



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 July 19, 2018 Board Meeting - AMENDED

The Airport Board meeting will be held on Thursday, July 19, 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. Moment of Silence – Passing of Moody Aviation Flight Instructor and Two Students in Plane Crash on July 13th.
- D. Briefing on Opportunity Zones and Funds (K&L Gates/Mary Baker/Olivia Byrne/Tim Peckinpugh via video conference)
- E. Public Comment/Courtesy of the Floor
- F. Approval of Minutes (6/14/18 regular meeting)
- G. Financial Report (Dave)

Consent Agenda
 (Items #1-)

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

Construction Warrant Numbers	4392 – 4393	\$29,726.51
Operational Warrant Numbers	140613 - 140881	\$5,497,169.84

2. ***Award Construction Contract – Building 26 T-Hangar Roof Replacement – Pro Builders General Contractors, LLC – Felts Field.** Building 26 is a 20-unit T-hangar with a single box hangar unit on the west end, housing approximately 23 aircraft for tenants at the Felts Field Airport. The building was constructed in 1983 and the roof has surpassed its life expectancy and is due for replacement. The existing roof system and insulation will be removed and replaced with new insulation and a standing-seam, metal roof system and the existing gutters will also be replaced. Bid Documents were prepared and the lowest responsive and responsible bid was received from

Pro Builders General Contractors, LLC in the amount of \$255,500.48 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for Building 26 T-Hangar Roof Replacement to Pro Builders General Contractors, LLC in the amount of \$255,500.48 including Washington State Sales Tax. Additional Board authorization is requested for \$25,600.00 for construction contingencies for a total authorization of \$281,100.48.

3. ***Award Construction Contract for Installation of Parking Access Revenue Control System for Flint Employee Parking Lot – SKIDATA Inc.** – Spokane International Airport. Unprecedented growth in passenger traffic over the last year has resulted in current parking capacity being exceeded. Airport staff intends to convert the Flint Employee Parking Lot to a combined Customer Overflow/Employee Parking Lot that will include installing one entry column for ticket dispensing and one exit column for credit card payments. SKIDATA Inc. will provide an extension of the existing Parking Access Revenue Control System (PARCS) to the converted lot. The Engineering Committee and Staff recommend award of a Construction Contract for installation of the PARCS to SKIDATA Inc. in the amount of \$68,119.55 including Washington State Sales Tax. Additional Board authorization is requested for \$7,000.00 for construction contingencies for a total authorization of \$75,119.55.
4. *** Award Construction Contract – Digital IP Cameras and Associated Hardware – Aronson Security Group** – Spokane International Airport. Video surveillance throughout the Airport parking facilities monitors and records all entry/exits and elevator lobby access points. The existing cameras are over 15 years old and provide lower video quality than that of digital internet protocol (IP). Aronson Security Group proposes to provide 36 new digital IP cameras, three additional viewing display monitors in the Parking Operations Building, and one additional server with higher system specifications to accommodate the upgrade to digital IP cameras. The proposed equipment is available through the Washington State Department of Enterprise Services Contract No. 03017. The Engineering Committee and Staff recommend award of a Construction Contract for installation of new digital IP cameras and associated hardware to Aronson Security Group through Washington State Department of Enterprise Services Contract No. 03017 in the amount of \$145,674.57 including Washington State Sales Tax. Staff further requests \$15,000.00 for contingencies for a total authorization of \$160,674.57.
5. ***Award Construction Contract – Building 1100, Suite 103A Interior Improvements – M.E. Uphus Construction** – Airport Business Park. The project consists of the renovation of approximately 1,900 square feet, including common use space, of former office space that was turned back to the Airport by the prior lessee. Interior improvements are necessary to accommodate our new tenant, West Plains Airport Area Public Development Authority, and include remodeling and reconfiguration of office space, mechanical, electrical, and new interior finishes (carpet, lighting, and painting). After bid documents were prepared and a pre-bid meeting was held, the lowest responsive and responsible bid was submitted by M.E. Uphus Construction in the amount of \$174,173.57 including Washington State Sales Tax. The Engineering Committee and Staff recommends award of a Construction Contract for Building 1100, Suite 103A Interior Improvements to M.E. Uphus Construction in the amount of \$174,173.57 including Washington State Sales Tax. Staff further requests Board authorization of \$17,417.00 for construction contingencies for a total authorization of \$191,590.57.
6. ***Award Contract – Annual Inspection and Testing of Fire Alarm, Detection, and Fire Sprinkler Systems – Johnson Controls** – Spokane International Airport, Airport Business Park and Felts Field. The Airport fire alarm, detection, and suppression systems annual inspections are due in September 2018. A contract for inspection services will be procured through the Interlocal Agreement with National Joint Powers Alliance (NJPA). This requested action will authorize Johnson Controls (formerly known as SimplexGrinnell) to provide services for one year beginning September 1, 2018 under the pricing provisions of NJPA Contract No. 031517-SGL. Airport Staff has reviewed and verified the scope of work submitted by Johnson Controls. The fee for annual

