



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 September 20, 2018 Board Meeting

The Airport Board meeting will be held at **Felts Field** on **Thursday, September 20, 2018 at 9:00 a.m.** at the **Felts Field Warehouse** located at 6423 E. Rutter Ave., 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 (8/16/18 regular meeting and 8/20/18 special meeting)**
- E. **Financial Report (Dave)**

Consent Agenda

1. ***Approval of Payments/Warrants No. 141193 – 141565 for \$6,284,239.07**
2. ***Approval of Professional Services Agreement – State Waste Discharge Permit Stormwater Support Services – AECOM Consulting Engineers – Spokane International Airport.** The Airport currently operates under two separate Washington State Department of Ecology State Waste Discharge Permits (SWDPs). Under the Department of Ecology’s guidance, the Airport will apply for a single, consolidated State Waste Discharge Permit. The Scope of Work (SOW) under this agreement will support the permit application, which involves aircraft deicer fluid recovery and the land application/adaptive management program addressing ongoing objectives for management of aircraft deicing fluids. After solicitation for statements of qualifications from qualified firms in June 2018, AECOM Consulting Engineers (AECOM) was selected as the most qualified firm to provide the required services. AECOM has provided a time and materials fee proposal in the not-to-exceed amount of \$170,074.00 to complete the initial SOW. The Engineering Committee and Staff recommend award of a Professional Services Agreement to AECOM Consulting Engineers in the amount of \$170,074.00 for the State Waste Discharge Permit Stormwater Support Services. In addition, \$17,000.00 for contingencies is requested for a total authorization of \$187,074.00.

3. * **Approval of Amendment No. 2 to Professional Services Agreement – Trunk Rail Extension Project** – *KPFF Consulting Engineers* – Spokane International Airport. In April 2017, KPFF Consulting Engineers (KPFF) was selected as the most qualified firm to provide A/E services for the Project. This amendment provides for construction management and administration, including review and processing of submittals; management and documentation of weekly progress meetings; responses to contractor requests for information and clarification of construction documents; review and approval of pay applications, inspection and validation of construction; and other associated tasks. KPFF has provided a time and materials fee proposal in the not-to-exceed amount of \$173,520.00 to complete this Scope of Work. The Engineering Committee and Staff recommend approval of Amendment No. 2 to the Professional Services Agreement with KPFF Consulting Engineers in the amount of \$173,520.00 for the Trunk Rail Extension Project. The revised contract amount is \$404,385.00.
4. * **Approval of Amendment No. 4 to Professional Services Agreement – Bulk Storage Hangar** – *JRMA* – Felts Field. In February 2017, J.R. Miller & Associates (JRMA) was selected as the most qualified firm to provide A/E services for the project. This amendment provides for construction management and administration, including review and processing of submittals; management and documentation of weekly progress meetings; responses to contractor requests for information and clarification of construction documents; review and approval of pay applications, inspection and validation of construction; and other associated tasks. JRMA has provided a time and materials fee proposal in the not-to-exceed amount of \$303,994.00 to complete this Scope of Work. The Engineering Committee and Staff recommend approval of Amendment No. 4 to the Professional Services Agreement in the amount of \$303,994.00 with JRMA for the Bulk Storage Hangar. The revised contract amount is \$827,714.00.
5. * **Approval of Acceptance of Other Transaction Agreement (OTA) for Replacement and Recapitalization of Explosive Detection System (EDS) Machines** – *Transportation Security Administration (TSA)* – Spokane International Airport. TSA has identified all existing EDS machines that screen baggage at Concourses A/B and C to be replaced under the TSA Recapitalization Program. The baggage handling system (BHS) and programming will also be modified as part of this project. TSA is offering an OTA with 100% funding for the design and construction for this project. The first OTA includes \$173,314.50 for design and bidding services and administrative support. An OTA for construction will be issued following the bid opening. The Engineering Committee and Staff recommend acceptance of the Other Transaction Agreement from the Transportation Security Administration for the Replacement and Recapitalization of Explosive Detection System Machines in the amount of \$173,314.50.
6. * **Approval of Professional Services Agreement for Replacement and Recapitalization of Explosive Detection System (EDS) Machines** – *Swanson Rink, Inc.* – Spokane International Airport. TSA has identified all existing EDS machines that screen baggage at Concourses A/B and C to be replaced under the TSA Recapitalization Program. The baggage handling system (BHS) and programming will also be modified as part of this project. In November 2017, the Airport evaluated the three statements of qualifications (SOQ's) received and ranked Swanson Rink as the most qualified firm to perform the work. The Engineering Committee and Staff recommend award of a Professional Services Agreement to Swanson Rink, Inc. for the Replacement and Recapitalization of Explosive Detection System Machines in the amount of \$166,314.50.
7. * **Award Professional Services Agreement – Second Floor Administration Offices Renovation** – *ZBA Architecture* – Spokane International Airport. In addition to needing more Administrative Office space, the current layout in the reception and lobby area is under-sized and lacks proper security features. The Scope of Work will consist of two phases. Phase I includes programming, planning, pre-design, and cost estimating for the Second Floor Administrative Offices, in addition to an interim remodel of the Finance and Accounting Department in order to address immediate needs of the department. Phase II of the project will include preparation of plans and specifications,

