



SPOKANE AIRPORT BOARD	
Chair:	Ezra Eckhardt
Vice Chair:	Collins Sprague
Secretary:	Al French
Board Members:	Breean Beggs Max Kuney Nancy Vorhees Jennifer West
Airport CEO:	Lawrence J. Krauter, A.A.E., AICP

NOTICE OF AIRPORT BOARD MEETING

Tentative Agenda for the August 19, 2021 Board Meeting

In accordance with Ch. 42.30 RCW, the Spokane Airport Board announces its intent to hold a Board meeting on **Thursday, August 19, 2021 at 9:00 a.m.**

Pursuant to the Executive Order 20-28 issued by Governor Inslee, public attendance at this meeting shall be limited to telephonic attendance. In-person attendance is prohibited pursuant to Executive Order 2028. Attendance at this meeting is available using the following conference call information: (253) 215-8782, Meeting ID: 958 8819 4081 or by clicking on the following link: <https://zoom.us/j/95888194081?pwd=TzdxUdBWlhDZW5vOGI0bDlZlZlZz09>

In accordance with the Open Public Meetings Act and guidance issued by the Washington Attorney General, no public comment will be permitted at this meeting. If you have public comment that you would like to present to the Airport Board, please submit that public comment in writing to lkrauter@spokaneairports.net

- A. **Call to Order**
- B. **Roll Call of the Airport Board**
- C. **Approval of Minutes (07/22/21 Regular Meeting)**
- D. **Federal Legislative & Regulatory Affairs Update (Tim Peckinpugh/K&L Gates)**
- E. **Financial Report**
- F. **Consent Agenda (Items #1-7)**
 - 1. ***Approval of Payments**
 Operational Warrant Numbers 152253-152536 \$3,180,687.73
 - 2. ***Approve Amendment No. 4 to Professional Services Agreement – 2021 On-Call**

Architectural and Engineering (A/E) Task Order Services – T-O Engineers, Inc. – Spokane International Airport, Airport Business Park, and Felts Field. A Professional Services Agreement for On-Call A/E Services with T-O Engineers, Inc. was executed in December 2018 in the amount of \$250,000.00 for a one-year term with up to two additional one-year renewal options. The contract amount was amended in September 2019 to increase the 2019 limit to \$300,000.00 and amended again in December 2019 and December 2020 to extend the services for each additional calendar year, currently through December 31, 2021. Work under the on-call task order services consist of 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. The Scope of Work includes, but is not limited to, developing building and site exhibits, site surveys, field investigations, airspace reviews (FAA Form 7460), renderings, estimates, and contract documents for projects. Due to an increase in work and the need for additional survey documents and other typical documents prepared under the On-Call Architectural and Engineering Task Order Services contract, it is necessary to amend the 2021 maximum contract amount from \$250,000.00 to \$300,000.00. The Engineering Committee and Staff recommend approval of Amendment No. 4 to the Professional Services Agreement for the 2021 On-Call Architectural and Engineering Task Order Services with T-O Engineers, Inc. in the not-to-exceed amount of \$300,000.00.

3. ***Approve Amendment No. 1 to Professional Services Agreement – General Contractor/Construction Manager (GC/CM) Advisor Services for Terminal Renovation & Expansion (TRES) Project, Phase 1 – CBRE/Heery** – Spokane International Airport. In March 2020, a Professional Services Agreement was executed with CBRE|Heery in the lump sum amount of \$50,064.00 for TRES GC/CM Advisor services to assist the Airport in the GC/CM selection process in accordance with RCW 39.10. The Scope of Work under the initial Agreement included preparation of the Capital Projects Advisory Review Board’s (CPARB) Project Review Committee (PRC) Application; GC/CM procurement and contract documents; organization and oversight of the GC/CM evaluation, scoring, interview, and award. Major program elements of the TRES Phase 1 Project include Expansion of Concourse C ticketing, Concourse C west gate expansion for bridge gate boarding, Demolition of existing Concourse C east ground boarding area and expansion of new Concourse C east gate expansion with ground board apron access ramp, Modernization of existing upper Concourse C, and Baggage Makeup to support expansion. Amendment No. 1 includes design phase support services to assist with value engineering, constructability reviews, estimate and budget reconciliations, Guaranteed Maximum Price (GMP), negotiated support services review, and other associated work. The GC/CM Advisor position fulfills the requirements of RCW 39.10.340 to allow the use of the GC/CM alternative contracting delivery method. Amendment No. 1 is in the amount of \$39,930.00. Future amendments will include construction management services. The Engineering Committee and Staff recommend approval of Amendment No. 1 to the Professional Services Agreement with CBRE|Heery for General Contractor/Construction Manager Advisor Services for the Terminal Renovation & Expansion Project, Phase 1 in the lump sum amount of \$39,930.00 for a total contract amount of \$89,994.00.
4. ***Approve Procurement – Multi-Function Workgroup Printers/Copiers – Kelley Connect** – Spokane International Airport. In December 2016, the Board approved a five-year lease agreement for eight Xerox copiers through the Department of Enterprise Services National Association of Procurement Officials Contract No. 05214. The lease agreement expires on December 31, 2021. After reviewing the available leasing and procurement options staff

