



## Aviation Advisory Committee Meeting Agenda

June 10, 2026  
5:30 PM

### MEETING ACCESS INFORMATION

#### Dial in by phone

+1 347-941-5324,,832436289# United States, New York City

[Find a local number](#)

Phone conference ID: 832 436 289#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

**Location: Marine Park Engineering Building, 4500 SE Columbia Way, Vancouver, 98661**

### Executive Session Re: Pending or Potential Litigation RCW 42.30.110(1)(i)(iii) -5:30PM

Roll Call

### Regular Aviation Advisory Committee Meeting - 6:00PM

#### Call to Order and Roll Call

#### Community Communication - Public Comment

No Action. The public is invited to speak. The Aviation Advisory Committee makes no comment during this period. Each speaker is required to fill out a pre-printed testimony card (provided at the meeting entrance) with their name and matter to be discussed and asked to state their full name for the audio recording. Please limit all comments to 3 minutes.

#### Staff Communications

No Action. City staff members share information that may be of interest to the Aviation Advisory Committee and/or may relate to Pearson Field.

I. Comprehensive Plan Update: Chad Eiken

## Aviation Advisory Committee

### MEMBERS

Shon Lindley, *Chair*  
Brigham Williams, *Vice Chair*  
Brittany Sulitzer  
Laura Krueger  
Mathew Winit  
Jordan Thomas

#### Pearson Airfield

105 E Reserve Street  
Vancouver, WA  
TTY: 771

[www.cityofvancouver.us/pearson-field-airport/](http://www.cityofvancouver.us/pearson-field-airport/)

II. Quarterly Budget Review: Shannon Turk

III. Airport Manager's Report

**Action Items/Tasks:**

Aviation Advisory Committee members discuss action items listed below. Committee members may move to make a recommendation to the Airport Manager and vote on recommendations, as listed.

I. Approval of Minutes

II. Master Plan Contract Award and FAA Grant Funding Recommendation

III. Lease Agreement for Office Space located at 105 E. Reserve St:

The committee to discuss and make recommendations to the Airport Manager on:

- Lease rate and escalation
- Term and renewals
- Utilities and amenities billing
- Parking allocation
- Security and escort requirements

**Committee Communications**

No action. Aviation Advisory Committee members may share or comment on matters related to Pearson Field with their fellow members.

**Adjournment**

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**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](mailto: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](mailto: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](mailto: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.

City Hall is served by C-TRAN. Route information and schedules are available online at [www.c-tran.com](http://www.c-tran.com). You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this

agenda in another format, please also contact the phone numbers listed above.



CITY OF  
**Vancouver**  
WASHINGTON

# Comprehensive Plan Update Overview

**Chad Eiken** – Director, Community Development  
**Aviation Advisory Committee**

May 13, 2026

# OUR VANCOUVER Comprehensive Plan

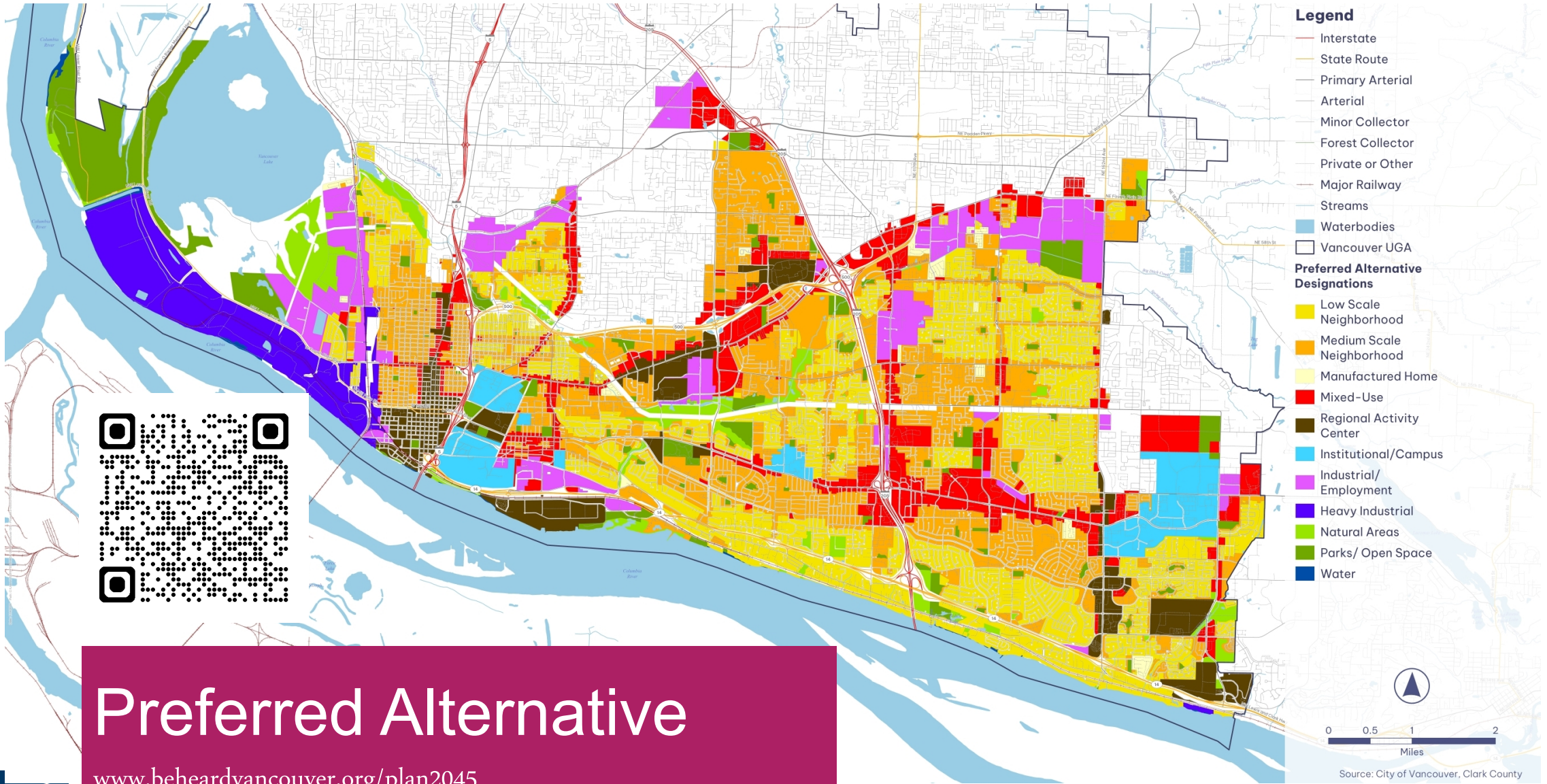
- A guide for the city's growth and development over the next **20 years** (2025-2045).
- Last updated in 2011
  - ✧ Updating now to manage growth through 2045, meet State requirements, and reflect local values

	2024	Growth	2045 Targets
Population	~200,000	+ 81,000	~281,000
Housing Units	~86,000	+ 38,000	~124,000
Jobs	~100,000	+ 43,200	~143,100



Vancouver is an equitable and prosperous community, which ensures that all residents, businesses and organizations benefit from the growth and advancement we make together.

Vancouver will be recognized for our quality of life, as evidenced by affordable housing in vibrant, safe and walkable neighborhoods, access to jobs and economic opportunity for all, and leading-edge efforts to address climate change.

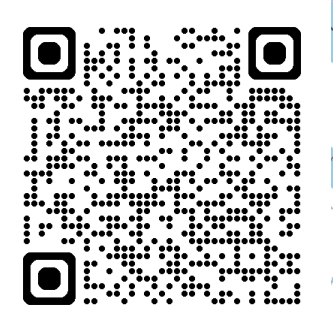


**Legend**

- Interstate
- State Route
- Primary Arterial
- Arterial
- Minor Collector
- Forest Collector
- Private or Other
- Major Railway
- Streams
- Waterbodies
- Vancouver UGA

**Preferred Alternative Designations**

- Low Scale Neighborhood
- Medium Scale Neighborhood
- Manufactured Home
- Mixed-Use
- Regional Activity Center
- Institutional/Campus
- Industrial/Employment
- Heavy Industrial
- Natural Areas
- Parks/ Open Space
- Water



**Preferred Alternative**  
[www.beheardvancouver.org/plan2045](http://www.beheardvancouver.org/plan2045)



# Densities and Heights

<b>Base District</b>	<b>Minimum Residential Density (units/acre)</b>	<b>Maximum Height</b>
<b>Manufactured Home</b>	None	45 feet
<b>Low-Scale</b>	8	*3 floors, 45 feet
<b>Medium-Scale</b>	16	75 feet
<b>Mixed-Use</b>	32	110 feet
<b>Regional Activity Center</b>	64	None
<b>Institutional/Campus</b>	None	None
<b>Employment/Industrial</b>	N/A	150 feet
<b>Heavy Industrial</b>	N/A	None

*No maximum density or minimum heights in any district.*

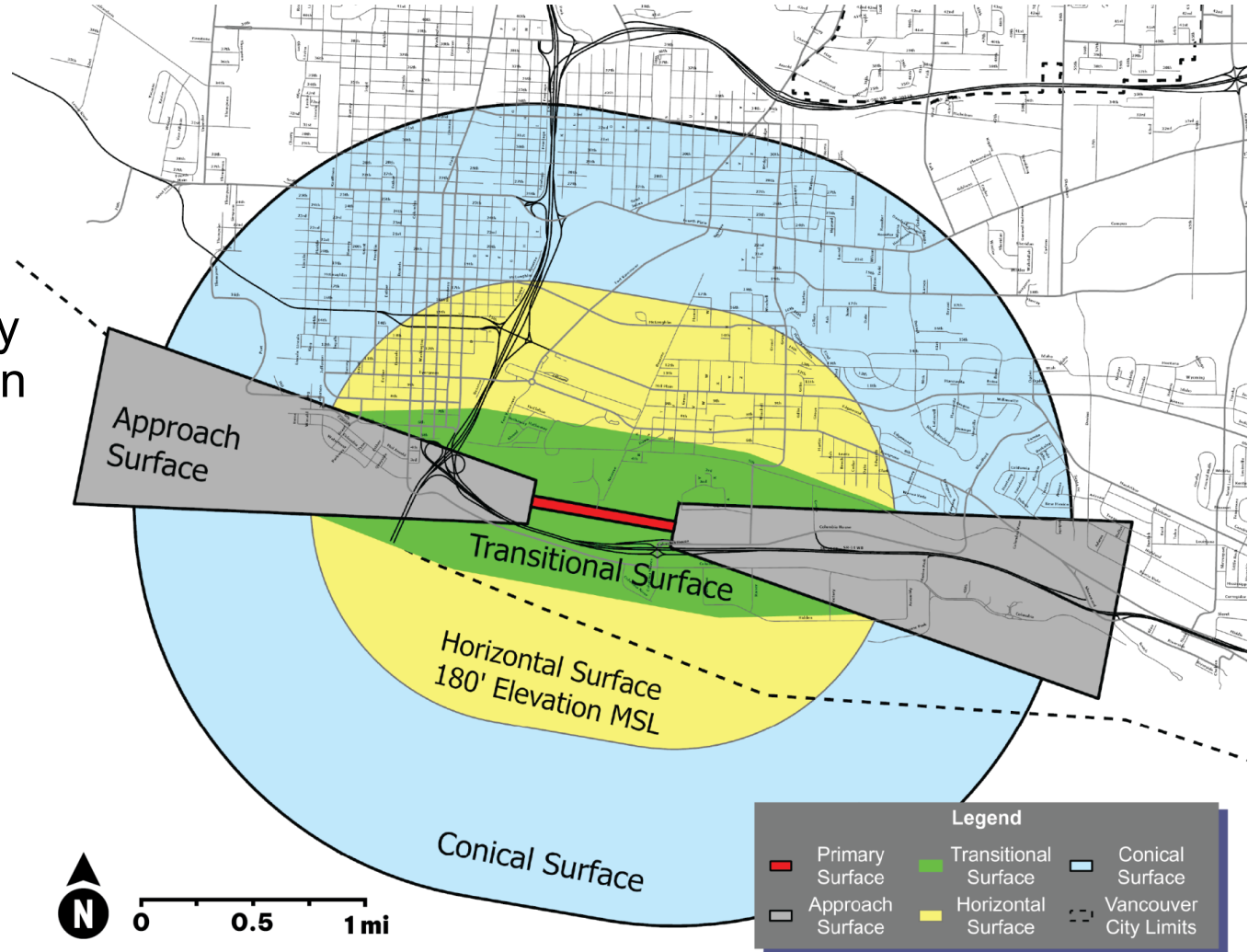
*\*Low-Scale Neighborhood is only district where max number of floors is proposed to be regulated*



# Airport Height Overlay District

No overlay changes proposed as part of Title 20 update.