once the Phase I has been completed. From the four SOQ's received and evaluated in February, 2018, the Airport ranked ZBA Architecture as the most qualified firm. The Engineering Committee and Staff recommend award of a Professional Services Agreement to ZBA Architecture for consulting services for the Second Floor Administration Offices Renovation in the amount of \$153,780.00. Staff further recommends Board approval of \$15,000.00 for design contingency for a total authorization of \$168,780.00.

8. * **Approval of Task Order Under 2018 On Call Construction Management Services Contract – New Fuel Facility Project – CBRE/Heery Inc.** – Felts Field. This Project includes construction of a new fuel facility consisting of one 15,000 gallon aboveground Jet A tank, one 12,000 gallon aboveground Low Lead (LL) 100 tank, a remote fuel island with dispensers, electronic credit card system, LED apron lighting, three phase power to the proposed facility, and future tank space to accommodate a third 15,000 gallon aboveground Jet A tank and other associated work. The project also includes removal and disposal of existing fuel facility equipment that consists of two 10,000 gallon belowground tanks and associated appurtenances. The Airport reviewed and negotiated the Scope of Work and fee prepared by CBRE|Heery Inc. for construction administration and management for the project and found it reasonable for the project on a time and materials basis in the not-to-exceed amount of \$122,371.99. The Engineering Committee and Staff recommend approval of a Task Order under the 2018 On Call Construction Management Services Contract for the New Fuel Facility Project at Felts Field to CBRE|Heery Inc. in the amount of \$122,371.99.
9. * **Approval for Procurement of Roadway Deicing Product (Ice Slicer) – EnviroTech Services, Inc.** – Spokane International Airport, Airport Business Park, and Felts Field. Each season that the Airport has used road salt on Airport roads and parking lots, it has encountered delivery delays during peak usage due to relying on a single source of supply. In an effort to ensure supply needs will be met, Staff is seeking approval for a second vendor of road salt. Ice Slicer (a salt blend) is available for purchase through Washington State Contract No. 02714 from EnviroTech Services, Inc. The Engineering Committee and Staff recommend approval to procure the above-referenced deicing product from EnviroTech Services, Inc. on an as-needed basis for the 2018–2019 season in an amount not-to-exceed \$100,000.00.
10. * **Approval for Procurement of Roadway Deicing Product (Magnesium Chloride) – Roadwise, Inc.** – Spokane International Airport and Airport Business Park. Magnesium Chloride is the liquid deicing product the Airport uses to keep roadways and parking lots free of frost and ice. It is available for purchase through Washington State Contract No. 02714 from Roadwise, Inc. The Engineering Committee and Staff recommend approval to procure the above-referenced deicing product from Roadwise, Inc. on an as-needed basis for the 2018–2019 season in an amount not-to-exceed \$175,000.00.
11. * **Approval for Procurement of Roadway Deicing Product (Road Salt) – Salt Distributors, Inc.** – Spokane International Airport, Airport Business Park, and Felts Field. The Airfield and Facility Maintenance Departments, Parking Department and the Airport Business Park use road salt, in addition to Magnesium Chloride on Airport roads and parking lots. Road Salt is available for purchase through Washington State Contract No. 02714 from Salt Distributors, Inc. The Engineering Committee and Staff recommend approval to procure the above-referenced deicing product from Salt Distributors, Inc. on an as-needed basis for the 2018–2019 season in an amount not-to-exceed \$500,000.00.
12. * **Approval of Amendment No. 2 to Airfield Solid Deicing Products – Schoenberg Salt Company, Inc.** – Spokane International Airport and Felts Field. This is the second renewal year for the contract originally awarded to LNT Solutions, Inc. in 2016 which was subsequently sold and the contract assigned to Schoenberg Salt Company, Inc. A price increase proposal was received from Schoenberg Salt Company, Inc. on June 20, 2018 reflecting a 6.4% increase over the previous season attributed to increases in raw materials and environmental controls. The Engineering

