



Aviation Advisory Committee Meeting Agenda

January 8, 2025
6:00 PM

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Phone conference ID: 356 243 100#

Location: Pilot Lounge @ Pearson Airport, 101 East Reserve Street.

1. Call to Order and Roll Call

2. Approval of Minutes

3. Information Item

- a. Financial Report
- b. Operations Report
- c. Construction Projects

4. Action items

- d. *Motion - Recommendation on Grant Allowing Funding For - Design and Bidding Services on Airport Terminal Renovation Project
- e. *Motion - Any Scheduled Non-Regular Meetings

5. Communications

- f. Airport Manager's Report

Aviation Advisory Committee

MEMBERS

Peggy Keith, Chair
Barney Levie, *Vice Chair*

Laura Krueger
Kevin Lux
Brittany Sulitzer
Joe Ong
Shon Lindley
Austin Merle
Sara Baker

Pearson Airfield
101 E Reserve Street
Vancouver, WA
TTY: 771
[www.cityofvancouver.us/
pearson-field-airport/](http://www.cityofvancouver.us/pearson-field-airport/)

- g. AAC Response to Proposed Construction vs. City Code
- h. Pearson Airfield 100th Anniversary September 16, 2025
- i. Committee Member Comments
 - i. Recommendations on next meeting topics
 - ii. Calendar - Next Pearson Field Aviation Advisory Committee Regular Meeting will be April 9th, 2025, at 6:00pm
- j. Community Communications

k. Adjournment

Community Forum Instructions

The public is invited to speak regarding any issue. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. In Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to meredith.fox@cityofvancouver.us by 5pm the day before the meeting.
2. Remotely: Pre-register by phone at 360-487-8619 or email meredith.fox@cityofvancouver.us by 5pm the day before the meeting.
3. In Person: Pre-register by phone at 360-487-8619 or email meredith.fox@cityofvancouver.us by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

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Aviation Advisory Committee (AAC)

Meeting Minutes

Date: Wednesday, December 11, 2024

Time: 6 p.m.

Location: Pearson Field Airport - Pilot's Lounge
101 E. Reserve St.
Vancouver, WA

Commissioners/Board Members Present:

Peggy Keith, Sara Baker, Austin Merle, Kevin Lux, Shon Lindley

Commissioners/Board Members Absent:

Brittany Sulitzer, Laura Krueger, Barend Levie, Joe Ong

City Staff Present:

Meredith Fox, Guy Lennon

Item I: Call to Order and Roll Call

The December 11, 2024, Aviation Advisory Committee (AAC) meeting was called to order at 6:07pm by Chairperson, Peggy Keith. The meeting was held at Pearson Field Airport in the Pilot's Lounge.

Item II: Approval of Meeting Minutes – November 13, 2024

Minor corrections were made, and a **Motion**, by Sara, **seconded** by Peggy and **carried unanimously** to approve the December 11, 2024, AAC meeting minutes.

Item III: Airports Managers Report – Updates

- Pearson Based Pilot Awarded to Harmon Lange
- Met with NPS, discussed possible Centennial Events including but not limited to Pearson Living History, Guided Spruce Mill Tour, Physics of Flight/Bat Show, Public Talks, Compass Rose, Outdoor Film Night and a tethered balloon event.
- Race For Warmth Route – Sunday Jan 26th
- ~\$282k more funds will be awarded (at 5% match) to use on the Terminal Renovation Construction Project- Which is a \$140K jump from previous allocations due to the FAA reauthorization. Next year's allocation should be similar.
- PDX Tour Date was on Dec 6th, Barney discussed doing another tour May 2025. Open to those interested, to tour the tower. Great learning tool for the FBO Staff and students.
- Laser illumination event, -Call Pearson Advisory, state, location, time, and color of laser.
- Electrical Project projected update - start date Feb 24th. Parts should arrive by January Working on marketing materials to send out.
- Public Info Meeting on the electrical project in January 2025.

Item IV: Review of OE

Public comment period closed on Dec 4th. FAA will be conducting their analysis.

Peggy asked the AAC if they should set up a workshop to let Council know the concerns of the 1000 building from the pilot's perspective. Austin asked what solutions the AAC could propose to the Council. Peggy suggested to ask for a workshop to show how the building height, would have pilots alter their flight path into a less acceptable route which would concern noise abatement and safety.