Development shall be designed so as not to penetrate or interfere in any way with the airport's surfaces as defined in Chapter [20.150.040B](#) consistent with Federal Aviation Administration Regulations Part 77. Penetration of any airport surface as defined in Part 77 may only be allowed if explicitly authorized by the FAA.



# Thank You



[chad.eiken@cityofvancouver.us](mailto:chad.eiken@cityofvancouver.us) | (360) 487-7882



AIRPORT FUND - 4TH QUARTER 2025

BEGINNING CASH BALANCE (JANUARY 1, 2025):

1,699,494

OPERATING

Ledger Account	Budget	Encumbrance	Actuals	Total	Funds Available	% Spent
<b>REVENUES</b>						
<b>341400:Gen Gov - Financial Services</b>	<b>0</b>	<b>0</b>	<b>615</b>	<b>615</b>	<b>615</b>	<b>0.00%</b>
RC0724 Audit and Consulting Services to External Governments   341440	0	0	615	615	615	0.00%
<b>344500:Transp - Sales of Fuel</b>	<b>0</b>	<b>0</b>	<b>7,124</b>	<b>7,124</b>	<b>(7,124)</b>	<b>0.00%</b>
RC0368 Transportation - Fuel Sales   344500	0	0	7,124	7,124	(7,124)	0.00%
<b>361110:Investment Earnings</b>	<b>0</b>	<b>0</b>	<b>67,722</b>	<b>67,722</b>	<b>(67,722)</b>	<b>0.00%</b>
RC0185 Misc Revenue Investment - Interest   361110	0	0	67,722	67,722	(67,722)	0.00%
<b>361300:Gains (Losses) on Sale of Investments</b>	<b>0</b>	<b>0</b>	<b>10,802</b>	<b>10,802</b>	<b>(10,802)</b>	<b>0.00%</b>
RC0190 Misc Revenue Investment - Unrealized Gains (Losses)   361320	0	0	10,802	10,802	(10,802)	0.00%
<b>362000:Rents and Leases</b>	<b>754,301</b>	<b>0</b>	<b>726,421</b>	<b>726,421</b>	<b>27,880</b>	<b>96.30%</b>
RC0249 Misc Revenue Rents/Leases - Parking (Short-Term)   362300	0	0	2,450	2,450	(2,450)	0.00%
RC0253 Misc Revenue Rents/Leases - Space & Facilities Leases (Long-Term)   362	0	0	5,643	5,643	(5,643)	0.00%
RC0254 Misc Revenue Rents/Leases - Space & Facilities Leases (NON-TAXABLE)	754,301	0	718,328	718,328	35,973	95.23%
<b>369910:Miscellaneous Other Operating Revenues</b>	<b>0</b>	<b>0</b>	<b>3,250</b>	<b>3,250</b>	<b>(3,250)</b>	<b>0.00%</b>
RC0422 Misc Revenue - Sale of Surplus (Non-Capital)   369100	0	0	3,250	3,250	(3,250)	0.00%
<b>369920:Miscellaneous Other Nonoperating Revenue</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>(3)</b>	<b>0.00%</b>
RC0278 Misc Revenue - Other Nonoperating Revenue (Proprietary Only)   369900	0	0	3	3	(3)	0.00%
<b>TOTAL REVENUES - OPERATING</b>	<b>754,301</b>	<b>0</b>	<b>815,937</b>	<b>815,937</b>	<b>(60,406)</b>	<b>108.17%</b>
<b>EXPENSES</b>						
<b>Salaries &amp; Benefits</b>	<b>330,243</b>	<b>0</b>	<b>190,879</b>	<b>190,879</b>	<b>139,364</b>	<b>57.80%</b>
<b>510000:Salaries &amp; Wages</b>	<b>231,739</b>	<b>0</b>	<b>145,817</b>	<b>145,817</b>	<b>85,922</b>	<b>62.92%</b>
SC0164 Salaries and Wages - Regular Salaries   511100	228,589	0	144,280	144,280	84,310	63.12%
SC0172 Salaries and Wages - Out-of-Class Pay   511240	0	0	38	38	(38)	0.00%
SC0181 Salaries and Wages - Extra Help Pay   511500	3,150	0	0	0	3,150	0.00%
SC0183 Salaries and Wages - Employer Paid Benefits   511700	0	0	1,500	1,500	(1,500)	0.00%
<b>520000:Employee Benefits</b>	<b>98,504</b>	<b>0</b>	<b>45,062</b>	<b>45,062</b>	<b>53,442</b>	<b>45.75%</b>
SC0012 Personnel Benefits - PERS II Pension   521200	21,785	0	10,590	10,590	11,195	48.61%
SC0016 Personnel Benefits - Social Security   521500	14,173	0	8,982	8,982	5,190	63.38%
SC0017 Personnel Benefits - Medicare   521510	3,315	0	2,101	2,101	1,214	63.38%
SC0018 Personnel Benefits - Med Hospital   521600	52,584	0	12,399	12,399	40,185	23.58%
SC0019 Personnel Benefits - Med Hospital Admin   521605	0	0	276	276	(276)	0.00%
SC0023 Personnel Benefits - Fringe ER   521650	0	0	21	21	(21)	0.00%
SC0024 Personnel Benefits - Self Insured Fringe ER   521655	0	0	4,809	4,809	(4,809)	0.00%
SC0025 Personnel Benefits - Industrial Insurance/Workers Comp   521700	3,384	0	3,384	3,384	0	100.00%
SC0028 Personnel Benefits - Employer Contributions   521900	0	0	359	359	(359)	0.00%
SC0029 Personnel Benefits - Deferred Compensation   522200	2,286	0	1,394	1,394	892	60.97%
SC0371 Personnel Benefits - Washington Paid Family & Medical Leave   521740	483	0	382	382	102	78.96%
SC0640 Accr Employer Ben - Workers Comp   521710	495	0	366	366	129	73.84%
<b>Supplies &amp; Services</b>	<b>421,601</b>	<b>821</b>	<b>230,853</b>	<b>231,674</b>	<b>189,927</b>	<b>54.95%</b>
<b>530000:Supplies</b>	<b>10,045</b>	<b>0</b>	<b>5,973</b>	<b>5,973</b>	<b>4,072</b>	<b>59.46%</b>
SC0034 Supplies - Office Supplies   531000	550	0	1,194	1,194	(644)	217.01%
SC0035 Supplies - Repair & Maintenance Supplies   531100	2,750	0	1,352	1,352	1,398	49.15%
SC0036 Supplies - EMT Supplies   531200	0	0	966	966	(966)	0.00%
SC0037 Supplies - Uniforms & Protective Clothing   531300	0	0	305	305	(305)	0.00%
SC0038 Supplies - Meeting Refreshments   531500	1,400	0	67	67	1,333	4.78%
SC0039 Supplies - Other Operating Supplies   531900	3,025	0	1,927	1,927	1,098	63.69%
SC0041 Supplies - Gasoline   532100	320	0	0	0	320	0.00%
SC0043 Supplies - Other Fuels   532300	0	0	163	163	(163)	0.00%
SC0045 Supplies - Minor Tools/Equipment < \$10,000   535000	2,000	0	0	0	2,000	0.00%
<b>540000:Services</b>	<b>411,556</b>	<b>821</b>	<b>224,880</b>	<b>225,701</b>	<b>185,855</b>	<b>54.84%</b>
SC0053 Services - Professional & Contracted Services   541900	0	0	41,987	41,987	(41,987)	0.00%
SC0055 Services - Phone Service/Billings   542500, 542600, 542700	1,935	0	2,459	2,459	(524)	127.07%
SC0059 Services - Other Communication   542900	0	0	15,338	15,338	(15,338)	0.00%
SC0061 Services - Travel & Subsistence   543300	2,100	0	2,567	2,567	(467)	122.22%
SC0062 Services - Education/Training   543500	2,100	0	3,055	3,055	(955)	145.46%
SC0063 Services - Advertising   544000	1,800	0	0	0	1,800	0.01%
SC0064 Services - Rental - Building   545100	0	0	0	0	0	0.00%
SC0067 Services - Lease - Machinery   545400	0	0	335	335	(335)	0.00%
SC0069 Services - Other Rentals   545900	67,320	0	65,777	65,777	1,543	97.71%
SC0071 Services - Electrical   547100	21,605	0	17,227	17,227	4,378	79.74%
SC0072 Services - Water/Sewer/Drainage   547200	51,675	0	45,593	45,593	6,082	88.23%
SC0074 Services - Garbage / Waste Disposal   547400	3,000	0	2,175	2,175	825	72.49%
SC0075 Services - Repair & Maint - Equipment   548100	68,215	0	638	638	67,577	0.94%
SC0076 Services - Repair & Maint - Buildings   548400	1,121	821	1,121	1,943	(822)	173.31%
SC0077 Services - Repair & Maint - Other   548900	189,000	0	24,607	24,607	164,393	13.02%
SC0078 Services - Dues & Subscriptions   549100	685	0	1,512	1,512	(828)	220.91%
SC0079 Services - Fees   549200	1,000	0	227	227	773	22.71%
SC0081 Services - o/s Printing & Binding   549500	0	0	263	263	(263)	0.00%
<b>Intergovernmental</b>	<b>12,075</b>	<b>0</b>	<b>528</b>	<b>528</b>	<b>11,547</b>	<b>4.38%</b>
<b>550000:Intergovernmental Services and Payments</b>	<b>12,075</b>	<b>0</b>	<b>528</b>	<b>528</b>	<b>11,547</b>	<b>4.38%</b>
SC0095 Intergovernmental Services and Payments - External Taxes/Assessment   55	12,075	0	528	528	11,547	4.38%
<b>Interfund</b>	<b>229,986</b>	<b>0</b>	<b>246,802</b>	<b>246,802</b>	<b>(16,816)</b>	<b>107.31%</b>
<b>590000:Interfund Services</b>	<b>229,986</b>	<b>0</b>	<b>246,802</b>	<b>246,802</b>	<b>(16,816)</b>	<b>107.31%</b>
SC0307 Interfund - EQSVC Admin Fees   591100	1,026	0	1,378	1,378	(352)	134.32%
SC0311 Interfund - Mailroom Postage Chgs   592400	700	0	19	19	681	2.78%
SC0312 Interfund - EQSVC Vehicle Fuel/Oil Charges   593210	1,082	0	123	123	959	11.35%
SC0314 Interfund - IT Equipment ER&R   595100	3,053	0	3,053	3,053	(0)	100.00%
SC0315 Interfund - EQSVC Vehicle ER&R   595200	7,770	0	7,901	7,901	(131)	101.68%
SC0318 Interfund - Equipment Rental   595450	457	0	2,248	2,248	(1,791)	491.96%
SC0319 Interfund - Risk, Property & Liability   596000	51,909	0	51,909	51,909	0	100.00%
SC0322 Interfund - EQSVC Vehicle Labor   598000	0	0	4,512	4,512	(4,512)	0.00%
SC0323 Interfund - EQSVC Sale of Parts   598100	0	0	2,478	2,478	(2,478)	0.00%
SC0326 Interfund - Central Services City-Wide Cost Allocation   599000	51,996	0	51,996	51,996	(0)	100.00%
SC0328 Interfund - Utility Funds - WSD Cost Allocation   599500	12,007	0	12,007	12,007	(0)	100.00%
SC0542 Interfund - City Hall O&M   598400	0	0	0	0	0	0.00%
SC0543 Interfund - Facilities Maintenance Direct & Overhead Charges   598400	67,461	0	67,461	67,461	(0)	100.00%
SC0544 Interfund - Grounds Maintenance Direct & Overhead Charges   598489	31,278	0	41,031	41,031	(9,752)	131.18%
SC0545 Interfund - Operating Rentals & Leases - City Hall Rent   595400	0	0	0	0	0	0.00%

