENDED**

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, May 28, 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. Telephonic attendance at this meeting is available using the following conference call information: 1-415-655-0001 Access Code: 196 067 287

In accordance with guidance issued by the Washington Attorney General, only matters that are necessary and routine or matters necessary for the Airport to address the current public health circumstances will be addressed at this meeting. 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 (4/16/20 regular meeting and 5/14/20 special meeting)
- D. Financial Report (Dave)

Consent Agenda
Items # (1 - 5)

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|----|---|-----------------|----------------|-------------|
| 1. | *Approval of Payments/Warrants
Operational Warrant Numbers | 148488 – 148717 | \$2,178,159.11 | Dave |
| 2. | *Approve Change Order No. 1 to Construction Contract – Transportation Security Administration (TSA) Office Improvements – Modern Construction & Consulting Services, LLC
– Spokane International Airport. In November 2019, the Board approved a five-year lease agreement with TSA in which the Airport committed to certain leasehold improvements. In April of this year, the Board approved a Construction Contract with Modern Construction & Consulting | | | Ryan
SIA |

Services, LLC for construction of the improvements in the amount of \$139,882.05, in addition to \$14,000.00 for construction contingencies for a total authorization of \$153,882.05. On April 23, 2020, the Office of the Governor of the State of Washington issued a set of requirements for contractors to follow for projects starting or continuing during the “Stay Home, Stay Healthy” order. The contractor has prepared pricing for staff time and equipment required to conform to the State’s COVID-19 Job Site Requirements for construction projects. The total for Change Order No. 1 is \$20,332.95. The Engineering Committee and Staff recommend approval of Change Order No. 1 to the Construction Contract for TSA Office Improvements in the amount of \$20,332.95 including Washington State Sales Tax. Staff further requests that the previously authorized amount of \$14,000.00 for construction contingencies remain unchanged, thereby revising the total project authorization to \$174,215.00.

3. * **Award Professional Services Agreement – Passenger Boarding Bridge Refurbishment –** *AERO Systems Engineering, Inc.* – Spokane International Airport. Following a publicly advertised Request for Qualifications for the Passenger Boarding Bridge Refurbishment Project in April, 2020, two firms submitted Statements of Qualifications (SOQ). The Airport’s Selection Team selected AERO Systems Engineering, Inc. as the most qualified to provide services for this project. The Scope of Work includes all design, bidding, and construction-phase services, as well as survey, engineering, cost estimating, testing, inspection, and other necessary services needed for project delivery. The Engineering Committee and Staff recommend award of a Professional Services Agreement to AERO Systems Engineering, Inc. in the amount of \$353,172.00 for the Passenger Boarding Bridge Refurbishment project. In addition, Board approval of \$35,000.00 for design contingencies is requested for a total authorization of \$388,172.00. Ryan SIA

4. * **Approve Software as a Solution (SaaS) Cloud Hosting Application Services Agreement** with *Tyler Technologies, Inc. (Tyler)* – Spokane International Airport. In March, 2018 the Board approved the implementation of Tyler Munis Human Resources / Timekeeping / Payroll system. The integrated system will be cloud hosted. The procurement of the system included a seven-year SaaS Cloud Hosting and Service Level Agreement (SLA) in a discounted fixed annual amount of \$49,379.00 plus appropriate year’s Washington State Sales Tax (WSST). The vendor has agreed to shorten the term to five years, through 2026 at the discounted fixed annual amount. The total of the five year agreement is \$246,895 plus applicable sales taxes. The Finance Committee and staff recommend approval of the SaaS and SLA with Tyler Technologies, Inc. in the amount of \$49,379.00 plus WSST through the National Joint Powers Alliance (NJPA) cooperative purchasing agreement 110515-TTI for the current year. In addition, Board approval is requested for the annual renewal as it comes due through the end of the contracted time period of 2026 for a total of \$246,895.00 plus applicable WSST. Dave SIA

5. * **Approve Resolution 03-20 to Authorize the Use of Digital Signatures on Airport Documents** In 2016, local government agencies in Washington were specifically authorized to use electronic signatures pursuant to Chapter 19.360 RCW. During the 2020 legislative session, the Legislature decided to repeal Chapter 19.360 RCW and adopt the Uniform Electronic Transactions Act (UETA), effective June 11, 2020. Under the UETA, local government agencies may use and accept electronic signatures, as opposed to needing “wet ink” signatures, unless other state or federal law requires otherwise. In order to use and accept electronic signatures, both Chapter 19.360 and the UETA require the local government agency to adopt a policy regarding electronic signatures. The proposed resolution would establish the Board policy to allow the use and acceptance of electronic signatures. Under the resolution, the Airport CEO or designee would be directed to develop and implement the procedures for carrying out the Board policy, which may include but is not limited to: (a) The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes; (b) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the Brian SIA

electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process; (c) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and (d) any other required attributes for electronic records which are specified for corresponding non-electronic records or reasonably necessary under the circumstances. The Finance Committee and Staff recommend the Board approve Resolution 03-20, Authorizing the Use of Digital Signatures on Airport Documents.

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

The next regularly scheduled Board meeting is Thursday, June 18, 2020.

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.