



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 May 17, 2018 Board Meeting

The Airport Board meeting will be held on Thursday, May 17 2018 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. Federal Affairs Update – Stephen Martinko, K & L Gates
- D. Employee Recognition – Dave Armstrong and Andrew Barrington – AAAE Certified Member Credential
- E. Public Comment/Courtesy of the Floor
- F. Approval of Minutes (4/26/18 regular meeting)
- G. Financial Report (Dave)

Consent Agenda
(Items #1-6)

1. ***Approval of Payments/Warrants**

Construction Warrant Numbers	4378 - 4383	\$ 201,240.94
Operational Warrant Numbers	139901 - 140209	\$2,475,802.79

2. ***Approve Amendment No. 5 to Professional Services Agreement – Gas Station and Convenience Store Site Preparation and Access Road Improvements (Phase 2) – J-U-B Engineers, Inc.** – Spokane International Airport. In July of 2015, the Board approved a Professional Services Agreement with J-U-B Engineers, Inc. for design of the Gas Station and Convenience Store Site Preparation and Access Road Improvements. The scope included full design and bidding services for Phase 1 and 90% design for the complete project. Amendments No. 1 through 4 included additional utility survey and design efforts; construction management and construction administration; the remaining design and bidding services for Phase 2; and a reduction

in cost associated to errors and omissions on Phase 1, for a total Contract amount of \$344,864.27. Amendment No. 5 provides full-time 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 \$191,680.00. Construction will be completed within 90 calendar days and will be completed by October 2018. The Engineering Committee and Staff recommend approval of Amendment No. 5 to the Professional Services Agreement with J-U-B Engineers, Inc. in the amount of \$191,680.00 for a total revised contract amount of \$536,544.27.

3. ***Approve Purchase of Continuous Friction Measurement Equipment and Associated Equipment** – *Halliday Technologies, Inc.* – Spokane International Airport. The electronic decelerometer that the Airport's Operations staff uses is installed in a vehicle to measure pavement friction during winter operations and is time consuming, subject to considerable variation, and is hard on both the equipment and drivers. Continuous friction measurement equipment (CFME) allows measurements to be taken in a single, continuous run, making the operation quicker and will reduce stress on equipment and drivers, in addition to providing year-round capabilities for testing pavement friction. Airport Staff identified the RT3 Flight Continuous Friction Meter with Water System from Halliday Technologies, Inc. of Plain City, Ohio as the device best suited to the Airport's needs. The quote received from Halliday Technologies, Inc. is for \$125,628.91, including Washington State Sales Tax. A 2019 Ford F-250 will be purchased from Columbia Ford through Washington State Contract No. 05916 for \$44,502.52. Radio equipment will also be purchased through Washington State Contract No. 06913 for \$2,884.09. These items will be drop-shipped to Halliday Technologies for installation of the CFME equipment and radios. The Engineering Committee and Staff recommend approval to purchase one RT3 Flight Continuous Friction Meter with Water System from Halliday Technologies, Inc. for \$125,628.91; one 2019 Ford F-250 for \$44,502.52; and radio equipment for \$2,884.09. The full purchase amount will be \$173,015.52, including Washington State Sales Tax. Staff further requests Board authorization of \$5,000.00 for contingencies for a total authorization of \$178,015.52.
4. *** Approve Purchase of New Lenel Security System Server, OnGuard Security System Software Update, and Associated Hardware** – *Aronson Security Group* – Spokane International Airport. The Airport uses a Lenel system server to operate the security access control/video system. As part of the Airport Security Upgrades Project, new doors and new cameras will be added to the system. The system is currently operating on an out-of-date server that has reached the end of its life after five years of operation. Aronson Security Group will provide new controller/reader boards and a new server with higher system specifications to accommodate an update of the Lenel OnGuard software. Purchase of a new server and software upgrade will be available through Washington State Department of Enterprise Services (DES) Contract No. 03017. The Engineering Committee and Staff recommend approval to purchase a new Lenel Security System Server, software updates, and associated hardware from Aronson Security Group through DES Contract No. 03017 in the amount of \$113,625.99 including Washington State Sales Tax. The Engineering Committee and Staff further request \$12,000.00 for contingencies for a total authorization of \$125,625.99.
5. *** Award of Janitorial Services Contract to Uniserve Facilities Services** - Spokane International Airport, Felts Field Airport and the Airport Business Park. Airport staff developed and published a Request for Proposals for Janitorial Services. Out of the seven proposals received, five proposals were determined responsive. The proposed cost for the initial three year term ranged from a low of \$3,739,565.13 to a high of \$4,291,978.00. Staff evaluated the proposals based on experience, operational/management plans and cost and the proposal that received the highest overall ranking was submitted by Uniserve. The initial term of the Contract is three years commencing July 1, 2018 and expiring June 30, 2021. 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 annual cost for the first year of the three year term shall be \$1,320,021.90 and shall escalate approximately two percent each year thereafter to \$1,346,422.33 and \$1,373,350.78 for a