SC0609 Interfund - Operating Rentals & Leases - 415 Motor Pool   595400	561	0	0	0	561	0.00%
SC0636 Interfund - IT Equipment ER&R - Workday   590000	686	0	686	686	(0)	100.01%
<b>Transfers Out</b>	<b>14,371</b>	<b>0</b>	<b>15,453</b>	<b>15,453</b>	<b>(1,082)</b>	<b>107.53%</b>
<b>597000: Transfers Out</b>	<b>14,371</b>	<b>0</b>	<b>15,453</b>	<b>15,453</b>	<b>(1,082)</b>	<b>107.53%</b>
SC0474 Transfer to fund 336   555336	14,371	0	14,371	14,371	0	100.00%
SC0503 Transfer to fund 505   555505	0	0	1,082	1,082	(1,082)	0.00%
<b>TOTAL EXPENSES - OPERATING</b>	<b>1,008,276</b>	<b>821</b>	<b>684,515</b>	<b>685,337</b>	<b>322,939</b>	<b>88.24%</b>

**GRANT FUNDED PROJECTS**

Ledger Account	Budget	Encumbrance	Actuals	Total	Funds Available	% Spent
<b>REVENUES</b>						
<b>331000: Award/Grant - Federal Direct</b>	<b>1,105,265</b>	<b>0</b>	<b>901,816</b>	<b>901,816</b>	<b>203,449</b>	<b>81.59%</b>
RC0360 Federal Direct Grant - Dept of Transportation   331201	1,105,265	0	901,816	901,816	203,449	81.6%
<b>334000: Award/Grant - State Direct</b>	<b>0</b>	<b>0</b>	<b>36,234</b>	<b>(36,234)</b>	<b>36,234</b>	<b>0.00%</b>
RC0446 State Grant - WA Dept of Transportation   334036	0	0	(36,234)	(36,234)	36,234	0.0%
<b>TOTAL REVENUES - GRANT FUNDED PROJECTS</b>	<b>1,105,265</b>	<b>0</b>	<b>938,050</b>	<b>865,582</b>	<b>239,683</b>	<b>78.3%</b>
<b>EXPENSES</b>						
<b>540000: Services</b>	<b>899,000</b>	<b>0</b>	<b>997,616</b>	<b>997,616</b>	<b>(98,616)</b>	<b>110.97%</b>
SC0053 Services - Professional & Contracted Services   541900	0	0	360,371	360,371	(360,371)	0.0%
SC0063 Services - Advertising   544000	0	0	1,240	1,240	(1,240)	0.0%
SC0077 Services - Repair & Maint - Other   548900	899,000	0	624,841	624,841	274,159	69.5%
SC0079 Services - Fees   549200	0	0	11,164	11,164	(11,164)	0.0%
<b>Subtotal Supplies &amp; Services</b>	<b>899,000</b>	<b>0</b>	<b>997,616</b>	<b>997,616</b>	<b>(98,616)</b>	<b>111.0%</b>
<b>TOTAL EXPENSES - GRANT FUNDED PROJECTS</b>	<b>899,000</b>	<b>0</b>	<b>997,616</b>	<b>997,616</b>	<b>(98,616)</b>	<b>111.0%</b>

**ENDING CASH BALANCE (DECEMBER 31, 2025): 1,748,030**

05/06/2026 12:11 PM TURKS / Shannon Turk

AIRPORT FUND - 1ST QUARTER 2026

BEGINNING CASH BALANCE (JANUARY 1, 2026):

1,748,030

**OPERATING**

Ledger Account	Budget	Encumbrance	Actuals	Total	Funds Available	% Spent
<b>REVENUES</b>						
<b>341400:Gen Gov - Financial Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
RC0724 Audit and Consulting Services to External Governments   341440	0	0	0	0	0	0.00%
<b>344500:Transp - Sales of Fuel Total</b>	<b>0</b>	<b>0</b>	<b>924</b>	<b>924</b>	<b>(924)</b>	<b>0.00%</b>
RC0368 Transportation - Fuel Sales   344500	0	0	924	924	(924)	0.00%
<b>348000:Internal Service Funds Sales and Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
RC0794 Internal Service - Payroll - Workers Compensation   348000	0	0	0	0	0	0.00%
<b>361110:Investment Earnings Total</b>	<b>0</b>	<b>0</b>	<b>18,342</b>	<b>18,342</b>	<b>(18,342)</b>	<b>0.00%</b>
RC0185 Misc Revenue Investment - Interest   361110	0	0	18,342	18,342	(18,342)	0.00%
<b>361300:Gains (Losses) on Sale of Investments Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
RC0190 Misc Revenue Investment - Unrealized Gains (Losses)   361320	0	0	0	0	0	0.00%
<b>362000:Rents and Leases Total</b>	<b>769,147</b>	<b>0</b>	<b>179,714</b>	<b>179,714</b>	<b>589,433</b>	<b>23.37%</b>
RC0249 Misc Revenue Rents/Leases - Parking (Short-Term)   362300	0	0	680	680	(680)	0.00%
RC0253 Misc Revenue Rents/Leases - Space & Facilities Leases (Long-Term)   362500	0	0	0	0	0	0.00%
RC0254 Misc Revenue Rents/Leases - Space & Facilities Leases (NON-TAXABLE)   362501	769,147	0	179,034	179,034	590,113	23.28%
<b>369910:Miscellaneous Other Operating Revenues Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
RC0422 Misc Revenue - Sale of Surplus (Non-Capital)   369100	0	0	0	0	0	0.00%
<b>369920:Miscellaneous Other Nonoperating Revenue Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
RC0278 Misc Revenue - Other Nonoperating Revenue (Proprietary Only)   369900	0	0	0	0	0	0.00%
<b>TOTAL REVENUES - OPERATING</b>	<b>769,147</b>	<b>0</b>	<b>198,980</b>	<b>198,980</b>	<b>570,167</b>	<b>25.87%</b>
<b>EXPENSES</b>						
<b>Salaries &amp; Benefits</b>	<b>338,218</b>	<b>0</b>	<b>49,477</b>	<b>49,477</b>	<b>288,741</b>	<b>14.63%</b>
<b>510000:Salaries &amp; Wages</b>	<b>234,498</b>	<b>0</b>	<b>38,146</b>	<b>38,146</b>	<b>196,352</b>	<b>16.27%</b>
SC0164 Salaries and Wages - Regular Salaries   511100	231,348	0	38,146	38,146	193,202	16.49%
SC0181 Salaries and Wages - Extra Help Pay   511500	3,150	0	0	0	3,150	0.00%
<b>520000:Employee Benefits</b>	<b>103,720</b>	<b>0</b>	<b>11,331</b>	<b>11,331</b>	<b>92,389</b>	<b>10.92%</b>
SC0012 Personnel Benefits - PERS II Pension   521200	22,047	0	2,129	2,129	19,919	9.65%
SC0016 Personnel Benefits - Social Security   521500	14,344	0	2,344	2,344	11,999	16.35%
SC0017 Personnel Benefits - Medicare   521510	3,355	0	548	548	2,806	16.35%
SC0018 Personnel Benefits - Med Hospital   521600	55,212	0	3,781	3,781	51,431	6.85%
SC0019 Personnel Benefits - Med Hospital Admin   521605	0	0	67	67	(67)	0.00%
SC0023 Personnel Benefits - Fringe ER   521650	0	0	7	7	(7)	0.00%
SC0024 Personnel Benefits - Self Insured Fringe ER   521655	0	0	896	896	(896)	0.00%
SC0025 Personnel Benefits - Industrial Insurance/Workers Comp   521700	2,505	0	846	846	1,659	33.77%
SC0028 Personnel Benefits - Employer Contributions   521900	0	0	124	124	(124)	0.00%
SC0029 Personnel Benefits - Deferred Compensation   522200	2,313	0	363	363	1,950	15.71%
SC0368 Personnel Benefits - Other Pay Benefits   523000	2,795	0	0	0	2,795	0.00%
SC0371 Personnel Benefits - Washington Paid Family & Medical Leave   521740	489	0	123	123	366	25.18%
SC0640 Accr Employer Ben - Workers Comp   521710	660	0	103	103	557	15.54%
<b>Supplies &amp; Services</b>	<b>1,209,982</b>	<b>12,730</b>	<b>44,866</b>	<b>57,596</b>	<b>1,152,386</b>	<b>4.76%</b>
<b>530000:Supplies</b>	<b>10,045</b>	<b>0</b>	<b>862</b>	<b>862</b>	<b>9,183</b>	<b>8.58%</b>
SC0034 Supplies - Office Supplies   531000	550	0	0	0	550	0.00%
SC0035 Supplies - Repair & Maintenance Supplies   531100	2,750	0	0	0	2,750	0.00%
SC0038 Supplies - Meeting Refreshments   531500	1,400	0	0	0	1,400	0.00%
SC0039 Supplies - Other Operating Supplies   531900	3,025	0	862	862	2,163	28.49%
SC0041 Supplies - Gasoline   532100	320	0	0	0	320	0.00%
SC0045 Supplies - Minor Tools/Equipment < \$10,000   535000	2,000	0	0	0	2,000	0.00%
<b>540000:Services</b>	<b>1,199,937</b>	<b>12,730</b>	<b>44,004</b>	<b>56,735</b>	<b>1,143,203</b>	<b>4.73%</b>
SC0053 Services - Professional & Contracted Services   541900	0	11,155	102	11,257	(11,257)	0.00%
SC0055 Services - Phone Service/Billings   542500, 542600, 542700	1,935	0	487	487	1,449	25.14%
SC0059 Services - Other Communication   542900	0	0	3,891	3,891	(3,891)	0.00%
SC0061 Services - Travel & Subsistence   543300	2,100	0	0	0	2,100	0.00%
SC0062 Services - Education/Training   543500	2,100	0	509	509	1,591	24.26%
SC0063 Services - Advertising   544000	1,800	0	356	356	1,444	19.80%
SC0064 Services - Rental - Building   545100	0	0	0	0	0	0.00%
SC0067 Services - Lease - Machinery   545400	0	0	0	0	0	0.00%
SC0069 Services - Other Rentals   545900	67,320	1,575	16,594	18,169	49,152	26.99%
SC0071 Services - Electrical   547100	21,805	0	3,162	3,162	18,443	14.64%
SC0072 Services - Water/Sewer/Drainage   547200	51,675	0	14,700	14,700	36,975	28.45%
SC0074 Services - Garbage / Waste Disposal   547400	3,000	0	210	210	2,790	6.99%
SC0075 Services - Repair & Maint - Equipment   548100	98,215	0	721	721	97,494	0.73%
SC0076 Services - Repair & Maint - Buildings   548400	138,879	0	873	873	138,006	0.63%
SC0077 Services - Repair & Maint - Other   548900	809,623	0	0	0	809,623	0.00%
SC0078 Services - Dues & Subscriptions   549100	685	0	60	60	625	8.77%
SC0079 Services - Fees   549200	1,000	0	2,340	2,340	(1,340)	234.00%
SC0081 Services - o/s Printing & Binding   549500	0	0	0	0	0	0.00%
<b>Intergovernmental Services and Payments</b>	<b>12,075</b>	<b>0</b>	<b>32</b>	<b>32</b>	<b>12,043</b>	<b>0.27%</b>
<b>550000:Intergovernmental Services and Payments</b>	<b>12,075</b>	<b>0</b>	<b>32</b>	<b>32</b>	<b>12,043</b>	<b>0.27%</b>
SC0095 Intergovernmental Services and Payments - External Taxes/Assessment   553000	12,075	0	32	32	12,043	0.27%
<b>Interfund Services</b>	<b>258,550</b>	<b>0</b>	<b>78,014</b>	<b>78,014</b>	<b>180,536</b>	<b>30.17%</b>
<b>590000:Interfund Services</b>	<b>258,550</b>	<b>0</b>	<b>78,014</b>	<b>78,014</b>	<b>180,536</b>	<b>30.17%</b>
SC0307 Interfund - EQSVC Admin Fees   591100	1,461	0	435	435	1,026	29.79%
SC0311 Interfund - Mailroom Postage Chgs   592400	700	0	1	1	699	0.10%
SC0312 Interfund - EQSVC Vehicle Fuel/Oil Charges   593210	2,082	0	0	0	2,082	0.00%
SC0314 Interfund - IT Equipment ER&R   595100	3,053	0	763	763	2,290	25.00%
SC0315 Interfund - EQSVC Vehicle ER&R   595200	13,691	0	1,986	1,986	11,705	14.50%
SC0318 Interfund - Equipment Rental   595450	457	0	1,438	1,438	(981)	314.58%
SC0319 Interfund - Risk, Property & Liability   596000	56,126	0	12,977	12,977	43,149	23.12%
SC0322 Interfund - EQSVC Vehicle Labor   598000	500	0	86	86	414	17.28%
SC0326 Interfund - Central Services City-Wide Cost Allocation   599000	47,979	0	11,995	11,995	35,984	25.00%
SC0328 Interfund - Utility Funds - WSD Cost Allocation   599500	6,987	0	3,040	3,040	3,947	43.51%
SC0542 Interfund - City Hall O&M   598400	0	0	0	0	0	0.00%
SC0543 Interfund - Facilities Maintenance Direct & Overhead Charges   598400	92,989	0	42,245	42,245	50,744	45.43%
SC0544 Interfund - Grounds Maintenance Direct & Overhead Charges   598489	31,278	0	2,877	2,877	28,401	9.20%
SC0545 Interfund - Operating Rentals & Leases - City Hall Rent   595400	0	0	0	0	0	0.00%
SC0609 Interfund - Operating Rentals & Leases - 415 Motor Pool   595400	561	0	0	0	561	0.00%
SC0636 Interfund - IT Equipment ER&R - Workday   590000	686	0	172	172	514	25.00%
<b>Transfers Out</b>	<b>75,629</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,629</b>	<b>0.00%</b>
<b>597000:Transfers Out</b>	<b>75,629</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,629</b>	<b>0.00%</b>
SC0474 Transfer to fund 336   555336	35,629	0	0	0	35,629	0.00%
SC0503 Transfer to fund 505   555505	40,000	0	0	0	40,000	0.00%
<b>TOTAL EXPENSES - OPERATING</b>	<b>1,894,454</b>	<b>12,730</b>	<b>172,390</b>	<b>185,120</b>	<b>1,709,334</b>	<b>9.77%</b>