Members

Peggy Keith, Chair

Barney Levie, Vice Chair

Austin Merle
Brittany Sulitzer
Kevin Lux
Laura Krueger
Shon Lindley
Joe Ong
Sara Baker

Public Works
Meredith Fox

101 E. Reserve St.
P.O. Box 1995
Vancouver, WA 98668
360-487-8619
TTY: 711

Meredith.fox@cityofvancouver.us

Another concern is the liability of the City, for example, the max height of a building is 80 feet in this case stated in the VMC Code then what is the liability to the City if not following the code for the safety and livability for the community? What would happen if an aircraft were to impact that building? What liability would that affect onto the city? Sara asked if there is a standard process for an AAC to follow to go to council. Guy suggested to investigate that process to see what is involved.

Shon – Lincoln properties, all the work that they have done thus far, is all part of their Master Plan which has been designed and planned for over a decade. It has already been a long process, so whatever the FAA says is acceptable, would most likely be where the developer would like to build to. You can still commit on the plan approval, ask questions and request that everything including code be followed in the build. With Lincoln Properties Shon suggested that they would want to know early and know the concerns in the early stages so they can work around issues now and not further along into the project.

Peggy- Concerned that the VMC doesn't have any weight and the City does not hold the restrictive value to the code asks then why is it there in the first place? If it is there then it should be followed for the safety and livability to the community. In agreeance that there will be a building there, but it is the obligation of the AAC to bring it forward to City Council.

Kevin – Thinks that it is outside of the AAC but more on the City Legal Counsel. From last months meeting, the project is very early in the development process and what the AAC could advise should go to the FAA to the feasibility of what is allowable and the actual heights that the project will go. And going to Council having data driven content is critical to both the AAC reputation and the Council with the project being so early in the works.

Sara – Would agree to take a review to go to City Council, if only it is data driven stats to the Council and can consolidate the pilot's comments to do so. Would like to know steps for a workshop and what that process looks like.

Austin – Scope of work for the workshop would then be safety, reputation, and livability.

City staff will research the proper way to make a presentation to Council and confirm that first before AAC moves forward.

Public comment on the OE-

Frank - Concern of lights on buildings that there is no continuity of conformity that the totality of all the different heights of buildings and lights would be a concern to pilots. Shon confirmed with his experience in building that the FAA states that the lights and requirements are all over the place that there is no continuity or conformity.

Item V: Discussion – Sub Committees

Peggy asked what was the consensus on the sub committees?

Shon – they are good when you have a task or something like the review of the lease. Asked Airport Managers their experience in subcommittees – Guy mentioned that they have been hit and miss. That it wasn't uncommon for the subcommittees to disband and that they would be more inclined to collaborate within themselves rather than do the subcommittees. Agrees to assign subcommittees per project.

Austin – Proposed question, if taking approach of having active and nonactive committees where they are set aside and whenever they need to be mobilized or activated, they can then use them for projects, so the framework is in place.

Sara – Subcommittees are more work than value if they're there just to check a box. See's role as advocates for the pilots both to the city and vice versa. Make sure pilots in area know what's going on. Better use of time, to form subcommittee based on time and experience per project as the needs arise. Does not want to extrapolate a need just to have a committee for the sake of having a committee.

Kevin – Doesn't think there will be many things on a time crunch for AAC members. If there is something that comes up that needs to be deferred to the AAC then an email will suffice first and if more work is needed, then a meeting can be called. As AAC members we tackle problems as they come up and to look at what projects the AAC would like to advance. The mechanism as the AAC, we will refer the matter of the topic to the specific committee for further planning with the Airport Manager. Start with an email, then if and when a subcommittee meeting is actually necessary, then that subcommittee can tackle that when they get to it.

Collectively, all AAC members agreed that Sub committees will be activated if needed, as directed by the AAC.

Item VI: Committee Members Comments:

Peggy – Announced come May she will pass the hat as Chair, so others can start thinking on who shall be next.
Sara- suggested to send email out to all AAC members on who will be attending the next meeting.

Item VII: Community Communications: Tim asked to confirm when the regular meetings are held, 2nd Wednesday of the month quarterly.

Item VIII: Calendar: Next Regular Pearson Field Aviation Advisory Committee Meeting will be January 8th at 6:00PM.