total three year cost of \$4,039,795.01. Annually, as required by state law, if the Washington State Prevailing Wage rates change, the contract will be subject to a rate adjustment and the total annual cost may also be adjusted based on additions or deletions to the scheduled cleaning areas and scope of work. Any services that are not routine and requested by the Airport shall be billed at the hourly rate of \$24.31 for SIA; \$23.25 for Felts and \$22.34 for the Business Park with the rates for each year thereafter of the initial term increasing by two percent. The total cost of the Contract is not to exceed \$4,140,789.89. The Finance Committee and staff recommend award of the Janitorial Services Contract to Uniserve Facilities Services.

6. * **Approval of the Professional Services Agreement – AirProjects, Inc. (SIA)** The current In-Terminal Advertising Concession Agreement with Lamar Transit LLC expires on September 30, 2018. Due to advancements in advertising display technologies since the conception of the current Agreement in 2008, staff is working with Ann Ferraguto of AirProjects, Inc. to develop a Request for Proposals for a new advertising program. The scope of work includes a review of the current program, previous sales analysis, develop and recommend changes to the advertising program, provide sales projections and proposed business terms for the new program. Based on the results of the initial scope of work, AirProjects will also develop a Request for Proposals and Advertising Concession Lease for In-Terminal Advertising Services. The fee for this scope of work shall be \$73,773. The Finance Committee and staff recommend approval of the Professional Services Agreement with AirProjects, Inc. in the amount of \$73,773. Staff further requests Board approval of \$3,689 for contingencies for a total not to exceed amount of \$77,462.

Regular Agenda

7. * **Award Amendment No. 1 – Airport Security Upgrades Project, Bid Package No. 1 and Security Screening Checkpoint Expansion – Garco Construction, Inc. – Spokane International Airport.** In April 2017, the Board awarded the Airport’s first-ever General Contractor/Construction Manager (GC/CM) contract to Garco Construction for the Airport Security Upgrades Project. Bid Package No. 1 is the first of eight bid packages comprising the various trades and specialties required to deliver the Airport Security Upgrades Project. Prior to bidding the remaining work, Garco will prepare a Guaranteed Maximum Price (GMP) estimate, which will be presented to the Airport Board for approval. Bid Package No. 1 will be incorporated into this GMP (including Specified General Conditions, Negotiated Support Services, and GC/CM Contingency). The Amendment finalizing the GMP will be brought before the Board in July 2018. The current action includes award of Amendment No. 1 consisting of three items: 1) Award of Bid Package No. 1; 2) Work under the Negotiated Support Services terms of the Agreement to expand the Airport’s two Security Screening Checkpoints (SSCP) to accommodate an additional screening lane at both locations; and 3) A portion of the Specified General Conditions and GC/CM Fee as allowed under the Airport’s Agreement with Garco. The Airport advertised Bid Package No. 1 using standard bidding procedures, receiving one bid from Garco Construction in the amount of \$563,584.00, including Washington State Sales Tax. The Airport requested pricing to complete an expansion of the Airport’s two SSCPs. Garco provided pricing in the amount of \$479,149.00 including Washington State Sales Tax, which was reviewed by the Airport’s GC/CM Advisor, OAC, Inc., and determined to be fair and reasonable. Included in Amendment No. 1 are non-direct portions of the contract required for Garco to complete Bid Package No. 1 and the SSCP Expansion. Those include Specified General Conditions, GC/CM Fee, Negotiated Support Services and GC/CM contingency in the aggregate amount of \$319,482.33. The Engineering Committee and Staff recommend award of Amendment No. 1 to Garco Construction, Inc. in the amount of \$1,362,215.33. Staff further requests \$130,000.00 for construction contingencies for a total authorization of \$1,492,215.33.
8. * **Adopt Resolution No. 02-18 – Revision of Airport Layout Plan (ALP) – Spokane International Airport, Felts Field, and Airport Business Park.** Since the last Spokane International Airport ALP approval in 2014, numerous improvements have been completed such as the Car