**GRANT FUNDED PROJECTS**

Ledger Account	Budget	Encumbrance	Actuals	Total	Funds Available	% Spent
<b>REVENUES</b>						
<b>331000: Award/Grant - Federal Direct Total</b>	<b>1,886,290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,886,290</b>	<b>0.00%</b>
RC0360 Federal Direct Grant - Dept of Transportation   331201	1,886,290	0	0	0	1,886,290	0.00%
<b>334000: Award/Grant - State Direct Total</b>	<b>84,784</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84,784</b>	<b>0.00%</b>
RC0446 State Grant - WA Dept of Transportation   334036	84,784	0	0	0	84,784	0.00%
<b>TOTAL REVENUES - GRANT FUNDED PROJECTS</b>	<b>1,971,074</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,971,074</b>	<b>0.0%</b>
<b>EXPENSES</b>						
<b>540000: Services</b>	<b>1,455,000</b>	<b>124,900</b>	<b>15,821</b>	<b>140,721</b>	<b>1,314,279</b>	<b>9.67%</b>
SC0053 Services - Professional & Contracted Services   541900	0	124,900	15,821	140,721	(140,721)	0.0%
SC0077 Services - Repair & Maint - Other   548900	1,455,000	0	0	0	1,455,000	0.0%
SC0079 Services - Fees   549200	0	0	0	0	0	0.0%
<b>Subtotal Supplies &amp; Services</b>	<b>1,455,000</b>	<b>124,900</b>	<b>15,821</b>	<b>140,721</b>	<b>1,314,279</b>	<b>9.7%</b>
<b>TOTAL EXPENSES - GRANT FUNDED PROJECTS</b>	<b>1,455,000</b>	<b>124,900</b>	<b>15,821</b>	<b>140,721</b>	<b>1,314,279</b>	<b>9.7%</b>

**ENDING CASH BALANCE (MARCH 31, 2026):** 1,776,114

05/06/2026 12:11 PM TURKS / Shannon Turk

## Aviation Advisory Committee Meeting Minutes

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**Date: May 13, 2026**

**Time: 5:30 PM, Executive Session & 6:00PM Regular Meeting**

**Location: Pearson Airport's Pilot's Lounge, 101 East Reserve Street**

**Aviation Advisory Committee (AAC) Members:** Chair, Shon Lindley; Vice Chair, Brigham Williams; Laura Krueger, Kevin Lux, Brittany Sulitzer, Sara Baker, Peggy Keith, Matthew Winit, Jordan Thomas

### 1. Call to Order and Roll Call

- Meeting called to order at 5:35 PM by Chair Mr. Lindley. The meeting was conducted as a hybrid format, with both in-person and remote participants via a Teams video conference.
- Committee Members' Present: In person Shon Lindley, Brigham Williams, on teams Kevin Lux.
- City of Vancouver Staff Present: Airport Manager, Meredith Fox; Financial Analyst, Shannon Turk; Public Works Director, Steve Wall; City Attorney, Jonathan Schetky.
- Meeting was canceled; there was no quorum.

## Aviation Advisory Committee Meeting Minutes

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**Date: April 8, 2026**

**Time: 5:30 PM, Workshop & 6:00PM Regular Meeting**

**Location: Pearson Airport's Pilot's Lounge, 101 East Reserve Street**

**Aviation Advisory Committee (AAC) Members:** Chair, Shon Lindley; Vice Chair, Brigham Williams; Laura Krueger, Kevin Lux, Brittany Sulitzer, Sara Baker, Peggy Keith, Matthew Winit, Jordan Thomas

### 1. Call to Order and Roll Call

- Meeting called to order at 5:30 PM by Chair Mr. Lindley. The meeting was conducted as a hybrid format, with both in-person and remote participants via a Teams video conference.
- Committee Members' Present: Shon Lindley, Brigham Williams, Kevin Lux, Sara Baker, Matthew Winit, Brittany Sulitzer, and Jordan Thomas.
- City of Vancouver Staff Present: Airport Manager, Meredith Fox; Financial Analyst, Shannon Turk; Public Works Director, Steve Wall; City Attorney, Cary Driskell.

### 2. Workshop

- Open Public Meeting Act (OPMA) discussion led by Steve Wall and Cary Driskell.
- Communications between the AAC and City of Vancouver (the City) staff discussion.
- Motion by Sara, seconded by Brigham, and the vote passed unanimously to adjourn the workshop and commence the regular AAC meeting at 6:07 PM.

### 3. Community Communications – Public Comment

- **Paul Lawson** commented about the location of money, a lease, a Federal Aviation Administration (FAA) letter and the lack of airport recognition from the millionaires' building in downtown Vancouver.

### 4. Approval of Minutes – March 11, 2026

- Motion by Mathew, seconded by Jordan, to approve the March 11, 2026, AAC meeting minutes as submitted. Approved unanimously.

### 5. Event Name for the 2<sup>nd</sup> Annual Pearson Flying Event

- Annual Pearson flying event with National Parks Service (NPS) – Saturday, August 15<sup>th</sup>.
- After group discussion, motion by Brittany, seconded by Jordan, to recommend the name of the annual event: Flight Through Time at Pearson Field. Approved unanimously.

### 6. Waitlist Policy Recommendation

- Current and proposed waitlist policy presented via an attachment to the meeting agenda – resume discussion at the next AAC meeting.

## **7. Communications**

### **7.1 Hangar Inspections Follow-Up**

- Review of non-compliance issues. Tenants will be notified of violations and mandatory corrections. Reinspections will take place on June 22<sup>nd</sup>.

### **7.2 Hangar / Tiedown Waitlist**

- AAC and COV staff discussed the current hangar/tiedown waitlist processes and the potential to use specialized software or post a list to the COV website for charging fees and managing the lists.

### **7.3 Utilization Rates & Leases**

- Pearson Field Airport rates and leases will be a topic for discussion at the June AAC meeting.

### **7.4 Airport Manager's Updates**

- Updated Fixed-Based Operation (FBO) at Pearson Field Airport Agreement was discussed.
- AAC agreed to hold AAC meetings at the Marine Park Engineering Building, 4500 SE Columbia Way, during the terminal renovations at Pearson Airport.
- Washington State Department of Transportation (WSDOT) continues improving the swale and path near Highway-14 on the south side of the airport.
- Airway Science for Kids' contract expires in October - they plan to execute one of their two allowed 5-year extensions.
- Terminal Renovation Updates: Preconstruction meeting next week with EVO Designs. Pilot's Lounge will be closed starting April 19<sup>th</sup>.
- Master Plan Updates: FAA approved the project's scope of work. The project will provide an updated Airport Master Plan and revise the current Airport Layout Plan. It will encompass a new team called the Planning Advisory Committee (PAC), the AAC, WSDOT, and the public, and will cover a 20-year outlook. The City will be awarded a \$475K grant from the FAA. Century West will be the consulting company with Samantha Peterson as the project manager.
- Airport Volunteers: Volunteer work has been approved by the City and the NPS, including standalone maintenance work.

## **8. AAC Communications**

- A request was made for the City to share airport related policy's and procedural information with the AAC, make the materials available to the public, provide an update at the September meeting, and offer potential topics for next year's meeting schedule.
- Committee Member Williams made a motion regarding application of VMC Title 10.
- Sara Baker resigned from her seat as an AAC member, effective immediately.

## **9. Adjournment**

Motion by Sara, seconded by Brigham, to adjourn the meeting. Meeting adjourned at 9:01 PM.



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

Northwest Mountain Region  
Seattle Airports District Office  
2200 S. 216th Street  
Des Moines, WA 98198

March 31, 2026

Meredith Fox  
Pearson Field Airport Manager  
416 W 6<sup>th</sup> Street  
Vancouver, WA 98668-3375

**Pearson Field Airport Vancouver, Washington  
Grant: 3-53-0139-023-2026 (AIP)  
Airport Master Plan Update**

Dear Ms. Fox:

We have reviewed your submittal dated March 31, 2026, regarding the selected consultant(s), fees, and scope of planning services after negotiations between Pearson Field, Vancouver Airport (VUO) and Century West Consultants.

Based on your submittal, the FAA accepts the scope of work and costs as reasonable. Please maintain a copy of the review and analysis for future audit purposes.

The fee(s) proposed for the planning services have been approved, subject to the following conditions:

1. Please note that this is the maximum fee and the sponsor can only be reimbursed for actual costs incurred, assuming associated planning work is completed.
2. Planning must conform to FAA standards and specifications.

The following cost of **\$475,000** is approved and appears eligible for federal participation. This grant will be issued as a multi-year grant and includes **appropriation in fiscal year 2026**. Future year funds will be added, subject to appropriations **through fiscal year 2027**.

We encourage the sponsor to review the planning services agreements in detail and be familiar with them. Under the Airport Improvement Program (AIP), the sponsor is the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues arising from the procurements entered into.