Motion to Adjourn by Sara and **seconded** by Austin, **carried unanimously** to adjourn at 7:18pm.

Peggy, Keith, Chair



To request other formats, please contact:
City Manager's Office (360) 487-8600 | WA Relay
711 Amanda.Delapena@cityofvancouver.us

COV - Composite Budget vs Actuals YTD Drillable

Company City of
 Plan Structure COV Plan
 Plan Name COV Current
 2023-24 Plan
 Template

Plan Status COV Current
 Available
 Do not include Budget Amounts Canceled

Denied

Draft

Period In Progress
 Fund FY 2024 - Dec
 481 Airport

Fund Hierarchies

Cost Center

Cost Center Hierarchies

Ledger Account Summary

Ledger Account Type Expenditures

Fund Balance

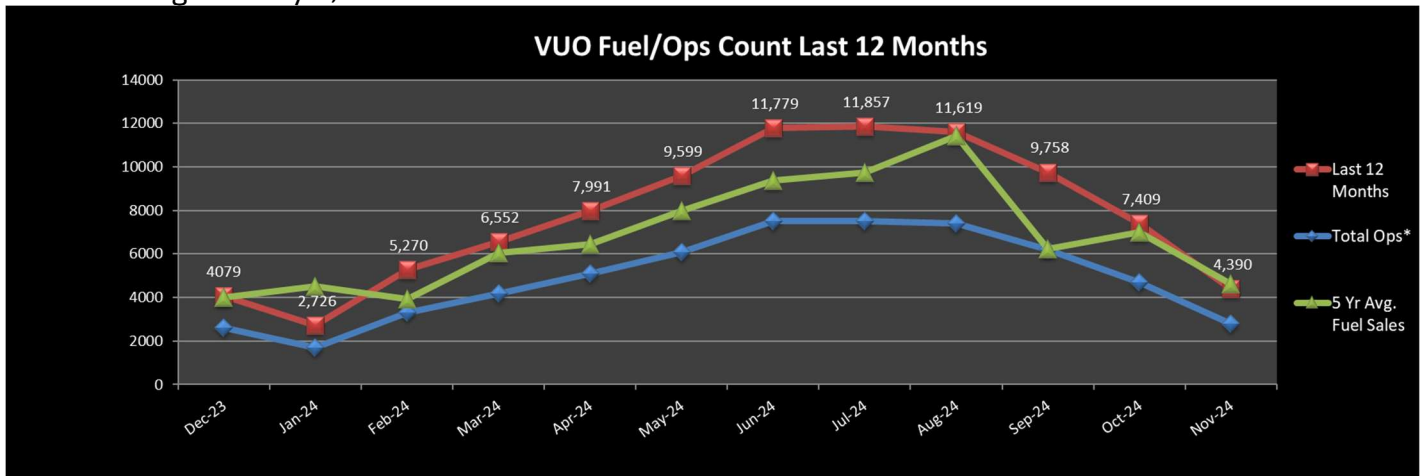
Revenues

Ledger Account	Budget	Prior Year				Current Year						
		Actuals (PTD)	Actuals (Year End)	Balance	% Spent	Budget	Pre-Encumbrance	Encumbrance	Actuals	Actuals + Total Encumbrance	Balance	% Spent
Ledger Account -> Revenue Category	(1,067,500)	(869,196)	(869,196)	(198,304)	81%	(2,971,800)	0	0	(787,249)	(787,249)	(2,184,551)	26%
331000:Award/Grant - Federal Direct	(110,000)	(88,555)	(88,555)	(21,445)	81%	(1,767,600)	0	0	(17,692)	(17,692)	(1,749,908)	1%
333000:Award/Grant - Federal Indirect	0	0	0	0	0%	(350,000)	0	0	0	0	(350,000)	0%
334000:Award/Grant - State Direct	(237,500)	0	0	(237,500)	0%	(98,200)	0	0	(493)	(493)	(97,707)	1%
341400:Gen Gov - Financial Services	0	(844)	(844)	844	0%	0	0	0	(795)	(795)	795	0%
344500:Transp - Sales of Fuel	0	(6,042)	(6,042)	6,042	0%	0	0	0	(7,013)	(7,013)	7,013	0%
348000:Internal Service Funds Sales and Services	0	0	0	0	0%	0	0	0	0	0	0	0%
