



SPOKANE AIRPORT BOARD	
Chair:	David Clack
Vice Chair:	John Wagner
Secretary:	Todd Mielke
Board Members:	David Brukardt David Holmes Irving Reed Joe Shogan
Airport Director:	Neal Sealock
Board Counsel:	Michael Ormsby

Agenda for the September 17, 2008 Board Meeting

Board meeting held at Felts Field Airport Maintenance Building at 9:00 a.m.

1. **Roll call of the Airport Board**
2. **Financial Report**
3. **Human Resources Report**
4. **Approval of Minutes (08/20/08)**

***Consent Agenda**
(Items #5 - #9)

5. ***Approval of Vouchers**
 Construction Warrant Numbers 002919 – 002936 \$1,675,807.61
 Operational Warrant Numbers 104525 – 104635 \$ 969,484.07

6. ***Second Amendment to Lease Agreement for Land** – *Sysco Food Services of Seattle, Inc.* – Sysco Food Services has leased approximately 4,050 square feet of improved ground within the Business Park for employee and company truck parking. This amendment extends the term of the lease for one year commencing September 1, 2008. The rent shall be \$272.74 per month which excludes Washington state leasehold tax. Staff recommends approval. ABP

7. ***First Amendment to Security Contract** – *Kodiak Security Services, Inc.* – The contract with Kodiak Security expires on September 30, 2008. The term of this amendment shall commence October 1, 2008 and expire on September 30, 2009. The fee shall be \$14.68 per hour. Staff recommends approval. SIA

8. ***Operating Agreements** – *Diamond Parking, Mirabeau Park Hotel and Wheatland Express* - At the April 16, 2008 board meeting, the Airport Board adopted Resolution No. 05-08 defining a fee structure for ground transportation providers. All existing SIA

operating agreements were cancelled effective May 31, 2008. Staff recommends approval of the new operating agreements with Diamond Parking, Mirabeau Park Hotel and Wheatland Express.

- 9. ***First Amendment to Lease Agreement – Thomas and Glenda Higgins** - In July 2007, Tom and Glenda Higgins requested a lease for 7,700 square feet of unimproved land to construct an aircraft storage hangar at Felts Field. The 7460-1 application has been approved by the FAA. The term of the agreement is twenty-five years and commenced February 15, 2008 with the option to renew for one 25-year period. The initial rental rate shall be \$0.18 per square foot per annum or \$1,386 per year plus Washington state leasehold tax. Staff recommends approval. FF

Regular Agenda

- 10. **Resolution No. 15-08, In the Matter of Establishing Policy for Record Retention** – In compliance with RCW 40.14, Washington State Public Records Act, Spokane Airports has developed a records retention policy for public records. Staff recommends approval of Resolution No. 15-08 establishing policy for record retention. SIA, ABP, FF
- 11. **Ratification of Construction Contract, Spotted Road Rehabilitation Project – Half Moon Construction and Leasing, LLC** – On August 20, 2008, the Airport Board approved the award of a construction contract for this project to the lowest responsive bidder at bid opening on September 3. Staff recommends ratification of a construction contract to the low bidder, Half Moon Construction and Leasing, in the amount of \$267,000. Staff further requests an increase to \$45,000 for contingent and unforeseen expenditures for this project. SIA
- 12. **Approval of Change Order No. 1, Miscellaneous Pavement Project – Shamrock Paving Company** – In an effort to provide better traffic channelization in front of the main terminal from Concourse C to the main terminal baggage claim, modifications to landscaping, curbing, paving, signage and striping are required. Staff recommends approval of Change Order No. 1 to Shamrock Paving in the amount of \$139,364. SIA
- 13. **Award of Professional Services Agreement, Parking and Road Improvements Project – WHPacific** – In an effort to improve the safety and efficiency of the parking and road circulation at the airport, professional services are required for the design and construction support of this project. Staff recommends award of a professional services agreement to WHPacific for preliminary engineering services in the amount of \$154,818. Staff further requests authorization of expenditures of \$20,000 for expenses incurred for this project. SIA
- 14. **Ratification of Professional Services Agreement, Runway 3/21 Extension Project – URS Corp.** – At the August 20, 2008 board meeting, the Engineering Committee recommended award of a contract to URS Corp. contingent upon successful negotiation of scope and fee for the runway extension project. Negotiations were concluded on September 9, 2008. Staff recommends award of a professional services agreement to URS Corp. in the amount of \$2,223,675 for design and aeronautical survey services. SIA
- 15. **Award Professional Services Agreement, Cascade Aerospace Mechanical/Electrical/Plumbing (M/E/P) Project – Cortner Architectural Company** - This project involves significant improvements to an existing old hangar for Cascade SIA

Aerospace's maintenance, repair and overhaul (MRO) operation commencing in February 2009. A panel reviewed four statements of qualifications. Staff recommends award of a professional services agreement to Cortner Architectural of Spokane contingent upon successful negotiation of scope and fee.

16. **Award Construction Contract, Cascade MRO Entry Road** – The rehabilitation of the existing access road is necessary to improve access and security for Cascade Aerospace who recently leased Building 2504. Bids will be opened on September 15, 2008 and a recommendation to award a construction contract will be made at the September 17 meeting of the Airport Board. SIA

17. **Award Purchase Agreement, Two Parking Shuttle – Huntleigh Bus Sales** – The current parking shuttle fleet consists of four buses, all in need of replacement. Two bids were received on September 9, 2008. Staff recommends award of an agreement with Huntleigh Bus Sales of Earth City, Missouri, in the amount of \$137,892 to purchase two shuttle buses, one with an ADA lift and one without the lift. SIA

Staff Reports

- **Deputy Director's Report**

The Airport Board may take action on other routine business issues as they may arise while the Board is in session.

Executive session to follow for discussion of litigation, personnel and real estate.

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 next scheduled Board meeting will be October 15, 2008 in the Airport Boardroom.