Committee and Staff recommend approval to purchase the above-referenced airfield solid deicing product from Schoenberg Salt Company, Inc. on an as-needed basis for the term of the contract in an amount not-to-exceed \$500,000.00.

13. * **Approval of Amendment No. 2 to Airfield Liquid Deicing Products Contract** – *Two Rivers Terminal, LLC* – Spokane International Airport and Felts Field. This is the second renewal year for this contract which was originally awarded in 2016. For the 2018-2019 season, Two Rivers Terminal, LLC has agreed to hold the rate in the amount of \$3.82 per gallon not including Washington State Sales Tax. The Engineering Committee and Staff recommend approval to purchase the above-referenced airfield liquid deicing products from Two Rivers Terminal, LLC on an as-needed basis for the term of the contract, in an amount not-to-exceed \$1,350,000.00.
14. * **Award Service Contract – Elevator and Escalator Maintenance** – *KONE, Inc.* – Spokane International Airport. The Airport uses contract maintenance services to maintain the elevators and escalators in the terminal and the parking garages. Bid documents were prepared and publicly advertised. Four bids were received, with the lowest responsive bid received from KONE, Inc. in the amount of \$118,030.59 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a one-year contract, with four additional one-year terms at the Airport's option, to KONE, Inc., for Elevator and Escalator Maintenance Services, for an annual contract amount not-to-exceed \$150,000.00.
15. * **Award Construction Contract – Economy Parking Lot Lighting Replacement** – *Peterson Electric, Inc.* – Spokane International Airport. This project will replace the current main light fixtures with LED, allowing for future maintenance while providing better lighting and reducing energy consumption. The repair or replacement of two damaged light poles is included in this contract. Bid documents were prepared and publicly advertised and four bids received. The lowest responsive bid was received from Peterson Electric, Inc. in the amount of \$84,483.50 including Washington State Sales Tax. The Engineering Committee and Staff recommend award of a Construction Contract for this project in the amount of \$84,483.50 including Washington State Sales Tax. In addition, Board authorization of \$8,500.00 for construction contingencies is requested for a total authorization of \$92,983.50.
16. * **Approval of Renewal of Employee Benefits for Spokane Airport Employees.** All eligible employees and their dependents are included in the Airport's basic medical, dental and life insurance programs. Eligible employees include all full-time regular employees with the exception of the Aircraft Rescue and Fire Fighting (ARFF) employees who have union provided coverage. Additionally, all employees, both part-time and full-time, are covered under the employee assistance program (EAP). The renewal date for medical and dental benefits is November 1, 2018. Additional benefits including Life Insurance, Disability Insurance, and Employee Assistance Program will renew on January 1, 2019. Plan costs are calculated based on current employee count and enrollment. Premium renewal rates can be found on the Board memo. Life Insurance and Disability Insurance renewal will not be available until October 2018. The benefits program also offers voluntary life insurance, health advocate program, international traveler insurance, flexible spending account (FSA), and health reimbursement account (HRA) as well as health savings account (HSA). These programs combined with the broker and administration fees result in a cost of \$145,458. The total current cost through October 31, 2018 and before employee share is \$1,817,351.44. The total cost of benefits for November 1, 2018 through October 31, 2019 and before employee share is forecasted to be \$1,877,911.44, an increase of \$61,560.00 or 3.33%. The Finance Committee and Staff recommend approval of the Benefits Renewal with Kaiser Permanente and Washington Dental Service in an anticipated amount of \$1,877,911.44.
17. * **Revoke and repeal Policy No. 09-17, Passenger Volume Incentive for Employees.** The Finance Committee and staff recommend the revocation of Policy No. 09-17, Passenger Volume Incentive for Employees.