361110:Investment Earnings	0	(38,227)	(38,227)	38,227	0%	0	0	0	(58,726)	(58,726)	58,726	0%
361300:Gains (Losses) on Sale of Investments	0	(35,838)	(35,838)	35,838	0%	0	0	0	0	0	0	0%
362000:Rents and Leases	(720,000)	(699,690)	(699,690)	(20,310)	97%	(756,000)	0	0	(702,530)	(702,530)	(53,470)	93%
Ledger Account -> Spend Category	1,054,069	834,727	834,727	219,342	79%	3,672,311	0	0	566,994	566,994	3,105,318	15%
510000:Salaries & Wages	170,922	154,224	154,224	16,698	90%	171,619	0	0	137,132	137,132	34,487	80%
520000:Employee Benefits	66,828	49,468	49,468	17,360	74%	70,269	0	0	44,131	44,131	26,137	63%
530000:Supplies	12,780	4,876	4,876	7,904	38%	10,150	0	0	7,593	7,593	2,557	75%
540000:Services	520,559	404,320	404,320	116,240	78%	3,112,009	0	0	208,680	208,680	2,903,329	7%
550000:Intergovernmental Services and Payments	11,500	0	0	11,500	0%	11,500	0	0	0	0	11,500	0%
590000:Interfund Services	271,480	221,839	221,839	49,641	82%	261,764	0	0	169,457	169,457	92,307	65%
597000:Transfers Out	0	0	0	0	0%	35,000	0	0	0	0	35,000	0%



Operations Report

AAC Meeting January 8, 2025



	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Total
Fuel Sale	4079	2,726	5,270	6,552	7,991	9,599	11,779	11,857	11,619	9,758	7,409	4,390	93,029
5 Yr Avg. Fuel Sales	3991	4,529	3,916	6,060	6,450	7,972	9,374	9,729	11,434	6,244	6,989	4,606	81,293
Total Ops*	2,600	1,700	3,300	4,200	5,100	6,100	7,500	7,500	7,400	6,200	4,700	2,800	59,100
Total Local *	2,548	1,666	3,234	4,116	4,998	5,978	7,350	7,350	7,252	6,076	4,606	2,744	57,918
Total Itinerant*	52	34	66	84	102	122	150	150	148	124	94	56	1,182

