



<b>SPOKANE AIRPORT BOARD</b>		
<b>Chair:</b>	Nancy Vorhees	
<b>Vice Chair:</b>	Ezra Eckhardt	
<b>Secretary:</b>	Jennifer West	
<b>Board Members:</b>	Al French	Max Kuney
	Collins Sprague	Ben Stuckart
<b>Chief Executive Officer:</b>	Lawrence J. Krauter, A.A.E., AICP	

**NOTICE OF AIRPORT BOARD MEETING**

**Tentative Agenda for the March 29, 2018 Board Meeting**

The Airport Board meeting will be held on Thursday, March 29, 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. Public Comment/Courtesy of the Floor
- D. Approval of Minutes (2/22/18 regular meeting)
- E. Financial Report (Dave)

**Consent Agenda**  
**(Items #1-8)**

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

Construction Warrant Numbers	4359 - 4366	\$ 165,187.32
Operational Warrant Numbers	139204 - 139497	\$3,205,116.90
  
2. **\* Approve Procurement – Traffic Marking Paint and Reflective Glass Bead Products** – Spokane International Airport, Airport Business Park, and Felts Field. This procurement will authorize purchase of paint and associated products for runways, taxiways, and roadways during the 2018 calendar year on an as-needed basis. These materials will be purchased through State of Washington Contract Nos. 02817 and 02513. Road and airfield paint material purchases in 2017 totaled \$85,491.68 and are projected to cost approximately \$105,000.00 in 2018. The purchase contracts for these products allow for a unit price discount and an exemption from freight charges based on volume purchases. The Engineering Committee and Staff recommend approval to procure Traffic Marking Paint and Glass Bead products through State of Washington Contract Nos. 02817 and 02513 on an as-needed basis in the not-to-exceed amount of \$105,000.00, including Washington States Sales Tax, for the 2018 calendar year.

3. **\*Approve Procurement – Herbicides and Pesticides** – Spokane International Airport, Airport Business Park, and Felts Field. This procurement will authorize purchase of herbicide and pesticide products for maintaining the grounds during the 2018 calendar year on an as-needed basis. These materials will be purchased through State of Washington Contract No. 02917. Herbicide purchases in 2017 totaled \$81,149.46, including Washington State Sales Tax, and are projected to cost approximately \$110,000.00 in 2018. The purchase contracts for these products allow for a unit price discount. The Engineering Committee and Staff recommend approval to procure airfield and landside herbicide and pesticide products through State of Washington Contract No. 02917 on an as-needed basis in the not-to-exceed amount of \$110,000.00 including Washington State Sales Tax, for the 2018 calendar year.
4. **\* Approve contract with Tyler Technologies, Inc. (Tyler) to install and integrate Human Resources (HR), Timekeeping (TK) and Payroll (PR) Processing Systems.**  
Currently, Airport staff is utilizing three separate outdated software systems in the areas of HR, TK and PR that are not logically integrated, creating an extensively manual payroll process. In October 2017, a Request for Proposals to provide the installation and integration of these processes was publicly advertised. Six proposals were received and evaluated resulting in three of the six proposers being interviewed. The highest rated responsive firm is Tyler with the Munis Suite of products. The products can be acquired through the National Joint Powers Alliance (NJPA) cooperative purchasing agreement 110515-TTI and the Airport is a member. Included in the Tyler proposal are annual software upgrades, maintenance, secure back-up and cloud hosting fees of approximately \$52,000. The Finance Committee and staff recommend approval of the contract with Tyler Technologies, Inc. procuring and installing Human Resources, Timekeeping and Payroll Processing Systems through NJPA agreement 110515-TTI in the amount of \$125,390 plus WSST. The staff also requests additional contingency funds in the amount of \$12,000 for unforeseen items in installation and implementation costs.
5. **\*Award Service Contract – Parking Access & Revenue Control System - Maintenance, Support, and Repairs – SKIDATA Inc.** – Spokane International Airport. The significant growth in passenger and vehicle activity has increased the usage of the Parking Access & Revenue Control System. Along with the increased usage, the procurement of additional equipment, and hardware warranties expiring, the Airport's Parking Access & Revenue Control System will require additional system monitoring, hardware repair, and replacement parts. Airport Staff prepared bid documents and publicly advertised through the Airport's Small Works Roster. A Mandatory Pre-Bid was held on February 20, 2018. One bid was received and opened on February 28, 2018. The bid was received from SKIDATA Inc. in the amount of \$148,113.79 including Washington State Sales Tax. The term of this Contract will be one year, commencing on April 1, 2018 and expiring on March 31, 2019. There is one (1), one-year renewal at the Airport's option. The Finance Committee and Staff recommend award of a Service Contract for the Parking Access & Revenue Control System - Maintenance, Support, and Repairs to SKIDATA Inc. in a not to exceed amount of \$148,113.79 including Washington State Sales Tax.
6. **\* Approval of the Consent to Assignment – Land Lease Agreement – PETNET Solutions, Inc. to Siemens Medical Solutions USA, Inc.** (Business Park). PETNET Solutions entered into an Agreement for approximately 43,560 square feet of land in the Business Park in 2003. This Agreement has a thirty five (35) year term which expires May 31, 2039 and there are four (4) five (5) year options. The current rental rate for 43,560 square feet is \$0.13 per square foot per annum or \$5,662.80 per year. PETNET Solutions recently notified staff that they had completed a business transaction with an effective date of October 1, 2017 to assign the Agreement to Siemens Medical. All other terms and conditions remain the same. The Finance Committee and staff recommend approval of the Consent to Assignment – Land Lease Agreement – PETNET Solutions, Inc. to Siemens Medical Solutions USA, Inc.