determined that purchasing new equipment would be the most cost-effective method of procurement. A review of specifications and capabilities demonstrated the Hewlett-Packard (HP) Color LaserJet Managed MFP series to be the most cost-effective, while providing the required functionality for each department. The total cost for nine new HP Color LaserJet Managed MFP series printers/copiers is \$55,690.26, including Washington State Sales Tax. The equipment will be purchased through Washington State Contract No. 06619. The Engineering Committee and Staff recommend approval to procure nine HP Color LaserJet Managed MFP series printers/copiers from Kelley Connect through Washington State Contract No. 06619 for a total amount of \$55,690.26 including Washington State Sales Tax.

5. ***Approve Procurement – Variable Frequency Drives for Baggage Handling System – Columbia Electric Supply** – Spokane International Airport. The Baggage Handling System (BHS) utilizes 182 Variable Frequency Drives (VFDs) for speed control of the conveyors. Many of the existing VFDs are original equipment installed in 2004 and require replacement. In June 2021, the Airport procured 90 VFD units for immediate replacement of existing VFDs at a cost of \$43,728.46 under the CEO’s purchasing authority. In order to replace future failed VFDs, a second order of 85 VFDs in the amount of \$42,005.22, including Washington State Sales Tax, is necessary. This will complete replacement of the existing VFDs and provide sufficient spare units to ensure reliability of the BHS. The total combined cost of the two orders is in the amount of \$85,733.68 including Washington State Sales Tax. This is a sole source procurement due to: 1) existing equipment compatibility and 2) Columbia Electric Supply is the exclusive distributor for Rockwell Automation in our region. The Engineering Committee and Staff recommend approval to procure the Variable Frequency Drives for Baggage Handling System to Columbia Electric Supply in the amount of \$85,733.68 including Washington State Sales Tax.
6. ***Award Service Contract – Metasys Software Maintenance Services – Johnson Controls, Inc.** – Spokane International Airport. The Facilities Maintenance Department uses the Metasys Building Automation System to manage energy usage; control HVAC systems, lighting, and other functions; provide monitoring of those systems; and notify staff in the event of system problems or failures at the Airport. Metasys is a proprietary, computer-based system offered by Johnson Controls, Inc. The system requires ongoing maintenance and updates to keep current with new equipment and facility changes. The average cost per year from 2018 is \$28,192.85. This three-year agreement averages a cost of \$22,351.90 per year. The decrease is attributed to the removal of training hours and yearly vibration analysis. The agreement includes: Software Subscription Service (3 Years): Metasys software updates with new releases of software and patches. Labor for Installing Subscription Software: One major software release per year (2021 – 2024) and all minor software releases; Metasys Technician Labor: 48 hours; Chiller Technician Labor: 24 hours. The Engineering Committee and Staff recommend award of a three-year service contract for Metasys Software Maintenance Services to Johnson Controls, Inc., in the amount of \$67,055.71, including Washington State Sales Tax. Staff further requests Board authorization of \$6,700.00 for contingencies for a total authorization of \$73,755.71.
7. ***Approval of Professional Services Agreement for Air Service Management Consulting Services** – Spokane International Airport. Previously, the Airport Board had approved a list of qualified Air Service Management Consultants in 2013 and 2016. These consultants assist the Airport in developing and implementing an air service retention and development strategy to maintain and increase air service by existing carriers and attract new carriers to the Airport. With the expiration of the initial three (3) year term and two (2) one (1) year options, staff sought proposals to establish a new list of qualified service providers. The Request For