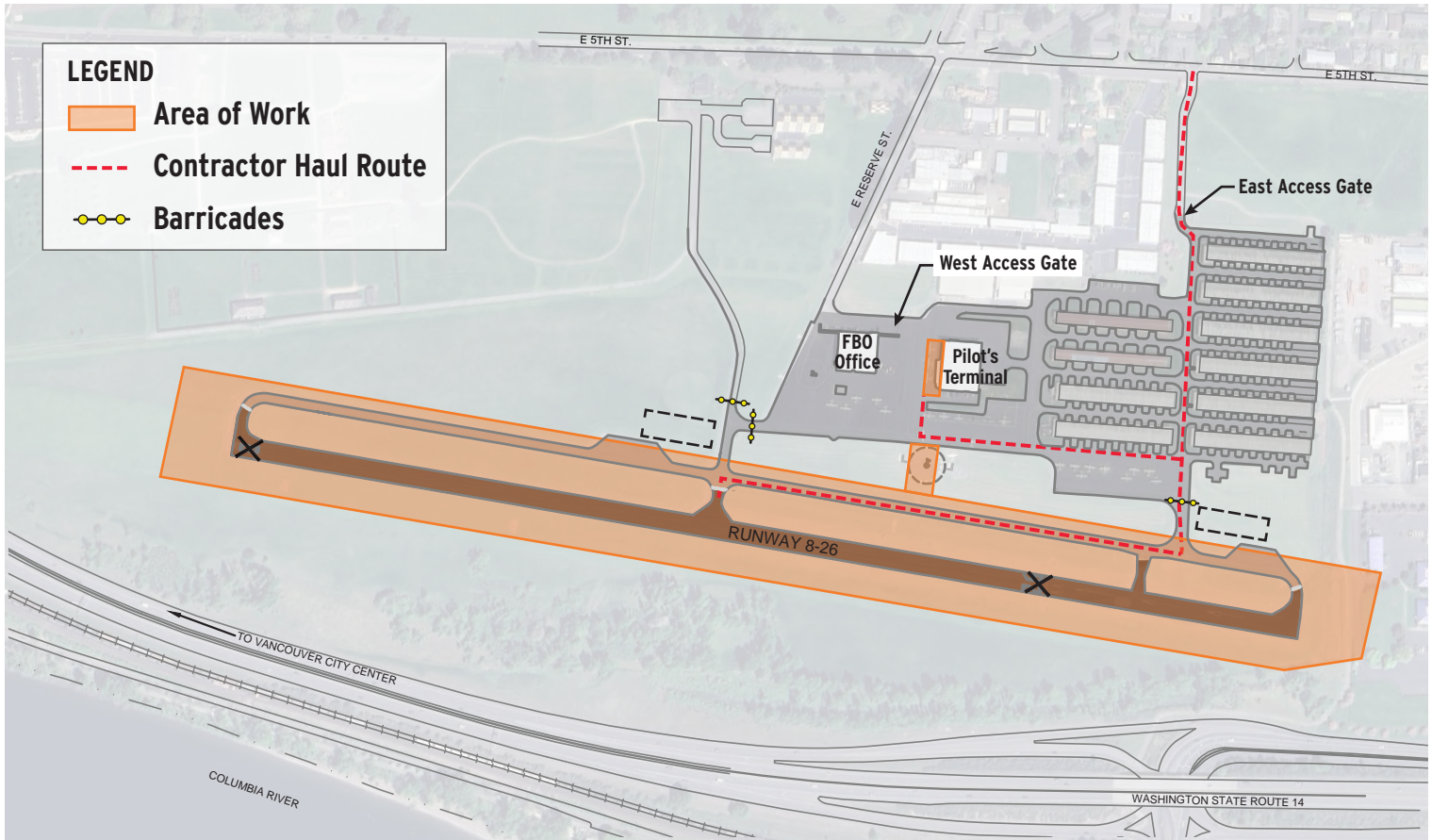
*Operations numbers are an estimate base on a formula of given fuel sales

2025 Electrical Replacement Construction Project

Runway 8-26 and parallel Taxiway A will be closed to aircraft operations (including helicopters) from 6 am Monday until 4 pm Friday each work week from February 24 until April 18, 2025.

The runway and parallel taxiway will be reopened to aircraft operations each weekend.

Airport users are asked to use the west access gate from February 24 until April 18, 2025 and avoid use of the east access gate.



The existing Runway 8-26 edge lighting system has deteriorated beyond its useful life and is in need of replacement.

The project includes:

- Replacement of the existing runway edge lighting system with a new LED system, including 'trenching' of 8,500 feet of new underground cable and conduit
- Installation of an emergency generator and regulators for the Airport edge lighting system

**IN-PERSON PUBLIC
INFORMATION MEETING**

Pearson Field Pilot's Terminal

**5 pm on Thursday
January 9, 2025**



MEMORANDUM

DATE: January 8, 2025

TO: Pearson Field Aviation Advisory Committee

FROM: Meredith Fox, Airport Manage/PW

RE: AGENDA ITEM V. – REQUEST AVIATION ADVISORY COMMITTEE RECOMMEND CITY COUNCIL ENTER INTO A GRANT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION TO ACCEPT AN AIRPORT GRANT FOR THE AIRPORT TERMINAL RENOVATION PROJECT

RECOMMENDATION: Staff requests the Aviation Advisory Committee recommend City Council authorization to enter into an agreement with the Federal Aviation Administration (FAA) to accept an airport aid grant at 95% of \$187,086 in the amount of \$177,731 for the Design and Bidding Services on the Airport Terminal Renovation Project.

BACKGROUND/DISCUSSION:

The City of Vancouver is anticipating a grant offer from the Federal Aviation Administration (FAA) to fund the Design and Bidding Services Terminal Renovation Project at Pearson Field Airport in 2025. The project at a later date, will also include the construction and construction inspection portion which will be covered by a subsequent grant forthcoming. The FAA grant will pay for 95% of both projects. The City, through the Pearson Field budget, would be responsible for the 2.5% and a Washington State Department of Transportation Airport Aid Program grant is proposed to cover the remaining 2.5%. The grant requires a resolution indicating the City Council's authorization for the grant.