18. * **Approval of the Fourth Amendment to the Curbside Taxi Service Contract** with *Kodiak Security Services, Inc.* – Spokane International Airport. This Amendment exercises the last of three (3), one (1) year options to the contract awarded for Curbside Taxi Services on September 30, 2015. Kodiak Security Services Inc. will provide a continuation of services from October 1, 2018 through September 30, 2019. Due to the minimum wage increase in the State of Washington by \$.50 per hour effective January 1, 2019, Kodiak Security Services has requested an hourly rate increase from \$19.54 to \$20.04 from January 1, 2019 through September 30, 2019. The Finance Committee and Staff recommend approval of the Fourth Amendment to the Curbside Taxi Service Contract with Kodiak Security Services, Inc. for an annual not-to-exceed amount of \$407,041.60.

19. * **Approval of the Second Amendment to the Service Contract for Landside Snow Removal Services #17-40-9023-001** with *Wm. Winkler Company*. On September 28, 2017, the Airport Board awarded a Contract for Landside Snow Removal Service to Wm. Winkler Company for the term October 1, 2017 and expiring September 30, 2020, with two (2) additional one (1) year terms determined solely by the Airport. Based on the addition of the new Surface Parking Lot, this second amendment revises the Scope of Work to include one (1) additional Front End Loader and one (1) additional 10’/12’ Plow Truck, an estimated 23% increase when adding the additional equipment. The Finance Committee and Staff recommends approval of the Second Amendment to the Service Contract for Landside Snow Removal Services with Wm. Winkler Company adding equipment and an estimated season amount of \$273,331.81. In addition, Staff recommends a \$27,000 contingency for unanticipated heavy snowfalls and potential call-outs to other areas of the airport.

20. * **Approval of the Lease & Operating Agreement** with *Verizon Wireless (VAW) LLC*. (SIA) Verizon has requested a lease agreement with the Airport that will allow them to install a Distributed Antenna System (DAS) throughout Terminals A/B and C. They are proposing to install their network (cable infrastructure, equipment and radios) at their sole cost, in order to provide better wireless coverage to their cellular customers. The term of the Agreement is for two (2) years with three (3) one-year renewal options commencing October 1, 2018 and ending September 30, 2020. The renewal options are at the Airport’s sole discretion. Verizon shall pay to the Airport annually, \$36,000 for the placement of cabling, \$900 per radio and \$644.48 for 16 square feet of space in the Airport’s telecommunication room. The fees are subject to adjustment by the Consumer Price Index on the second year of this Agreement. The Finance Committee and staff recommend approval of the Lease & Operating Agreement with Verizon Wireless (VAW) LLC.

21. **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.

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

23. **Adjourn**

The next regularly scheduled Board meeting is Thursday, October 18, 2018 at 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.