



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 December 13, 2018 Board Meeting - AMENDED

The Airport Board meeting will be held on Thursday, December 13, 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. Employee Recognition – Britt DeTienne – AAAE Certified Member Credential
- D. Public Comment/Courtesy of the Floor
- E. Approval of Minutes (11/15/18 regular meeting)
- F. Financial Report (Dave)
- G. Report of Nominating Committee and Election of 2019 Board Officers

Consent Agenda
Items # (1 –13)

- | | | | | |
|----|---|-----------------|-----------------|-------------|
| 1. | *Approval of Payments/Warrants
Operational Warrant Numbers | 141866 – 142173 | \$10,586,640.16 | Dave |
| 2. | * Approval of County Industrial Track Agreement – Trunk Rail Project – <i>Spokane County</i> – Spokane International Airport. The Trunk Rail Project includes procurement and installation of approximately 4,500 linear feet of railroad track beginning at the Spokane County-owned Geiger Spur and travelling east past Craig Road on land owned by the Airport. The Industrial Track Agreement addresses the terms and conditions for construction, maintenance, and operation of the Trunk Rail Line. The terms of the Agreement address construction by the Airport; contractor’s right of entry; right of way and privilege; grant of right for use and operation of the track; ownership of the track; maintenance of the track structure; and maintenance of the right of way and track appurtenances. The term of the Agreement is for an initial ten year term. For the first ten | | | Matt
SIA |

year term, the Airport will pay the County \$500.00 and \$250.00 for each subsequent ten year term. The Engineering Committee and Staff recommend approval of the Industrial Track Agreement with Spokane County.

3. ***Approval of State Funding Agreement – Trunk Rail Project – Washington State Department of Transportation** – Spokane International Airport. The Trunk Rail Project includes procurement and installation of approximately 4,500 linear feet of railroad track beginning at the Spokane County-owned Geiger Spur and travelling east past Craig Road on land owned by the Airport. The Washington State Department of Transportation (WSDOT) will serve as the funding disbursement agency for the \$2.0 million legislative appropriation the Airport has received for the Project. The Engineering Committee and Staff recommend approval of the WSDOT Rail, Freight and Ports Division State Funding Agreement Number RRB1207. Matt
SIA

4. *** Approval of Amendment No. 1 to Professional Services Agreement – 2019 On-Call Construction Management and Administration Task Order Services – CBRE|Heery Inc.** – Spokane International Airport, Felts Field, and Airport Business Park. A Professional Services Agreement with CBRE|Heery Inc. was executed in January 2018 in the amount of \$250,000.00 on an on-call basis. Work typically includes construction management and administration, testing, special inspection, and related services for construction projects. Airport procurement rules allow for two one-year contract extensions at the same yearly maximum amount of \$250,000.00. Amendment No. 1 will include services from January 1, 2019 through December 31, 2019. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement for the 2019 On-Call Construction Management and Administration Task Order Services with CBRE|Heery Inc. in the not-to-exceed amount of \$250,000.00. Lisa
SIA
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ABP

5. *** Award Professional Services Agreement – 2019 On-Call Architectural and Engineering Task Order Services – T-O Engineers, Inc.** – Spokane International Airport, Business Park, and Felts Field. This Agreement provides for architectural and civil, geotechnical, electrical, mechanical and structural engineering, survey, interior design, and other related services on an on-call basis for various Airport departments. A competitive proposal process was completed in November 2018 for the 2019 On-Call A/E Task Order Services. Three Statements of Qualifications were received and after evaluation, T-O Engineers, Inc., of Spokane was selected as the most qualified firm. Hourly rates were established and agreed to under the Professional Services Agreement. Work will occur from January 1, 2019 through December 31, 2019 and will have a maximum annual total agreement amount of \$250,000.00. Airport procurement policies allow for extensions of two additional years at the same annual maximum amount. Lisa
SIA,
ABP,
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6. *** Approval of Reimbursable Agreement – Runway 8-26 Improvements Project – Federal Aviation Administration** – Spokane International Airport. The Federal Aviation Administration (FAA) establishes a Reimbursable Agreement (RA) with airports when FAA-owned facilities or equipment are impacted by construction projects performed by the airport, regardless of funding source. Under the Runway 8-26 Improvements Project, the Runway End Indicator Lights (REILs), Precision Approach Path Indicators (PAPIs), and Fiber Optics Transmission Systems (FOTS) will be relocated with the widening of the runway shoulders per the newer FAA Advisory Circular guidelines. The RA will allow the FAA to review design, procure construction, and coordinate commissioning services for the new facility. The Runway 8-26 Improvements Project is a Federally-funded project under the Airport Improvement Program (AIP) and, therefore, is eligible for 90% reimbursement, if awarded a grant. Following review of the Runway 8-26 Improvements Project, the FAA estimated a total cost of \$57,133.33 coordinating design, construction and commission services. Due to timing, the FAA has advised the Airport to begin the RA process. If a grant is not awarded, the RA will be terminated. The Engineering Committee and Staff recommend approval of the FAA Reimbursable Agreement for the Runway 8-26 Improvements Project in the amount of \$57,133.33. Lisa
SIA