7. \* **Approval of the Ramp Lease & Operating Agreement – Boeing Company (SIA).**  
Boeing has a contract with an Airport tenant, International Aerospace Coatings (IAC), for the painting of their aircraft. The painted aircraft must be inspected by Boeing personnel. Based on this requirement, Boeing has requested to lease approximately 75,144 square feet of ramp located adjacent to IAC. The term of the Agreement is three (3) years commencing April 1, 2018 and the annual rent for 75,144 square feet of ramp is \$22,543.20. This Agreement is subject to cancellation by the Airport by providing 90 days written notice in the event the Airport receives a request from a third party to develop the property adjacent to the ramp. The Finance Committee and staff recommend approval of the Ramp Lease & Operating Agreement with Boeing Company.
  
8. \* **Approval of the Landing Use and Lease Agreement with Frontier Airlines, Inc. (SIA)**  
Frontier Airlines will start operating at Spokane International Airport on April 30, 2018. They have hired Trego Dugan, a ground service provider, to provide the ticketing and ground handling services for their flights. The Landing Use and Lease Agreement will be a month to month Agreement effective April 1, 2018. Frontier will be leasing 314 square feet of ticket counter; 390 square feet of office/operational space and 522 square feet of queuing area. The Airport shall receive monthly rent for the leased premises in the amount of \$5,487.38. Additionally, they will be utilizing Gate A14 on a per use basis at a cost of \$360.00 per use which includes the use of an aircraft parking area, loading bridge, passenger hold area and the use, in common with others, of the baggage delivery system and claim area. Frontier shall pay the current Landing Fee of \$2.42 per 1,000 pounds of Certificated Maximum Gross Landing Weight. The Finance Committee and staff recommend approval of the Landing Use and Lease Agreement with Frontier Airlines, Inc.

#### Regular Agenda

9. \* **Award Professional Services Agreement – Consulting Architectural and Engineering Services for Terminal Renovation & Expansion Program 30% Design – Architectural Alliance International – Spokane International Airport.** In June 2017, the Airport solicited Statements of Qualifications (SOQ) from qualified Architect/Engineer (A/E) firms for the Terminal Renovation & Expansion (TRES) Program. Following the competitive process, Architectural Alliance International (AAI) was selected to provide required services. The team includes Wolfe Architectural Group, T-O Engineers, and WSP USA, Inc. In January, the Airport initiated the TRES Utility Relocation Project, an enabling project that consists of designing utility relocations that will be impacted by the future Central Bag Claim Hall and required airside civil work. This phase of the TRES Program consists of schematic design (i.e. to 30% design completion) for the Central Bag Claim Hall; remodeling for the Terminal A/B Security Screening Check Point (SSCP) and Greeter Hall; remodeling and additional building footprint for the Terminal C expansion and SSCP; addition of the Concourse C West Expansion Second Level Holdroom; and the addition of the Curbside Canopy. AAI's Scope of Work includes establishing vision and sense of place and completion of Terminal-wide 30% design. Once 30% design is complete, the TRES Program will proceed with multiple projects and phases. Design completion, bidding phase services, and construction phase services will be added by future contract amendment. The Engineering Committee and Staff recommend award of a Professional Services Agreement to Architectural Alliance International in the amount of \$2,578,881.00 for Consulting Architectural and Engineering Services for the Terminal Renovation & Expansion Program. Staff further requests \$250,000.00 for design contingency for a total authorization of \$2,828,881.00.
  
10. \* **Approval of Third Amendment to the Professional Services Agreement with ICF International for Aerospace Business Development Services at Spokane International Airport.**  
In early 2016, ICF International (ICF) was awarded a Professional Services Agreement in the amount of \$161,500 to provide marketing support services. In March and April of 2016 a first and second amendment were approved removing tasks and also adding tasks, which revised the contract amount. This Third Amendment provides a revised Scope of Work for the anticipated tasks to be accomplished in 2018. The Scope of services for 2018 includes continued marketing support

consisting of market intelligence and analysis; reviewing and prioritizing the Airport's business recruitment target list; identification of appropriate meetings and conferences, including the Farnborough (London, U.K.) Air Show, arranging meetings and preparation of marketing information/presentations. In addition, IFC will support all aspects of the Airport's proposal to Boeing to for their new Middle Market Airplane (NMA). With the tasks outlined for the 2018 Scope of Work, attached hereto, the contract will be increased by \$108,000 and the not to exceed contract amount shall now be \$410,200. The Finance Committee and staff recommend approval of the Third Amendment to the Professional Services Agreement with ICF International for Aerospace Business Development Services in the not-to-exceed amount of \$108,000 for a total not to exceed contract amount of \$410,200.

11. **\*Approval of the Collective Bargaining Agreement between the Spokane Airport Board and the Spokane Airport Maintenance Employees Union.** The current collective bargaining agreement with the Spokane Airport Maintenance Employees Union ("Union") expired on June 30, 2017. After 12 bargaining sessions, a tentative agreement was reached. The term of the proposed agreement is July 1, 2017 through June 30, 2019. There is a wage increase of 4% for Electricians, and 2.8% for all other trades effective July 1, 2018. A \$5,000 signing bonus will also be paid to each Union member upon approval of the agreement. Airport contributions for dependent medical premiums will remain the same at 70% for the contract term. Sick leave language was modified to reflect changes required by RCW 49.46.210. The Union has voted to accept the current negotiated agreement. The Finance Committee and staff recommend approval of the Collective Bargaining Agreement with the Spokane Airport Maintenance Employees Union for the term of July 1, 2017 through June 30, 2019.

12. **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.**

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

14. **Adjourn**

**The next regularly scheduled Board meeting is Thursday, April 26, 2018 at Felts Field.**

*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.*