Proposals was publically advertised in the Spokesman-Review June 27 – July 14, 2021. In addition, the RFP was posted on the Airport’s web site beginning June 27 and it was advertised nationally for three (3) consecutive weeks in weekly publications of the American Association of Airport Executives, Airports Council International – North America, and the Airport Consultants Council. Proposals were received on or before July 23, 2021 from six (6) firms. The RFP specifically stated that multiple service providers may be selected. The proposals were reviewed and the selection committee determined the following to be responsive and qualified: Ailevon Pacific, Crawford, Murphy & Tilly, Airport Strategy and Marketing, INTERVistas, Campbell Hill and Mead & Hunt. Multiple service providers were deemed to be qualified based on their respective expertise, experience and abilities. It is anticipated the qualified service providers will be engaged by task orders for a variety of air service development initiatives, including but not limited to, preparation for and presentation at headquarters meetings and air service conferences, program development for State or Federal grants, route analysis and forecasts, and collection and analysis of monthly airline data. The Airport has budgeted and anticipates spending no more than \$150,000/annually for all air service development services. To the extent any single task order exceeds the CEO’s purchasing authority, staff will seek Board approval. The term of the agreement for each of the qualified service providers shall be three (3) years with two (2) one (1) year options to be exercised at the Board’s discretion. Staff recommends that the Airport Board approves the pre-qualified list of Air Service Development firms.

G. Regular Agenda (Item #8)

8. ***Accept Department of Enterprise Services Energy Program Change Order Proposal – Terminal Roof & Windows Upgrades, Phase 1B** – *Washington State Department of Enterprise Services* – Spokane International Airport. In April 2019, the Board entered into an Interagency Agreement with the State of Washington Department of Enterprise Services (DES) Energy Program and approved a contract for the Terminal Roof and Windows Upgrades Project, which included Phase 1A of the project. In March 2020, the Board approved a contract to add Phase 1B Work into the project scope. As part of the Interagency Agreement and Contract, the DES Energy Program was authorized by the Airport to enter into a design and construction contract with Ameresco on behalf of the Airport for the Scope of Work (SOW) identified in the tasks. The Interagency Agreement also authorized the DES Energy Program to provide project management services associated with the SOW. The SOW included rehabilitating selected sections of the Airport Terminal’s existing roofing systems which were leaking or at the end of their life cycle. The SOW also replaced window units which experienced over a 50% glazing failure due to leaking frames or broken seals. The windows upgrade includes the addition of electrochromic glass, which helps to reduce glare and solar gain by automatic tinting of the glass. Additionally, vestibules were replaced. As the project is approaching final completion, DES/Ameresco has calculated that the project is under budget in the amount of \$535,504.00. Staff requested a proposal to complete additional roof, windows and vestibules work in other areas of the Airport that require rehabilitation and that will not be impacted under the Terminal Renovation and Expansion project. DES Energy Program and Ameresco submitted a proposal in the amount of \$592,601.39, which included reallocating the under-budget amount of \$535,504.00 to complete the additional work at a total cost of \$1,128,005.39. The Engineering Committee and Staff recommend acceptance of the DES Energy Program Change Order Proposal in the amount of \$592,601.39 for a total project authorization to DES Energy Program for Phase 1B in the amount of \$5,073,924.39.

9. **The Airport Board may take action on other routine business issues as they may arise**

while the Board is in session.

10. Executive session

11. Adjourn

The next regularly scheduled Board meeting is Thursday, September 16, 2021 at the Spokane Airport.

Note: The consent agenda () may be considered in a single action. Any Board member or anyone in the gallery may ask for the separation of any item from the consent agenda for individual consideration. Please notify the Board Clerk 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 rpells@spokaneairports.net at least 48 hours in advance of the meeting to arrange for accommodation.