7. * **Award Construction Contract – 3904 N. Park Road Property Demolition Project** – *Blews Construction, Inc.* – Felts Field. The Airport recently acquired a parcel located at 3904 N. Park Road, adjacent to Felts Field. The parcel contains two structures, consisting of a house and detached garage. The scope of work includes demolition of two structures; removal of debris and vegetation; placement of gravel throughout the site; and installation of a 5-foot vinyl chain link fence on the perimeter of the property. Plans and specifications were prepared by T-O Engineers and the project was procured through the Small Public Works Roster. A Mandatory Pre-Bid was held on November 7, 2018. Of the three bids received and opened, the lowest responsive and responsible bid was submitted by Blews Construction, Inc. in the amount of \$64,966.66. The Engineering Committee and Staff recommend award of a Construction Contract for the 3904 N. Park Road Demolition Project to Blews Construction, Inc. in the amount of \$64,966.66 including Washington State Sales Tax. Board authorization of \$10,000.00 is requested for construction contingencies for a total authorization of \$74,966.66. Lisa
FF

8. ***Approval of the First Amendment to the Car Wash Preventative Maintenance and Service Contract** with *Northstar Clean Concepts*. The original contract for the Car Wash Preventative Maintenance and Service was awarded to Northstar Clean Concepts, commencing on January 1, 2018 and ending on December 31, 2018 with two (2) one-year renewal options. The First Amendment will commence on January 1, 2019 through December 31, 2019 with an annual not to exceed amount of \$55,594.62 including Washington State Sales Tax. The Finance Committee and Staff recommend approval of the First Amendment to the Car Wash Preventative Maintenance and Service Contract with Northstar Clean Concepts in the amount of \$55,594.62, including Washington State Sales Tax with a contract contingency of \$10,000.00 for a not to exceed amount of \$65,594.62. Andrew
SIA

9. * **Approval of the Amendment to the Master Amendment to the Signatory Lease and Operating Agreement** with *Alaska, American, Delta, Southwest and United Airlines*. (SIA) The current term for the Signatory Airlines expires on December 31, 2018 and the Airlines have agreed to a one year extension commencing January 1, 2019 and expiring December 31, 2019. The Finance Committee and staff recommend approval of the Amendments to the Master Amendment to the Signatory Lease and Operating Agreement with Alaska, American, Delta, Southwest and United Airlines. Judy
SIA

10. * **Approval of the Amendment to the Air Cargo Building Agreement** with *Delta, Horizon, Southwest, United Parcel Service and an Air Cargo Ramp Agreement with Federal Express*. (SIA) The current term for the Air Cargo tenants expires on December 31, 2018. The Amendment with each Air Cargo tenant provides a one year extension commencing January 1, 2019 and ending December 31, 2019. The Finance Committee and staff recommend approval of the Amendment to the Air Cargo Building Agreement with Delta, Horizon, Southwest, United Parcel Service and an Air Cargo Ramp Agreement with Federal Express. Judy
SIA

11. * **Approval of the First Amendment to the Security Contract** with *Kodiak Security Services, Inc.* (SIA) The Board approved a Contract for Security Services with Kodiak Security Services, Inc. with a term of one year commencing January 1, 2018 and expiring December 31, 2018. The Contract has four (4) one (1) year options and this Amendment exercises the first of those options. The term shall be one year commencing January 1, 2019 and expiring December 31, 2019. The 2019 fee shall be \$20.04 per hour. The annual cost for security is estimated not-to-exceed \$221,300. This amount includes a 10% contingency in the event additional security is required during the contract period. The Finance Committee and staff recommend approval of the First Amendment to the Security Contract with Kodiak Security Services, Inc. in the not-to-exceed amount of \$221,300. Judy
SIA

12. * **Approval of the Consent to Assignment – Land Lease Agreement** – *David Byard Taylor to Daryl L. Jones and Julianna M. Argotow-Jones*. (Felts Field) Mr. Taylor has entered into an agreement to sell his hangar to Mr. and Mrs. Jones and has requested that the Land Lease Judy
FF

Agreement be assigned to them. The effective date of this Consent to Assignment is December 1, 2018. 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 7,700 square feet is Twenty Three Cents (\$0.23) per square foot per annum or One Thousand Seven Hundred Seventy One Dollars (\$1,771.00) per year. All other terms and conditions remain the same. Staff recommends approval of the Consent to Assignment – Land Lease Agreement – David Byard Taylor to Daryl L. Jones and Julianna M. Argotow-Jones.

13. * **Resolution 08-18, Adoption of the Schedule of Regular Board Meetings for Calendar Year 2019.**

Regular Agenda

14. ***Approval of the 2019 Federal Public Policy Priorities – Spokane International Airport.** The Spokane Airport Board has contracted with K&L Gates to provide Federal Legislative Affairs Services, which allows for effective advocacy, clear direction of policy decisions and communications with members of Congress, professional congressional committee staff, and the various federal agencies with airport and aviation regulatory jurisdictional oversight. The 2019 priorities cover a variety of Congressional issues as outlined in the attached document, as well as issues of interest before the executive branch. In general, the Airport will seek to support the legislative efforts of strategic partners where appropriate, e.g. Spokane County, City of Spokane, the chambers of commerce, Forward Fairchild, Transportation Coalition and others, such as the Contract Weather Observers Association, U.S. Contract Tower Association AAAE, ACI-NA, and others as appropriate to advance the Airports’ mutual interests as a community partner and economic center.

Todd

15. **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.

16. **Executive session.**

17. **Adjourn**

The next regularly scheduled Board meeting is Thursday, January 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.