If you have not done so, please submit the following certification, Independent Fee Estimate (IFE) and Record of Negotiations (RON).

- **Sponsor Certification for Selection of Consultants.** This certification indicates that you have reviewed and followed the FAA standards and guidance outlined in Advisory Circular 150/5100-14E: *Architectural, Engineering and Planning Consultant Services for Airports Grant Projects*, to determine fair and reasonable fees.

If you have any questions, please call me at: 206 231 3984.

Community Planner – Seattle Airports District Office



**CITY OF VANCOUVER  
SERVICES AGREEMENT  
No. C-102258  
AIRPORT MASTER PLAN**

This Services Agreement (the “Agreement”), effective on the date last signed below (the “Effective Date”) is entered by the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington (the "City") and Century West Engineering Corporation a corporation entity organized under the laws of the State of Oregon (the "Contractor"). The City and Contractor are collectively referred to as the “Parties” or individually as a “Party”.

**RECITALS**

- A. The City desires to engage the Contractor to perform Services as described in this Agreement; and
- B. The City advertised and issued a request for proposals, numbered 22-26 (the “Solicitation”) and after evaluation of the Contractor’s responsive proposal, found the Contractor capable of performing the required Services.

**AGREEMENT**

In consideration of the terms and conditions in this Agreement, the Parties agree as follows:

- 1. SCOPE OF SERVICES:** The Contractor agrees to provide the City with all services and materials provided in the Scope of Services, attached as Exhibit "A", and in the City’s Solicitation, if any, and the Contractor’s responsive proposal to the City’s Solicitation, if any (the “Services”). Contractor shall obtain City Project Manager’s written approval prior to starting the Services.
- 2. COMPENSATION:** Payment to the Contractor for the Services described in this Agreement shall not exceed \$495,077.00 USD.

This payment shall be the maximum compensation for all Services including labor, materials, supplies, equipment, and incidentals necessary to complete the Services. And it shall not be exceeded without the City's prior written authorization in the form of a negotiated and executed amendment. Contractor agrees this compensation is adequate and sufficient for the timely provision of all Services under this Agreement.

City will limit compensation to the amount specified for each specific task and/or sub-task, unless amended in writing. Contractor shall complete the Services stated within the number of hours identified for each task, and/or sub-task, or for the lump sum amount associated with a task. If compensation is made on an hourly basis and the Services requires fewer hours than those estimated, the Contractor will be paid for the actual worked hours necessary to complete that task and/or sub-task. If Contractor underestimated the number of hours required to perform the Services, Contractor shall be paid up to the maximum number of hours stated for the task and/or sub-task. Compensation may be amended, at the City's sole discretion, for documentable circumstances not reasonably foreseeable to either party at the time the task and/or subtask is initiated, or for changes to the scope of services requested by City. All Deliverables (as defined in Section 8) must be acceptable to City in its sole discretion.

City will reimburse Contractor for the following travel expenses identified in its proposal upon submission of receipts to City: airfare, mileage at the approved IRS rate and lodging at the U.S. General Services Administration rates. For the avoidance of doubt, City will not reimburse Contractor wages incurred during travel time.

- 3. PAYMENT FOR CONTRACTOR SERVICES:** The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any, from the previous month. Invoices must be submitted to the Project Manager, Meredith Fox, by email to [meredith.fox@cityofvancouver.us](mailto:meredith.fox@cityofvancouver.us) and [accpay@cityofvancouver.us](mailto:accpay@cityofvancouver.us) or by mail to City of Vancouver, Meredith Fox, PO Box 1995, Vancouver, WA 98668.

City shall pay Contractor within 30 days of receipt of Contractor's invoice. The City will pay Contractor pursuant to Exhibit "B." The City may correct any invoice overpaid in error.

During the life of this Agreement, and in consideration of the City's business needs, the Contractor may make requests for compensation adjustments. In consideration of market conditions, the City may allow an annual adjustment to compensation paid

supported by the Consumer Price Index for the Seattle-Tacoma-Bellevue area for the previous four quarters. Contractor shall submit the request for consideration, together with supporting documentation, before the anniversary date of this Agreement. The City will review the request and, at its sole discretion, make a decision. If accepted, the adjustment shall become effective on the anniversary date of the Agreement and will be firm for the remainder of the contracted period. All adjustments will be authorized by written contract amendment.

The Parties agree that any amount paid in error by City does not alter the fee schedule. City's contract/purchase order (PO) number on the notice to proceed must be referenced on any invoice submitted for payment.

4. **TERM OF AGREEMENT:** The term of this Agreement begins on the Effective Date and continues until December 31, 2027. The Parties may agree in writing to extend the Agreement if needed. The term and any extensions are collectively the "Term."

## 5. CITY DATA; DATA SECURITY

**5.1 City Data.** Contractor may obtain and process City Data in connection with the Services. "City Data" means the data City provides to Contractor in connection with the receipt of the Services and any data generated by Contractor in connection with providing the Services to City. City owns all City Data. City licenses City Data to Contractor solely for the purposes of providing the Services to City or improving the Services for City. Contractor shall not use City Data for any other purpose, including as artificial intelligence training data. Contractor acknowledges that compliance with Applicable Laws under Section 17 of the Agreement includes compliance with all applicable federal, state, and local data protection laws in its provision of the Services.

**5.2 Data Security.** If Contractor maintains City Data on Contractor systems it will comply with the following data security requirements.

**5.2.1 Security Practices.** Contractor shall develop, implement, and maintain appropriate administrative, physical, and technical safeguards that are designed to ensure the confidentiality, integrity and availability of City Data. Contractor will enact safeguards that are compliant with industry best practices for the specific City Data obtained by Contractor in connection with the Services.

**5.2.2 Location of City Data.** Contractor shall maintain City Data solely in data centers located in the United States.

**5.2.3 Security Breaches.** A “Security Breach” is any suspected or actual unauthorized access to or use of City Data in Contractor’s possession.

- a. Notice. Contractor will notify City within 24 hours of any Security Breach. Notice will include details regarding the Security Breach including impacted parties, specific data, and mitigation. Contractor will call 360.487.8888 (if after hours, follow prompt to connect to on-call personnel); email City with a read receipt to [help.desk@cityofvancouver.us](mailto:help.desk@cityofvancouver.us); and email to the City personnel contact for the Agreement.
- b. Coordination. Immediately after Contractor provides notification of a Security Breach the Parties will begin working together to contain, mitigate, investigate, respond to and remediate the Security Breach. Contractor will cooperate with all City requests in relation to the Security Breach in compliance with Applicable Law.
- c. Root Cause Analysis. As soon as possible following the Security Breach, Contractor will complete a root cause analysis and will provide a plan to City for remediation and prevention.
- d. Third-Party Notice. Contractor will work together with City to ensure compliance with RCW 19.255.010 if necessary and will make no statement or send notice to any third party regarding the Security Breach without City’s prior written consent.
- e. Costs. In addition to its indemnification obligations, Contractor will reimburse City for all costs City incurs associated with any Security Breach, including forensic investigation, costs of providing notice to impacted parties, call centers and credit monitoring as applicable. Contractor will pay or reimburse City for all regulatory fines and other legal costs the City incurs associated with the Security Breach.

**6. DELIVERABLES - INTELLECTUAL PROPERTY** Contractor may create documents or other work product in connection with providing the Services (“Deliverables”). Contractor assigns and will assign to City all right, title, and interest in and to any Deliverables it creates in connection with providing the Services. Contractor may retain a copy of any Deliverable for its internal business purposes. Contractor’s know-how, methodologies and processes are Contractor intellectual property. Contractor grants City a perpetual, irrevocable, royalty-free, worldwide license to use all Contractor intellectual property in connection with the Deliverables for any City purpose.

**7. AUDIT RIGHTS:** Contractor shall maintain records of all matters related to this Agreement in accordance with generally accepted accounting principles.

Contractor shall provide the records to City or any other governmental agency with jurisdiction for audit, at such reasonable times and places as City designates.

**8. PUBLIC DISCLOSURE COMPLIANCE:** Records relating to Agreement are subject to the following:

**8.1 Confidential Information.** Any record of City business, including this Agreement, related records, and City Data, is a public record under the Washington Public Records Act, codified at chapter 42.56 RCW (“PRA”). City may be required to disclose this Agreement or related records, including records in Contractor’s possession, pursuant to a public disclosure request. City will provide third-party notice to Contractor before disclosing records. Public records may be subject to exemptions from disclosure under the PRA. City agrees to withhold its release of the requested records in dispute for a reasonable amount of time (approximately 10 days) to allow Contractor an opportunity to seek judicial protection pursuant to RCW 42.56.540 as adopted or amended.

**8.2 Public Disclosure Compliance.** City will comply with the PRA in its receipt of and response to any public disclosure request for responsive records related to this Agreement, subject to applicable exemptions. Under RCW 42.56.060, City will have no liability to Contractor for disclosure of Contractor information acting in good faith pursuant to its obligations under the PRA.

**8.3 Subpoenas.** If either Party receives a subpoena requiring the disclosure of the other Party’s information, that Party will notify the other party and provide a reasonable time for the affected party to obtain a protective order prior to disclosing information. If a Party is prohibited by a court with jurisdiction over the matter from disclosing the subpoena, that Party will provide only the specific information required to be released under the subpoena on the advice of counsel.

**8.4 City Data Confidentiality.** Notwithstanding Section 8.1-3, Contractor will maintain the confidentiality of all City Data in its possession in conformance with Section 8.

**9. STANDARD OF CARE:** Contractor shall exercise the degree of skill and diligence normally employed by consultants in the same industry, performing the same or similar services. Contractor will re-perform any Services that breach this provision at no cost to City.

**10. DISPUTE RESOLUTION:** City and Contractor agree to negotiate in good faith for a period of 30 days from the date of notice of all disputes between them prior to exercising their rights under this Agreement or under law. All disputes between City and Contractor not resolved by negotiation between the Parties may be mediated only by mutual agreement of both Parties. If not mutually agreed to resolve the

claim by mediation, the claim will be resolved by legal action. The Parties agree that if litigation is necessary to enforce any of the provisions of this Agreement, each party shall pay all of their own attorney fees and costs related to the litigation.

- 11. TERMINATION FOR CONVENIENCE:** City may terminate this Agreement at any time for convenience. City will pay Contractor for all Services completed up to the date of termination for convenience. A decision by City to terminate for convenience does not waive any legal rights City has to enforce the Agreement.
  
- 12. TERMINATION FOR MATERIAL BREACH:** If Contractor materially breaches by failing to perform any of the obligations of the Agreement, including violating any law, regulation, rule, or ordinance applicable to this Agreement, or becomes insolvent or declares bankruptcy, or makes an assignment for the benefit of creditors, Contractor shall not be entitled to receive any further payments under the Agreement until the Services are completed to City's satisfaction. City may provide Contractor a cure period in its sole discretion or may terminate the Agreement and, at City's option, obtain performance of the Services elsewhere.
  
- 13. INDEMNIFICATION:** Contractor shall indemnify, defend, and hold harmless City and its officers, councilmembers, commissioners, employees, volunteers, and agents, from any claim, liability, loss, cost, expense, suit, and damages, including attorney's fees and consulting fees relating to (a) a third party claim for intellectual property infringement relating to the Contractor's Services or the Deliverables; (b) Contractor's negligence or willful misconduct; (c) Contractor's material breach of the Agreement; (d) Contractor's non-compliance with applicable law; (e) a third-party Washington Public Records Act claim involving Contractor information; and (f) Contractor's court action to enjoin release of Contractor information under the Washington Public Records Act.

City will promptly notify Contractor of a claim under this Section 13 and will provide reasonable cooperation to Contractor in the defense of the claim. Contractor will have control over defense and settlement of the claim, except that Contractor will not enter any settlement or related agreement without City's prior written consent. Notwithstanding the preceding sentence, City may participate in the defense or settlement of any claim with counsel of its own choosing.

