



SPOKANE AIRPORT BOARD	
Chair:	Mark Richard
Vice Chair:	David Holmes
Secretary:	Jeff Hamilton
Board Members:	David Brukardt David Clack Skip Davis Joe Shogan
Chief Executive Officer:	Lawrence J. Krauter, A.A.E., AICP

Tentative Agenda for the September 21, 2011 Board Meeting

Board meeting will be held at 9:00 a.m. at Spokane Turbine Center, 5627 East Rutter Avenue, Spokane, Washington 99212. Spokane Turbine Center is located at Felts Field at the intersection of Fancher Road and Rutter Avenue.

1. **Roll call of the Airport Board**
2. **Financial Report** (written report)
3. **Human Resources Report** (written report)
4. **Approval of Minutes** (08/17/11)
5. **Employee Recognition**
6. **Capital Improvements Program**

***Consent Agenda**
(Items #7- #15)

7. ***Approval of Vouchers**

Construction Warrant Numbers 003655 – 003667	\$8,577,074.64
Operational Warrant Numbers 114332 – 114591	\$1,466,471.14

8. ***Fourth Amendment to Lease Agreement for Land** – *Lanier Brugh Corporation* – Lessee ABP
 utilizes 14,400 square feet of improved land in the Business Park as parking for employees and company trucks. This month-to-month agreement allows for an annual adjustment of rent based on the CPI. The rent shall be \$0.29 per square foot per annum or \$4,176 annually. Staff recommends approval.

9. ***Third Amendment to Snow Removal Contract, Rental Car Facility** – *Four Seasons Landscaping, Inc.* – This amendment extends the term of the snow removal contract for the 2011/2012 snow season. Four Seasons has agreed to provide snow removal services at the rental car facility at the same rates as previously charged. Staff recommends approval. SIA

10. ***Fourth Amendment to Security Contract – Kodiak Security Services** – Kodiak Security provides security at various locations throughout the airport. The contract expires on September 30, 2011 and has a one-year option remaining commencing October 1, 2011. The fee shall be \$15.50 per hour. Staff recommends approval. SIA
11. ***Sixth Amendment to Lease Agreement – Spokane County Sheriff** – The Sheriff’s Department utilizes Building 31 at Felts Field for storage of their emergency response aircraft and has requested the lease be extended for another year. The term shall commence on November 1, 2011 and the annual rent shall be \$14,880.66. Staff recommends approval. FF
12. ***Use and Concession Agreement – Eastern Aviation Fuels, Inc.** – Eastern Aviation Fuels is a distributor that supplies fuel to Aeroflight Executive Services at Felts Field. They have been providing fuel flowage reports and payments to the airport; however, a use and concession agreement is also required. The agreement is effective September 1, 2011 and is on a month-to-month basis. They shall pay \$35 per month or \$420 annually. In addition, they shall pay a fuel flowage fee in the amount of \$.065 per gallon. Staff recommends approval. FF
13. ***Ratification of Construction Change Order No. 1 Runway 21 Line of Sight Project, Bid Package No. 2 – Acme Concrete Paving, Inc.** – This project is the final phase of the work to correct Runway 21 line of sight. This change order totals \$209,791.84 and is within the authorized expenditure for construction contingencies. The construction change authorizations have been reviewed and approved by the Federal Aviation Administration. The Engineering Committee recommends ratification of Change Order No. 1 in the amount of \$209,791.84 to Acme Concrete Paving’s contract. SIA
14. ***Modification No. 4 for Additional Construction Support of the AMP Hangar Project – Roen & Associates** – Associated Painters has occupied the AMP Hangar since October. Additional construction management services were deemed necessary through the warranty period. The scope of work under this modification will include construction management support on a time and material basis with a not to exceed amount of \$10,000. The Engineering Committee recommends approval of Modification No. 4 to Roen & Associates for \$10,000. SIA
15. ***Contract Modification No. 1, Felts Field Perimeter Road Extension Project – CH2M Hill, Inc.** This contract change provides for construction acceptance testing services for quality assurance of placed materials as required by the Federal Aviation Administration. The Engineering Committee recommends approval of Modification No. 1 in the amount of \$4,359 to CH2M Hill, Inc. FF

Regular Agenda

16. **Recommendation of Selection of Insurance Broker and Approval of Insurance Broker Services Agreement – Wells Fargo Insurance Services USA, Inc.** – Seven proposals in response to a request for proposals for property and liability insurance were received and reviewed on August 17. Interviews with the top four companies were held on August 31. The Selection Committee recommends Wells Fargo Insurance Services to be the Airport’s insurance broker of record. The term of the agreement will commence on November 1, 2011 and end on November 1, 2014. The annual fee for the three year term shall be \$32,500. SIA

17. **Staff Reports**

- **Chief Executive Officer's Report**

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

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

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.*

19. **Adjourn**

The next scheduled Board meeting will be October 19, 2011 at Spokane International Airport.