FINANCIAL IMPLICATIONS: This project is in the current 3-year Capital Improvement Program (CIP). Federal grants represent 95% of total project costs for years 2025-2026. A WSDOT grant is projected to represents 2.5% of the project costs in years 2025-2026. The remaining 2.5% and up to 5% local matching share are in the Airport Operating Fund.

PROPOSED MOTION: Move to approve forwarding a recommendation to the City Council for authorization to enter into an agreement with the Federal Aviation Administration (FAA) to accept a grant in an amount of \$177,731 for the Design and Bidding Services on the Airport Terminal Renovation Project.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Seattle Airports District Office
2200 S. 216th Street, Room 1W-420
Des Moines, WA 98198

December 20, 2024

Meredith Fox
Airport Manager
201A East Reserve Street
Vancouver, WA 98661

Pearson Field
Vancouver, WA
AIP: 3-53-0139-021-2024
Terminal Improvements (design only)

Dear Ms. Fox:

We have reviewed your scope of work, fee proposal, record of negotiations and Independent Fee Estimate (IFE) for engineering services (design) by Century West Engineering, for the subject project. Based on your analysis, we accept these costs as reasonable. Please maintain a copy of your analysis for future audit purposes.

The fee proposed for the engineering services have been approved, subject to the following conditions:

1. Please note that this is a maximum fee, and the sponsor can only be reimbursed for actual costs incurred assuming associated construction work is completed.
2. Any amendments to this engineering agreement will require Federal Aviation Administration (FAA) approval.
3. If the amendments occur after the grant is issued, they will be subject to the availability of funds.
4. Design must conform to FAA standards and specifications.
5. Construction must conform to contract documents.

The following items are approved and appear eligible for federal participation, assuming the associated work is completed.

Allowable Engineering Services Fee (design)

\$182,085.48

We encourage all sponsors to review their engineering services and construction agreements in detail and be familiar with them. Under the AIP, the sponsor is the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues arising from the procurements entered into.

Based on the submitted record of negotiations, we concur with the listed fees established. The fees are fair, reasonable, and the result of good faith negotiations.

Please provide our office with a copy of the executed engineering agreement.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Seattle Airports District Office
2200 S. 216th Street, Room 1W-420
Des Moines, WA 98198

If you have not done so, please submit the following certification:

- **Sponsor Certification for Selection of Consultants.** This certification indicates that you have reviewed and followed the FAA standards and guidance in the selection of your consultant and in the negotiation process, to determine fair and reasonable fees.

If you have questions, please contact me, Chelsea.l.branchcomb@faa.gov or (206) 231-4231.

Sincerely,

Chelsea Branchcomb, PE
Project Manager, SEA-647
Seattle ADO

**Scope of Work
for
City of Vancouver's
Pearson Field Airport
2025 Terminal Renovation Project - Design & Bidding Services
November 26, 2024**

GENERAL

Pearson Field Airport ('Pearson' or 'Airport') is owned and operated by the City of Vancouver ('City' or 'Sponsor'). The City has asked Century West Engineering ('Consultant') to assemble this scope of work to provide design and bidding services for the 2025 Terminal Renovation Project at Pearson.

The existing terminal building is in a deteriorated condition and in need of remodeling.

The Terminal Renovation Project at Pearson Field will include the following work items:

- 1) Interior renovation of the existing terminal building, including rest rooms and office area;
- 2) Residing of exterior (south facing) wall;
- 3) Replacement of windows; and
- 4) Installation of a new entry canopy at the main entry to the building.

Design for this project is expected to occur early in 2025. Bidding and construction for this project will occur mid/late 2025. Construction related services are not included in this scope, and are expected to be included in a subsequent scope.

The prime consultant for this project is Century West Engineering. Livermore will provide architectural related services for the project.

The Terminal Renovation Project is expected to include both FAA eligible and ineligible work elements. FAA ineligible work is expected to be limited to an office for the Airport Manager. All other work items associated with the project are expected to be considered eligible for FAA reimbursement.

The following is a summary of 'planning level' quantities related to the renovation, with notation specifying anticipated FAA eligibility vs ineligibility. Actual quantities will be determined during design.