Solely for negligence indemnification claims under (b) above, if Contractor is providing architectural, landscape architectural, engineering, or land surveying services as the Services under this Agreement, and Contractor and City are

concurrently negligent, then Contractor will be required to indemnify City only to the extent of Contractor’s negligence and will have no obligation to indemnify City for City’s sole negligence, pursuant to RCW 4.24.115.

If Contractor or Contractor’s employee is a licensed architect, professional engineer, land surveyor, or landscape architect and the Services are related to a construction project, Contractor expressly waives its industrial insurance immunity under the Washington Industrial Insurance Act Title 51 RCW. Contractor acknowledges this waiver has been mutually negotiated and the Parties desire to incorporate this waiver pursuant to RCW 4.24.115(1)(b).

**14. INSURANCE:** Contractor shall maintain liability insurance for all claims for damages to the City, persons or property that arise from Contractor’s performance during the Term of this Agreement.

Contractor shall maintain the following insurance coverage.

<b>COVERAGE</b>	<b>LIMITS OF LIABILITY</b>
<b>I. Commercial General Liability:</b>	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
<b>II. Commercial Automobile Liability</b>	
Policy shall include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles arising from the performance of this Agreement.	
Combined Single Limit	\$1,000,000
<b>III. Workers' Compensation (applicable to the State of Washington)</b>	
Per Occurrence	
Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000
Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000
<b>IV. Umbrella Liability</b>	
	\$5,000,000
<b>V. Professional Liability</b>	

Policy shall include coverage for all claims for damages to person or property arising from the performance of this Agreement.	\$1,000,000
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In addition to the coverage and limits listed above the Contractor’s insurance must all contain the following:

- a. Compliance with other Insurance Policies - Contractor will remain compliant with all other insurance obligations it may have pursuant to its personnel or applicable law.
- b. Coverage Trigger - Contractor’s insurance must be on an “occurrence” basis rather than claims made. This type of coverage must be indicated on the Certificate of Insurance.
- c. Additional Insured Requirement - The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as additional insureds where permissible under applicable law. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- d. Certificates - The City of Vancouver shall be listed on the Certificate of Insurance as the Certificate Holder. Contractor will provide the Certificate of Insurance to City upon request on an ACORD or comparable form.

All policies shall be issued by an insurance company authorized to do business as an insurance company in the State of Washington.

**15. RELATIONSHIP OF THE PARTIES.** The relationship of the Parties under this Agreement is that of independent contractors. Contractor is solely responsible for the manner, method, and means of providing the Services. Contractor and its employees are not City employees and will not be entitled to or receive any benefits under this Agreement. Contractor will pay all Contractor personnel and pay all taxes, contributions, and benefits that may be required related to its personnel. Neither Party may bind the other except as expressly stated in this Agreement.

**16. SUBCONTRACTING:** Contractor may subcontract for Services with City’s prior written approval in its sole discretion. Contractor is solely responsible for its

subcontractors' compliance with this Agreement and will pass through the terms of this Agreement to all subcontractors.

- 17. COMPLIANCE WITH APPLICABLE LAW:** Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations (“Applicable Laws”). Contractor shall modify the Services as necessary to comply with Applicable Laws.
- 18. E-VERIFY:** Contractor shall enter into and register a Memorandum of Understanding with the Department of Homeland Security E-Verify program within 60 days of executing this Agreement. Contractor shall ensure all Contractor employees and any subcontractors assigned to perform Services under this Agreement are eligible to work in the United States. Contractor shall provide compliance verification upon City’s request.
- 19. TITLE VI COMPLIANCE:** Depending on the Services Contractor provides, the City may use federal funds to compensate Contractor. If federal funds are used, the City, Contractor, and any approved subcontractor must comply with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) (CRA) and the Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28 (1988) (CRRRA). Contractor must confirm with City whether Title VI is applicable under this Agreement.
- 20. EQUAL EMPLOYMENT OPPORTUNITY:** The City is an equal opportunity employer. Contractor shall not discriminate against any of its employees or applicants for employment on the basis of race, color, creed, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, citizenship or immigration status, age (40 or older), the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, genetic information, honorably discharged veteran or military status, or any other class protected by federal, state, or local employment discrimination laws.
- 21. ANTI-KICKBACK.** City officers and employees shall not have or acquire an interest in the Agreement or solicit, accept, or give any item of value from a person or entity with an interest in this Agreement.
- 22. PERMITS, LICENSES, AND CERTIFICATIONS.** Contractor is solely responsible for any license, permit or certificate that may be required by any federal, state or local law in connection with the performance of Contractor’s obligations under this

Agreement, including any business license. Contractor may contact the State of Washington Business License Service (BLS) at: 800-451-7985, [www.bls.dor.wa.gov/cities/vancouver.aspx](http://www.bls.dor.wa.gov/cities/vancouver.aspx) or visit the City's website found at [www.cityofvancouver.us/businesslicense](http://www.cityofvancouver.us/businesslicense) for assistance with the determination.

- 23. COOPERATIVE PURCHASING:** The Washington State Interlocal Cooperation Act, chapter 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By executing this Agreement, Contractor agrees that other public agencies may purchase goods and services under this Agreement at their own cost. City will have no liability or obligation related to Contractor related to that separate agency agreement. Therefore, City agrees to allow other public agencies to purchase services under this Agreement so long as City is not held financially or legally liable for any separate agency services received pursuant to the Agreement, and that any public agency purchasing under this Agreement file a copy of it in accordance with RCW 39.34.040.
- 24. DEBARMENT:** Contractor certifies that it is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal, state or local department or agency.
- 25. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT:** Supplier must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 26. BYRD ANTI-LOBBYING AMENDMENT:** Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Suppliers that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**27. PROCUREMENT OF RECOVERED MATERIALS:** Supplier must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**28. NOTICES:** All notices will be hand delivered, certified mail, or sent by electronic mail if agreed by the Parties. Notice will be effective when received if hand delivered, on the delivery date if certified mail, or when an email is sent. Notice must be addressed to the Parties at:

For the City:  
Anna Vogel  
City of Vancouver  
415 W 6<sup>th</sup> Street  
P O Box 1995  
Vancouver WA 98668-1995  
Email: [anna.vogel@cityofvancouver.us](mailto:anna.vogel@cityofvancouver.us)

For the Contractor:  
Samantha Peterson  
Century West Engineering Corporation  
101 E 6th St, Suite 230  
Vancouver, WA 98660  
Email: [speterson@centurywest.com](mailto:speterson@centurywest.com)

Either Party may update its address for notice by giving written notice to the other Party.

**29. ASSIGNMENT.** Contractor shall not assign this Agreement without the express written consent of City. Any assignment in violation of this subsection is void. All terms of this Agreement are binding on any assignee.

**30. ORDER OF PRECEDENCE:** If there is a conflict between the terms of any document, the order of precedence is as follows: Amendments to this Agreement; this Agreement; City Purchase Orders; Contractor's responsive proposal to City's solicitation; and City's solicitation. The Parties agree that terms included on any Purchase Order or other document provided by Contractor are not part of this Agreement.

**31. SURVIVAL.** Sections 15 - 35 will survive any termination of this Agreement.

- 32. WAIVER.** A Party's waiver of any term of this Agreement must be in writing and signed by the Party waiving compliance.
- 33. THIRD PARTY BENEFICIARIES.** There are no third-party beneficiaries under this Agreement.
- 34. GOVERNING LAW:** This Agreement is governed by the laws of the State of Washington without regard to its conflicts of laws provisions. Venue for any action arising under this Agreement will be the state or federal courts for Clark County, Washington. The Parties waive any claim of inconvenient forum.
- 35. SEVERABILITY.** If a court with jurisdiction over the matter determines any clause of this Agreement is unenforceable, it shall revise the clause to reflect the intent of the Parties as closely as possible. If revision is not possible, the Court shall strike the clause and the remainder of the Agreement will remain in full force and effect.
- 36. AMENDMENTS:** Any amendments to this Agreement must be in writing and signed by all Parties to this Agreement.
- 37. ENTIRE AGREEMENT:** This Agreement, together with any amendments, is the entire agreement between the Parties, and supersedes any other agreement or discussion between them, whether written or oral in nature.
- 38. COUNTERPARTS.** This Agreement may be signed in counterparts. Each counterpart will be deemed an original and together the separate parts will form one Agreement.

City and Contractor enter the Agreement as of the Effective Date.

**CITY OF VANCOUVER**  
A municipal corporation

**CONTRACTOR:**  
Century West Engineering  
Corporation

\_\_\_\_\_  
Lon Pluckhahn, City Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name /Title

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Brandl, City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney's Office

**SCOPE OF WORK**  
**PEARSON FIELD (VUO)**  
**2026-2046 AIRPORT MASTER PLAN & AGIS**  
**FAA AIP Grant Number: 3-53-0139-023-2026**

**PROJECT INTENT**

City of Vancouver (Sponsor) intends to develop a 2026-2046 Airport Master Plan for Pearson Field. The Master Plan will provide the City of Vancouver with a plan to address the development needs at the airport for a 20-year planning horizon (2026-2046) and will develop a program for implementation within known funding constraints. Century West Engineering (Consultant) has been retained by the Sponsor to accomplish the Master Plan. The Consultant will work in close liaison with the City of Vancouver staff, a Planning Advisory Committee (PAC) or Steering Committee, Airport Advisory Committee, local business and stakeholder groups, the Federal Aviation Administration and the Washington State Department of Transportation (WSDOT) Aviation Division to ensure that the plan truly reflects the airport's development needs.

The Sponsor has provided specific direction regarding the elements to be included in the master plan to address the current and future needs at the airport. The following work program describes the effort required to successfully complete the Master Plan for Pearson Field within the FAA framework and including additional scope items identified by the City for the development of airport master planning documents.

This project will provide the City of Vancouver with an updated Airport Master Plan and revised Airport Layout Plan (ALP) drawings. An updated airport Capital Improvement Program (CIP) will provide the Sponsor with a method and proposed schedule for addressing future facility needs through use of FAA Airport Improvement Program (AIP) grants and other available funding sources.

The project will address and/or update the basic tasks and work elements as outlined in FAA Advisory Circulars 150/5070-6B, Airport Master Plans and 150/5300-13B Airport Design. SOP 2.00 and 3.00 will be prepared and submitted with the draft airport layout plan drawing set, to be reviewed and approved by FAA.

**EXISTING CONDITIONS & OPPORTUNITIES**

- Non-standard Condition Review
- Hangar Development Sites
- Utility Improvements & Extensions
- AGIS Survey
- Property Lease Review & Future Property Acquisition Needs
- Aircraft fueling & alternative fuels (electric charging, unleaded fuels)
- Vehicle and aircraft parking (tiedowns)
- Financial Planning – Operations and Maintenance

## **ELEMENTS OF THE MASTER PLAN**

The master plan update includes the following major work elements:

- Element 1 – Project Management
- Element 2 – Public Involvement Process
- Element 3 – AGIS Survey
- Element 4 – Existing Conditions Analysis
- Element 5 – Aviation Activity Forecasts
- Element 6 – Facility Requirements
- Element 7 – Alternatives Analysis
- Element 8 – Capital Improvement Plan (CIP)
- Element 9 – ALP Drawing Set
- Element 10 - Reports and Documentation

Completion of the work elements in the Master Plan should result in:

1. A comprehensive understanding of the issues and opportunities, existing conditions, and an identified level of future aviation activity that would mandate facility improvements required to satisfy future demand.
2. A collaborative exploration of local Airport needs, goals, and facility requirements in sequence with the development of community driven vision statement.
3. An implementation program with recommended strategies and actions for future land use, transportation, and environmental requirements; a realistic and workable CIP; and current ALP drawings that graphically depict existing conditions at the airport as well as potential future proposed development projects.
4. A corresponding narrative report.