inspection and testing services totals \$59,376.52 including Washington State Sales Tax. The Engineering Committee and Staff recommend approval to award a one-year contract with Johnson Controls in the amount \$59,376.52 including Washington State Sales Tax.

7. ***Approve Adoption of Employee Educational Assistance Policy No. 05-18.** The purpose of this policy is to encourage employees to continue their education to improve their ability to perform the duties and responsibilities of their present or future position at Spokane Airport. The Spokane Airport currently has a Tuition Reimbursement Policy. The Employee Educational Assistance Policy expands coverage beyond the standard tuition reimbursement to include obtaining certifications, attending trainings, and participating in other continuing education opportunities. The policy applies to full-time, non-represented employees. The Finance Committee and staff recommend the adoption of the Educational Assistance Policy at Spokane Airports.
8. ***Approve Land Lease Agreement with City of Spokane Fire Department – SIA.** In July 2011, the City Fire Department entered into a Land Lease Agreement for property in the Airport Tech Park with a term of five (5) years with two (2) one-year renewal options, which expires on August 31, 2018. Airport staff and the City have reached an agreement allowing the City to continue leasing 44,172 square feet of land upon which a temporary Fire Station has been constructed consisting of a modular home and a separate building connected by a breezeway to the modular home which serves as the apparatus building. The term of this Agreement shall be one (1) year commencing September 1, 2018 and expiring August 31, 2019, with a one (1) one-year renewal option. Lessee may cancel this Agreement by giving the Board four (4) months advance notice. At the termination of this Agreement, the Board has the option to purchase the apparatus building and require the Lessee to remove the other improvements on the premises. The rental rate for the initial one (1) year term shall be \$0.25 per square foot per annum or \$11,043.00 and the renewal option shall be adjusted by the Consumer Price Index. The City has agreed to provide specific in kind services to the Airport in order to off-set the annual rent which include dispatching of incidents, dedicated use of the Spokane Fire Department’s Training Center and training for Airport Fire Department personnel. Total annual value of services is \$12,050.00. Rent paid by the City is not subject to Washington State Leasehold tax. The Finance Committee and staff recommend approval of the Land Lease Agreement with City of Spokane Fire Department.

Regular Agenda

9. ***Award Construction Contract – Bulk Storage Hangar Project – Graham Construction & Management, Inc. – Felts Field.** This Project includes demolition of an existing aircraft storage hangar and construction of a new 20,644 square foot aircraft storage hangar with support/office space, a mezzanine, and associated utility and site work. The Hangar will be a Pre-Engineered Metal Building with exterior metal wall panels, pre-cast concrete panels, and glazing. The Project includes construction of vehicle parking facilities adjacent to the Hangar site. Bid Documents were prepared by J.R. Miller & Associates, Inc. (JRMA). From the five bids received, the lowest responsive and responsible bid was submitted by Graham Construction & Management, Inc. in the amount of \$5,108,160.00 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for the Bulk Storage Hangar Project to Graham Construction & Management, Inc. in the amount of \$5,108,160.00 including Washington State Sales Tax, contingent upon receipt of funds from the City of Spokane Investment Pool. Additional Board authorization is requested in the amount of \$510,000.00 for construction contingencies for a total authorization of \$5,618,160.00.
13. **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.

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

15. **Adjourn**

The next regularly scheduled Board meeting is Thursday, August 16, 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.