Estimated Area of Airport Manager's Office (Ineligible): 100 SF

Estimated Area of Public Use Offices (Eligible): 600 SF

Estimated Area of Public Rest Rooms (Eligible): 500 SF

Estimated Area of Other Public Use Interior Space, including hallway and common spaces (Eligible): 2,800 SF

Estimated Total Area of Ineligible Work Items: 100 SF

Estimated Total Area of Eligible Work Items: 3,900 SF

Estimated Total Area of Renovation: 4,000 SF

Estimated Number of Windows to be Installed (Eligible): 12 each

Estimated Number of Windows to be Installed (Ineligible): 0 each

Estimated Total Number of Windows to be Installed: 12 each

Estimated Area of Siding (Eligible): 1,200 SF

Estimated Area of Siding (Ineligible): 0 SF

Estimated Total Area of Siding: 1,200 SF

TASK 1 – PROJECT MANAGEMENT & ADMINISTRATION

Task 1 Work Items:

1. Perform pre-design coordination with the City and FAA, using the FAA pre-design conference checklist as a basis of the scope development. This effort includes attending and participating in one conference call meeting with the City and the FAA.
2. Finalize work scope, schedule, and negotiate contract with the City.
3. Provide the City with documents needed (approved scope of work and matching blank fee schedule) for obtaining an independent fee estimate (IFE) by a separate Engineer/Architect. The City will coordinate to obtain the IFE.
4. Carry out project administration including, but not limited to monitoring design and project schedules, coordination of project with the City, preparation of monthly consultant invoices for submittal to the City. Assume 3 hours per month over a 7-month period.
5. Coordinate project team and sub-consultant.
6. Provide a project schedule to the City and FAA. Up to 3 revisions to the schedule are anticipated.
7. Prepare an FAA BIL grant application and associated sketches. It is assumed one grant will issued for design and bidding. This task includes assisting the City with submittal of FAA Sponsor Certification forms.
8. Prepare and submit up to three (3) FAA Quarterly Performance Reports. and annual financial reporting (forms 425, and 270/271).
9. Perform DBE plan/goal reporting for FY 2025. An update of the City's DBE goal is not required, nor included in this scope.
10. Conduct in-house quality control for each element of design.

Primary Task 1 Deliverables:

- Contract scope and fee schedule
- Documents for Independent Fee Estimate (IFE) review
- Project schedule
- FAA grant application
- FAA quarterly and annual reporting forms
- FAA DBE reporting

TASK 2 – PRELIMINARY DESIGN

Task 2 Work Items:

1. The Senior Project Manager and the Architect will conduct one site visit to access existing conditions within the terminal building and discuss project objectives with the Airport Manager.
2. A surveyor will perform a topographic survey in localized locations (as needed). A topographic survey may be needed if the design requires a change to ground elevations near the entry or if underground utilities will be affected by the design.
3. Perform preliminary design (layout) for the renovation. This effort also includes identifying existing infrastructure to be demolished and/or removed.
4. Prepare preliminary (50%) plans for the project.
5. Prepare preliminary (50%) bidding documents and technical specifications for the project. FAA general requirements and industry standard (non-FAA) technical specs will be used. Consultant will utilize the City's contract boilerplate to develop bidding documents.

6. Participate in a 50% review meeting, at the Airport, to discuss the 50% submittal. The Senior Project Manager and Architect will participate in the meeting.
7. Prepare preliminary (90%) plans for the project.
8. Prepare preliminary quantity and construction estimates for the project. An estimate will be prepared at the 50% and 90% stage of the project design. Estimates will include separate schedules for work determined to be FAA eligible vs FAA ineligible.
9. Prepare preliminary (90%) bidding documents and industry standard (non-FAA) technical specifications for the project. FAA general requirements and technical specs will be used.
10. Participate in a 90% review meeting, at the Airport, to discuss the 90% submittal. The Senior Project Manager and Architect will participate in the meeting.
11. Prepare preliminary (50% and 90%) draft engineer's design report in accordance with FAA requirements.
12. Solicit, receive, record, and incorporate into the final form of the preliminary design documents, all comments on 50% and 90% preliminary design from the City and FAA.

Primary Task 2 Deliverables:

- 50% and 90% design level plans
- 50% and 90% design level bidding documents and technical specifications
- 50% and 90% design level construction cost estimates
- 50% and 90% design level FAA engineer's design reports

TASK 3 – FINAL DESIGN

Task 3 Work Items:

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Provide final plans for the project.
3. Prepare final bidding documents and technical specifications for the project.
4. Prepare a final quantity and construction estimate for the project.
5. Prepare a final engineer's design report in accordance with FAA requirements.
6. Submit final construction documents to the City and FAA for review and approval.