Wash Facility, Parking Operations Office and Maintenance Building, Taxiway Reconfiguration, South Pilot Ramp, the removal of multiple dilapidated airport buildings, and other projects. Based on the Airport Joint Operating Agreement dated August 28, 1990, Spokane County and the City of Spokane must adopt the ALP. Resolution No 02-18 requests Spokane County Board of Commissioners and City of Spokane Council to approve the updated 2018 Spokane International Airport Layout Plan, in addition to formally delegating authority to the Spokane Airport Board to further approve future revisions to the Spokane International Airport and Felts Field ALPs. The Engineering Committee and Staff recommend Board adoption of Resolution No. 02-18, In the Matter of Approving Revision of the Airport Layout Plan and Requesting Delegation of Authority by the Spokane County Board of Commissioners and the Spokane City Council Regarding Approval and Adoption of Future Revised Airport Layout Plans.

9. * **Award Construction Contract – Runway 7-25 Magnetic Variation Change and Taxiway C Improvement Project – Shamrock Paving, Inc.** – Spokane International Airport. This Project includes the removal and replacement of airfield markings and signage associated with Runway 7-25 to accommodate a magnetic variation which will result in a new runway identification, Runway 8-26. The Project also includes full-depth shoulder removal and replacement of Taxiway C, concrete panel removal and replacement at the taxiway connectors, new airfield taxiway edge lighting, drainage modifications, shoulder grading to the Runway Safety Area, markings, signage, the relocation of FAA facilities, and other associated work. Bid Documents were prepared by RS&H, Inc. and after public advertising and a pre-bid meeting, one bid from Shamrock Paving, Inc. was received in the amount of \$16,953,641.34 and was found responsive and responsible. The Engineering Committee and Staff recommend award of a Construction Contract for the Runway 7-25 Magnetic Variation Change and Taxiway C Improvement Project to Shamrock Paving, Inc. in the amount of \$16,953,641.34 including Washington State Sales Tax, contingent upon receipt of the FAA AIP Grant. The Engineering Committee and Staff further request Board authorization of \$1,600,000.00 for construction contingencies for a total authorization of \$18,553,641.34.
10. * **Adopt Resolution 03-18 authorizing the Airport to incur debt in the form of a note or notes with the Spokane County Treasurer with dates of maturity less than one year and designating the Airport Chief Executive Officer to execute all documents** – Spokane International Airport, Felts Field, Airport Business Park. Article 4 of the Interlocal agreement (“Agreement”) dated August 28, 1990 between the Board of County Commissioners (“County”), the City of Spokane through its City Council (“City”) and the Spokane Airport Board (“Airport”) states the Airport Board “shall have no independent authority to issue bonds or to incur other debts with a date or maturity of more than one year from the date of the obligations.” The Airport periodically has opportunities to pursue capital projects exceeding current streams of revenue. Pursuing these opportunities with Airport reserves could reduce reserves below a prescribed level for the short term. Certain projects have been recently identified as important infrastructure expansions to properly serve passengers of the Airport and may not move forward without a short term flow of funds. Current flows of passenger traffic have increased revenue and provide a portion of needed funds. Short term notes will provide the remainder of funds. Airport staff and the County has discussed borrowing options and determined the best alternative is to coordinate short term notes with the Spokane County Treasurer’s office utilizing the Spokane County Investment Pool. These notes will have a maturity date of not more than one year from the date of each obligation. The security for any note is to be the revenues of the Airport. The Finance Committee and staff recommend adoption of Resolution 03-18 authorizing the Airport to incur debt in the form of a note or notes with the Spokane County Treasurer with dates of maturity less than one year and designating the Airport Chief Executive Officer to execute all documents.
11. **Staff Reports/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.

12. **Executive session to follow for discussion of legal, personnel and real estate matters.**
13. **Adjourn**

The next regularly scheduled Board meeting is Thursday, June 14, 2018.

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.