



Spokane International Airport
BUSINESS PARK AND FELTS FIELD
9000 WEST AIRPORT DRIVE, SUITE 204
SPOKANE, WA 99224
www.spokaneairports.net



EMERGENCY PROCEDURE CHECKLIST

DEFINITION

Unforeseen circumstances beyond the control of the Airport that either (a) presents a real, immediate threat to the proper performance of essential functions or (b) will likely result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.

Check the reason why the emergency is being declared (Check all the boxes that apply)

- ☒ 1. The emergency is unforeseen and presents a real, immediate threat to the proper performance of essential functions.
- ☐ 2. The emergency is unforeseen and will likely result in material loss or damage to property if immediate action is not taken.
- ☐ 3. The emergency is unforeseen and will likely result in bodily injury or loss of life if immediate action is not taken.

RCW 39.04.280

If an emergency exists: the person or person designated by the governing body of the municipality to act in the event of an emergency may declare an emergency exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

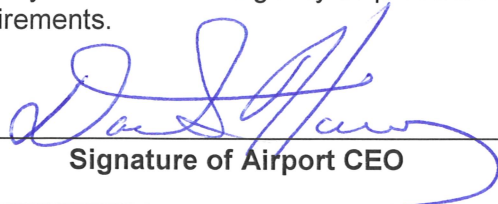
Written finding of the existence of the emergency:

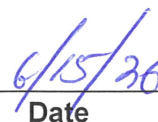
A recent accident caused damage to the electrical and fiber communications systems for the overhead sign bridge located at Airport Drive Inbound. It is critical to repair the damaged infrastructure in order to assist passengers with wayfinding and traffic revisions associated with on-going construction at the Airport.

SEE ATTACHED MEMORANDUM.

Declaration of Emergency:

I hereby declare an emergency as prescribed by RCW 39.04.280 and waive all competitive bidding requirements.


Signature of Airport CEO


Date

- ☒ If work is done other than by contract (e.g. by day labor) publication of the description and estimate of the work should be made within 7 day of the start of the work.
- ☒ Contracts awarded under this declaration must be ratified at the next regularly scheduled board meeting.
- ☒ A written finding of the emergency must be posted on the Airport website within 2 weeks of the emergency being declared.

Attach this document to the awarded contracts.

SPOKANE AIRPORT BOARD

Posted to the . . .

agenda of June 18, 2026

ACTION REQUESTED: Ratify Professional Services Agreement for Emergency Declaration – Airport Drive Inbound Overhead Sign Repairs – HDR Engineering, Inc. – Spokane International Airport

BACKGROUND: A recent accident caused damage to the electrical and fiber communications systems for the overhead sign bridge located at Airport Drive Inbound. It is critical to repair the damaged infrastructure in order to assist passengers with wayfinding and traffic revisions associated with on-going construction at the Airport.

In accordance with RCW.39.04.280 and the Airport’s procurement policies, an emergency declaration was approved on May 12, 2026, and the process of developing plans and specifications to expedite the repairs was started.

Funding Source: 2026 Airport General Funds

ANALYSIS: Airport Staff contacted HDR Engineering, Inc. to assess the damage and provide professional services. An estimate in the amount of \$25,000.00 was received and approved on May 12, 2026. The next step will include contacting a contractor to provide an estimate to complete the repairs.

RECOMMENDATION: Ratify the Professional Services Agreement for the Emergency Declaration of Airport Drive Inbound Overhead Sign Repairs with HDR Engineering, Inc. in the amount of \$25,000.00 including Washington State Sales Tax. Staff further requests Board authorization of \$10,000.00 for design contingencies, for a total project authorization of \$35,000.00.