## **ELEMENT 1 – STUDY INITIATION, SCOPE OF WORK (SOW), AND PROJECT MANAGEMENT**

### **Task 1.1 - Refine Scope of Work, Budget and Schedule**

Century West will develop a detailed scope of work, budget, and schedule, including approach and level of effort, to be made a part of the project contract fee negotiations. A detailed task-by-task itemization of the project budget and schedule will be provided. Century West will also develop subconsultant teams for applicable work for the review and approval of the City of Vancouver.

*Product: The final scope of work, which will also be used for an independent fee estimate for the project for use in contract negotiations. A breakdown of project costs for each work element will be provided.*

### **Task 1.2 - Coordination and Control/Project Administration**

The City of Vancouver will manage, through its consultant, the administrative grant and fiscal aspects of the project. Additional responsibilities include consultant/airport coordination, facilitation of meetings, timely product review and supply of existing plans, report and electronic files relating to the airport layout, land use, property ownership, pavement and facility conditions, and previous planning studies and current development desires.

It is anticipated that the Consultant team leaders and City staff will function as a work group that will facilitate all elements of the project. The Consultant will establish a schedule of monthly (or bi-weekly) project meetings (estimated to be 30 minutes to 1 hour, either bi-weekly or monthly as needed) for the work group, with an open invitation to the FAA to participate on an as-needed basis. The purpose of the meetings is to provide regular updates on study progress and to provide an opportunity to discuss and address issues that arise during the project. This coordination is intended to follow the overall project schedule. However, the need for additional (continued) coordination has become increasingly important as project review by FAA has required additional time. We have a commitment to our clients to maintain coordination through the completion of the project, regardless of original project schedule.

*Product: An internal meeting schedule. Monthly (or bi-weekly) coordination meetings (virtually) throughout the process (18 months).*

## ELEMENT 2 – PUBLIC INVOLVEMENT PROCESS

A comprehensive and engaging public involvement process will be a key ingredient for a successful Master Plan update. The public involvement process element presents the tasks required to develop a collaborative public involvement and master planning process that develops understanding, explores solutions, and provides a realistic and achievable implementation plan.

### Task 2.1 – Stakeholder Coordination

Effective coordination with local and regional jurisdictions, state and federal agencies, and key local non-agency stakeholders is a critical element in the success of any long-term planning process. Agency coordination will be initiated at the earliest stages of the project and maintained throughout to provide effective lines of communication.

#### ***Sub-task 2.1.1 – Identify Planning Advisory Committee (PAC) Members***

The Consultant will work closely with City staff at the outset of the project to create a diverse PAC with approximately 5-10 subject matter experts, including representatives from the Airport Advisory Committee, City/County Planning, airport neighbors, business owners, City/County Economic Planning or Tourism, Airport Museum, etc. The PAC will be assembled to provide input and allow for public dissemination of data. In addition to the membership composition and number noted above, representatives from the FAA Seattle Airports District Office (ADO) will serve as ex officio members of the PAC.

*Product: A developed PAC contact list comprised of selected PAC members.*

#### ***Sub-task 2.1.2 – City Staff Coordination***

The Consultant will coordinate with staff in conjunction with project meetings and/or public hearings to brief staff on project progress to prepare staff for Airport Advisory Committee or City Council updates. The Consultant should work with City Staff to ensure all project related information, timelines, and materials are forwarded to the City for timely posting and publication.

### Task 2.2 – Planning Advisory Committee (PAC) Meetings

Three (3) PAC meetings will be held during the study. The Consultant will be responsible for conducting the meetings, reviewing the scope of the project, presenting the findings and recommendations of the plan and program, preparing written meeting summaries, and responding to any technical and professional questions and concerns. The Consultant will prepare any supplemental handouts or presentation graphics needed for the meetings.

The below PAC meetings will include a multi-step public review process that will begin with a stakeholder discussion on:

- Public engagement on the project to develop a community buy-in for the airport.
- Identify how community buy-in informs future land use, transportation, and environmental

- requirements; and
- An overview of the airport's existing conditions and critical aircraft determination.

The stakeholder engagement will evolve through the process and refined based on stakeholder input. These meetings will review the additional areas of interest:

- Identify and verify the facility requirements necessary to satisfy potential future demands on the Airport;
- Preliminary development concepts will be presented and refined into a preferred alternative, selected by the City based on stakeholder engagement and input into the process; and
- A capital improvement plan (CIP) and airport layout plan (ALP) will be prepared as part of the draft final report for PAC, public, City, and FAA review.

FAA will be invited to participate in all PAC meetings. In the event they are unable to make the meeting in-person or virtually, a copy of the presentation or meeting recording will be shared with them.

#### **Sub-task 2.2.1 – Conduct PAC #1 (In-person)**

The Consultant will facilitate an interactive discussion with the PAC and stakeholder community. The information presented and input received will help the Consultant and City in refining the draft working materials into a final product.

*Product: All project-related materials required to conduct PAC Meeting #1. Printed materials may include handouts and boards. Draft chapters will be shared digitally through email and the project website.*

*Meeting Attendance: 2 Planning/Engineering Consultants*

#### **Sub-task 2.2.2 – Conduct PAC #2 (In-person)**

The Consultant will facilitate an interactive discussion with the PAC and stakeholder community. The information presented and input received will help the Consultant and City in refining the draft working materials into a final product.

*Product: All project related materials required to conduct PAC Meeting #2 Printed materials may include handouts and boards. Draft chapters will be shared digitally through email and the project website.*

*Meeting Attendance: 2 Planning/Engineering Consultants*

#### **Sub-task 2.2.3 – Conduct PAC #3 (In-person)**

The Consultant will facilitate an interactive discussion with the PAC and stakeholder

community. The information presented and input received will help the Consultant and City in refining the draft working materials into the final product.

*Product: All project related materials required to conduct PAC Meeting #3. Printed materials may include handouts and boards. Draft chapters will be shared digitally through email and the project website.*

*Meeting Attendance: 2 Planning/Engineering Consultants*

### **Task 2.3 – Project Meetings**

Additional project meetings will serve as another opportunity for public engagement and project coordination among a variety of stakeholders and regulating agencies. The Consultant will prepare any supplemental handouts or presentation graphics needed for the meetings.

#### ***Sub-task 2.3.1 – Public Open Houses (In-person)***

The Consultant will facilitate two (2) in-person public open house meetings are scheduled during the project. This will be organized as a public workshop with information displayed to inform the public and to provide a forum for neighbors and stakeholder groups to discuss the project and provide input. The meetings will be scheduled to coincide with PAC meetings (same day).

*Product: Two (2) in-person public open house meeting scheduled in coordination with PAC meetings.*

*Meeting Attendance: 2 Planning/Engineering Consultants*

#### ***Sub-task 2.3.2 – Airport Advisory Committee Meetings (In-person)***

The Consultant will attend and present at two (2) of the regularly scheduled Airport Advisory Committee meetings during the project. These meetings will coincide with regularly schedule PAC meetings, at key points within the project to seek input into the planning process.

*Product: Two (2) in-person public open house meeting scheduled in coordination with PAC meetings.*

*Meeting Attendance: 1 or 2 Planning/Engineering Consultants*

#### ***Sub-task 2.3.2 – Federal Agency Coordination (FAA) (Virtual)***

The Consultant and City staff will meet with FAA staff at the Alternatives and ALP review stages of the project to ensure full coordination and timely review and comment on draft work products.

FAA will be invited to participate in all PAC meetings (either in-person or virtually), in addition to the routine airport planning project coordination meetings throughout this planning process.

Product: *Two meetings with FAA.*

Meeting Attendance: *2 Planning/Engineering Consultants*

## **Task 2.4 – Public Notice and Data Distribution**

### ***Sub-task 2.4.1 – Public Meeting Notices/Press Releases***

The City will be responsible for coordinating and scheduling PAC and other public meetings, providing facilities for such meetings, and providing all required notification to PAC members and/or the public. The Consultant will advertise the date and time of the meetings to allow public attendance as desired. The Consultant will assume all costs of advertising and press release announcements in the local media and will coordinate with City staff to post notices and press releases on City's website.

Product: *Meeting notices sent to one local media outlet of the City's choice. 1 time for each PAC meeting and public open house.*

### ***Sub-task 2.4.3 – Website Content for Project Website***

The Consultant will provide project deliverables including draft chapters, presentation materials, meeting agendas, meeting notices, press releases, questionnaires (in-person and on-line), and meeting summary notes for posting on the project website. The project web page will provide an opportunity for the public to attend virtual open houses and review project deliverables and progress throughout the project.

The project website will be shared through the City of Vancouver's website and provided to Clark County to ensure the surrounding community has access to the project information.

Product: *A project web page with relevant project related materials.*

## **ELEMENT 3 – Airport Surveys (AGIS)**

The Consultant will conduct an aeronautical survey at the Airport. The project will be completed in compliance with the FAA Advisory Circulars listed below and will include an airport airspace analysis (AAA) for *Runways with Vertical Guidance*. The survey will complete the tasks in the "Airport Layout Plan (ALP)" column of AC 150/5300-18B, Table 2-1. Consultant will also reference the FAA AGIS Survey Project Planning Guide to ensure that all requirements are met.

### **Task 3.1 AGIS Survey**

The purpose of this AGIS survey is to support ALP development and will include an FAA Airport Airspace Analysis Survey for all Obstruction Identification Surfaces (OIS) defined in FAA Advisory Circular 150/5300 - 18B, Section 2.7.1.1: Runways with Vertical Guidance. The consultant will be responsible for generating the OIS per the AC.

#### **QUALITY STANDARDS**

The Advisory Circulars identified below detail the data collection methods and accuracies required for the verification process by the Federal Aviation Administration (FAA) and the National Geodetic Survey (NGS).

- AC 150/5300-16B “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.”
- AC 150/5300-17C “Standards for Using Remote Sensing Technologies in Airport Surveys.”
- AC 150/5300-18B “General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards”

#### **PROJECT AREA**

The project area encompasses the Airport environs inclusive of the obstruction identification surfaces as defined in AC 150/5300-18B.

The consultant will coordinate with the Airport Sponsor, FAA ADO, and FAA Airports Data Information Portal (ADIP) team to complete the following:

- Assist the Airport Sponsor in setting up or recovering ADIP credentials necessary to create the AGIS project in ADIP
- Assist the Airport Sponsor in creating the AGIS Survey project in ADIP.
- Draft the AGIS Survey Statement of Work (SOW)
- Coordinate SOW Review with Airport Sponsor and FAA
- Submit SOW to ADIP for FAA concurrence

#### **Subtask 3.1.1 - Aerial Control and Ground Survey**

In accordance with the above-mentioned ACs, and the Statement of Work the Consultant will complete the following:

- Develop a Survey and Quality Control Plan
- Conduct pre-survey interviews with staff and complete interview checklists.
- Locate and validate PACS and SACS on the Airport. If PACS/SACS are not present or in usable condition, Temporary Survey Marks (TSM) will be established in accordance with AC 150/5300-16B, Paragraph 2.2.2
- Perform, Document, and Report the tie of PACS and SACS to the National Spatial Reference System (NSRS)
- Establish, record, and document aerial image control points/targets.

- Control point/target locations to be coordinated with Aerial Survey provider.
- Establish, record, and document five (5) OPUS check points.
- Survey and document all runway ends and displaced thresholds at the airport. Each runway end will be monumented if not already done.
- Determine or validate the runway width and length
- Survey the runway centerline profile at 50' stations
- Survey or validate the positions of all NAVAIDs associated with the airport.
- Provide completed field documentation, checklists and annotated photos detailing field methods
- Provide Survey Narrative describing field methods, data processing steps, and results.
- Complete any other tasks not specifically listed above, as outlined FAA AC-18B, Table 2- 1 "Survey Requirements Matrix", ALP Column.

Consultant will reference data deliverables to the project control datums:

Horizontal: North American Datum of 1983/2011 (NAD 83(2011)), Washington State Plane Coordinate System, South Zone in US Survey Feet.  
Vertical: North American Vertical Datum of 1988 (NAVD 88)  
Geoid: Geoid 18

### **Subtask 3.1.2 – Photogrammetric Mapping and Orthophotography**

For this project, new vertical stereo aerial imagery will be acquired according to specifications described in FAA AC 150/5300-17C. Aerial imagery will be collected at two scales. High resolution imagery will cover the entirety of the Airport property and RPZs. Lower resolution imagery will cover the extent of the OIS surfaces.