Primary Task 3 Deliverables:

- Final plans
- Final bidding documents and technical specifications
- Final construction cost estimate
- Final FAA engineer's design report

TASK 4 – BIDDING

Task 4 Work Items:

1. The Architect will submit the design package to the City of Vancouver as part of a building permit application. It is assumed that the City will require a Type I design review.
2. Provide an advertisement for the public bidding of the project.
3. Provide project coordination with the City and FAA throughout the bidding period.
4. Consolidate and prepare bid documents in electronic pdf format, and upload the bid documents to Quest CDN's website.

5. Answer technical questions during bidding.
6. Prepare addenda as necessary to clarify bid documents. Addenda will be distributed by Century West. For scoping purposes, this scope assumes only one addenda will be prepared. Addenda will be consolidated into one pdf electronic file and uploaded to the Quest CDN website.
7. Coordinate, attend, and facilitate a pre-bid conference for the project at the Airport. Prepare meeting agenda, and sign-in sheet. The Senior Project Manager and Architect will attend the pre-bid conference.
8. It is assumed that the bid opening will occur at the City's office and will be managed by City staff.
9. Analyze bids and make a recommendation to the City and FAA for award of bid. This effort includes preparing bid tabulations, verifying adequacy and responsiveness of submitted documents, verifying references, preparing a summary of the bid evaluation, and preparing a recommendation of award letter.
10. Assist the City in preparing the FAA BIL construction grant application, using the awarded bid amount as the construction value in the grant application.
11. Coordinate and facilitate the development of the final contract with the contractor on behalf of the City. Century West will prepare final contract forms, bond forms and insurance certificates for Contractor and City execution.

A. ASSUMPTIONS/EXCLUSIONS

1. All permits not specifically listed within this scope are to be acquired by the Contractor.
2. An NPDES Construction Stormwater Permit is not required for this project.
3. Archeological monitoring is not required for this project, since the project does not include ground disturbances.
4. 7460s and a Construction Safety and Phasing Plan (CSPP) will not be required for this project, based on guidance provided by the FAA during the pre-design meeting.
5. Strategic Event Notification forms will not be required for this project, since the project will not result in interruptions to the runway.
6. A geotechnical investigation is assumed to not be necessary for this project, and so has been excluded from this scope of work.

B. PROJECT SCHEDULE

The general anticipated project schedule is as follows:

- Early-Mid 2025: Design
- Summer 2025: Bid
- Fall 2025: Construction
- 2026: Close out

Date: 11/22/2024

Pearson Field Airport (2025-2030 CIP)

Following is an updated Capital Improvement Plan (CIP), that incorporates use of anticipated Bipartisan Infrastructure Law (BIL) allocations to Pearson Field Airport (VUO). BIL project spending is shown below in red. AIP project spending is shown below in black.

BIL Allocations

FY '22: \$159,000

FY '23: \$145,000

FY '24: \$144,000

FY '25: \$282,000

FY '26: \$282,000

BIL Total: \$1,012,000

Year	Project Name	NPE	ST/DI	BIL	City Share	Total
2025	Terminal Renovation Project – Design			\$159,000	\$8,368	\$167,368
2025	AIP Carry Over	\$0	\$0/ \$0		\$0	\$0
2026	Terminal Renovation Project – Construction			\$853,000	\$44,894	\$897,894
2026	AIP Carry Over	\$0	\$0/ \$0		\$0	\$0
2027	Airport Master Plan	\$450,000	\$0/ \$0		\$50,000	\$500,000
2028	Pavement Rehabilitation Project - Design	\$150,000	\$0/ \$0		\$16,667	\$166,667
2029	Pavement Rehabilitation Project - Construction	\$150,000	\$885,000/ \$0		\$115,000	\$1,150,000
2030	Taxiway A Lighting Replacement Project - Design	\$150,000	\$0/ \$0		\$16,667	\$166,667

Note: FAA share is assumed to be 95% for FYs 2025 and 2026. FAA share is assumed to be 90% for FYs 2027, 2028, and 2030.