From the high-resolution airport property aerial imagery, the following will be produced:

- 100 scale mapping with 1' contours of the existing airport property and Runway Protection Zones (RPZ).
- Color digital orthophoto tiles and a single orthomosaic with a GSD of no greater than 0.25'
- Identification and mapping of obstacles within the imagery footprint
  - Include top of all structures on the airport, and ground elevations of traverseway centerlines where they intersect extended runway centerlines. From the lower resolution OIS aerial imagery, the following will be produced:
- Landmark feature planimetric mapping
- Color digital orthophoto tiles and a single orthomosaic with a GSD of no greater than 1.0'
- Identification and mapping of obstacles within the OIS that were not captured in the high-resolution imagery.
  - Include elevations of traverseway centerlines where they intersect extended runway centerlines.

### **Subtask 3.1.3 – Obstruction and Planimetric Feature Collection and Submission**

The Consultant will collect obstructions and planimetric data as outlined in the SOW and ACs. The Obstruction Identification Surfaces (OIS) will satisfy the following requirements of the AC 150/5300-18B, Section 2.7.1.1 Analysis of Runways with Vertically Guided Operations.

The specific types and quantities of obstructions for each surface are outlined and defined for the particular surface in the AC. Any obstructions that meet the requirement for measurement of the AC, but are of a nature that elevations at the highest point of the obstruction are impractical to read through photogrammetric methods (cell tower, electrical tower, whip antenna, etc.), will be identified and relayed to the surveyor to initiate field surveyed elevations for the obstruction.

The delivery will include the planimetric feature collection. Features to be collected are listed on the “Feature Collection Matrix”, provided by the Consultant to the AGIS Subconsultant. The final obstruction and planimetric data will be provided in ESRI File Geodatabase (GDB) format and converted to ESRI Shapefile (SHP) for submission to the AGIS Portal.

Consultant will submit all required data and associated documentation in the formats specified in the appropriate advisory circulars to the FAA Office of Airports, Airports Surveying-GIS Program. All data submissions to the FAA will be through the program’s website <http://www.adip.faa.gov>.

*The deliverables (Task 3.1) that will be uploaded to the AGIS website include:*

- *Statement of Work, Imagery Plan and Survey and Quality Control Plan*
- *Imagery Shipment Tracking Information*
- *Obstruction survey data*
- *Ground survey data*
- *Planimetric data*
- *18B-Compliant Shapefiles*
- *Final Report and supporting documentation*

### **Task 3.2 - Supplemental Information for Airport Layout Plan**

In addition to the deliverables required under 18B delivery, the Consultant will provide the following supplemental information to support ALP development.

- Part 77 imaginary surfaces for future runway configurations as defined through the development alternatives process.
  - The future runway ends and profile(s) will be provided after the selection of a preferred runway alternative.
  - Provide additional heights of features as needed based on preferred runway alternative.

Product: ESRI File Geodatabase containing Part 77 imaginary surfaces and obstacles as 3D polygon feature classes.

#### **ELEMENT 4 – EXISTING CONDITIONS ANALYSIS**

The existing conditions analysis element will present the master plan process to the public and document existing airfield facilities and conditions that affect the operation and development of the airport within the context of the region, and local municipalities. The existing conditions analysis will utilize the currently approved Airport Master Plan and subsequent work product to support the effort. The findings documented in the Existing Conditions Analysis chapter will be used to support subsequent recommendations throughout the development the master plan. It is expected the City of Vancouver will make available any information required to conduct a thorough inventory and analysis.

##### **Task 4.1 – Develop Report Introduction Chapter**

Consultant will develop a master plan introduction chapter to summarize and depict the following information related to the master plan:

- Study Purpose
- Project Need
- Project Funding
- Project Schedule
- Public Involvement Process
- Known Issues & Opportunities

Product: A summarization and depiction of relevant content.

##### **Task 4.2 – Data Collection and Inventory**

The Consultant will collect, analyze, and incorporate information from local, regional and state aeronautical or surface transportation studies, comprehensive planning documents, as related to the development of Pearson Field. The Consultant will also review existing and future land use within the airport environs and existing zoning patterns, including overlay zoning designations. Existing airport traffic patterns and flight procedures will be summarized.

Existing data and information, such as, but not necessarily limited to, documents, maps, studies, and projects currently underway or in the planning stages (on and off airport property and in the vicinity) which may directly or indirectly influence this study effort will be identified, reviewed, and documented. Such information would, for example, include a review of any existing regional and state system plans, airport layout plans, pavement maintenance plans, surface transportation plans, utility plans, area plans, and engineering reports, among others.

The Consultant will utilize inventory data contained in the previous Airport Layout Plan Report in addition to other airport specific, regional, or state aviation system planning studies. Other data sources include the FAA Airport Master Record, pavement management plan, construction drawings

and other relevant documents, as provided by City staff. An on-site inspection of major components of the airport will also be performed.

Meetings: *Miscellaneous meetings with City staff, Airport Advisory Committee, City/County planning staff, local airport users, etc.*

Site Visit: *Task includes 1 site visit for two (2) planners to collect data and understand the airport environment.*

Product: *Tabulated airport facilities inventory for input to later work elements.*

### **Task 4.3 - Evaluate and Present the Existing Regional Setting of the Airport**

Consultant will evaluate and present an understanding of the issues and opportunities related to the regional setting and local context of the Airport and surrounding community for use in subsequent phases of the master plan. The following Subtasks will form the framework for examining the regional context of the Airport:

#### ***Sub-task 4.3.1 – Location and Vicinity***

Consultant will develop location and vicinity maps.

#### ***Sub-task 4.3.2 – Airport History, Role, and Area Airports Contextual Analysis***

Consultant will summarize and depict the Airport History; the Airport's National, State, and Local Role; and conduct a Contextual Analysis of area airports.

- Airport History – Consultant will develop a summary and depiction of the Airport's history.
- National NPIAS, State, and Local Role – Consultant will summarize and depict the Airport's role in the National and State aviation system and summarize the role of the Airport within the local community.
- Area Airports Contextual Analysis – Consultant will conduct an airport service area analysis by locating competing airports relative to Pearson Field and population centers, assessing their role, and evaluating their facilities and services. This information will be utilized to assess the influence that surrounding airports have with respect to competing services, facilities and equipment, navigational aids, and accessibility.
- Airport Economic Impact – Data provided through the WSDOT Airport Economic Impact Study will be reviewed and included.

#### ***Sub-task 4.3.3 – Based Aircraft***

The City of Vancouver will provide a current list of locally-based aircraft by number and type. Specific manufacturer and model data will be gathered for the largest type of based and/or itinerant aircraft that regularly use the Airport.

Product: *Identification of based aircraft to inform the critical aircraft discussion.*

#### ***Sub-task 4.3.4 – Relevant Studies***

Consultant will summarize and depict relevant content from State and local planning studies which may or may not include the following:

- Comprehensive Plans
- Local Transportation System Plans
- Local Utility Master Plans
- Previous Airport Master Plans
- Current Approved Airport Layout Plan
- WSDOT Aviation System Plan

#### ***Sub-task 4.3.5 – Environmental Data***

Consultant will summarize and depict environmental data from a variety of sources including previous environmental documents, consultant inquiries, and publicly available data to summarize and depict the data.

NEPA Analysis – Building off previous environmental work completed for the Airport, consultant will prepare an environmental overview of the Airport’s environmental setting and operating environment based on NEPA Environmental Impact Categories outlined in FAA Order 1050.1F Policies and Procedures for Considering Environmental Impacts and FAA Order 5050.4B, FAA Environmental Handbook utilizing available data and information. No formal coordination with federal and state agencies will be conducted as part of this work element. Informal coordination may occur during the process of obtaining existing documents, etc. from various agencies.

Consultant will gather and utilize existing maps of the airport environs and environmental documents to document existing conditions. This summary is intended to reference any known or potential environmental conditions or issues that could be affected by proposed airport development that have been identified in recent environmental efforts conducted on the airfield. Consultant will request information from the U.S. Fish and Wildlife Service (USFWS) of any rare, threatened, and endangered plant and animal species that have been documented within the vicinity of the Airport.

Consultant shall summarize and depict environmental data from a variety of sources including, but not limited to, previous environmental documents, Consultant inquiries, and publicly available data to address the following environmental impact categories:

Air quality – Consultant shall briefly evaluate air quality considerations with respect to proposed master plan improvements. Air quality modeling or detailed analyses are outside of this scope of Services. Consultant shall also summarize and depict local climate data. Consultant shall request wind data from the onsite Automated Weather Observation System (AWOS) or

nearest available AWOS/ASOS for the Airport. Consultant shall develop and update a wind rose using the FAA Airport Design program based on the most recent 10 years of available data.

Biological resources (including fish, wildlife, and plants) – Consultant shall provide an overview of habitat conditions and summary and of potential impacts to any biotic resources identified in the study area.

Federally-listed Endangered and Threatened (“T&E”) Species – Consultant shall summarize known or documented existing T&E species and designated critical habitat. Consultant shall not perform species surveys as part of this scope of Services.

Climate - Consultant will summarize and depict local climate data. Consultant will obtain available data from any onsite weather observation equipment (AWOS/ASOS) or the nearest available airport data. A wind rose will be developed using the FAA Airport Design program.

Coastal resources – Not applicable and will not be included in the environmental section of the report.

Department of Transportation Act Section 4(f) – Consultant shall review the Project area to identify the presence of any Section 4(f) properties in the vicinity. If there are none, Consultant shall document it. A Section 4(f) evaluation to determine if the use of any 4(f) properties would be impacted is outside this scope of Services.

Farmlands - Consultant will review state and federal regulations for any Farmlands within the study area.

Hazardous materials, solid waste, and pollution prevention - Consultant will complete a summary and assessment of any Hazardous Materials identified in the study area based on a review of previous studies and published data. The Consultant will develop recommendations for avoidance, minimization, and mitigation measures for the preferred development alternative.

Historical, architectural, archeological, and Cultural Resources Assessment (CRA) - Building off previous environmental work completed for the Airport, Consultant shall summarize previous cultural resources surveys and identify potential areas that may require further analysis based on proposed development.

Land Use – Consultant shall review and summarize local land use compatibility and identify potential impacts of proposed improvements. Consultant shall review land use and zoning maps.

Natural resources and energy supply - Consultant shall review proposed improvements, construction techniques, and materials to assess opportunities and impacts.

Noise and compatible land use – Noise contours and analysis will not be completed as part of this plan. The anticipated airport traffic does not require a noise analysis. Existing noise contours, if available, may be carried forward.

Visual effects (including light emissions) - Consultant will prepare a summary of increased light emissions and visual effects created through the construction of the proposed improvements.

Water resources (including wetlands, floodplains, surface waters, groundwater, and wild and scenic rivers) will be reviewed and included. If publicly available information exists, infiltration of stormwater into the waterways will be reviewed and summarized in the report.

Wetlands and Waters of the US – Consultant shall review existing information to identify potential wetland resources in the Project area including historic aerial photos, National Wetlands Inventory, and Natural Resource Conservation Service Soil Survey. Consultant shall perform a site reconnaissance to identify potential wetland areas. Consultant shall hand draw potential wetland areas on an aerial photo.

*Note: Wetland delineation is outside this scope of services.*

Floodplains – Consultant shall review FEMA maps to determine if any of the study area is within the 100-year floodplain. If the study area is in a floodplain, then it will be noted and cited in the report.

Stormwater and Water Quality – Consultant shall review on site drainage patterns and site uses to determine the potential for water quality impacts.

Consultant will coordinate with US Army Corps of Engineers to confirm that no protected resources exist in the vicinity of the project.

NEPA Analysis will provide a background overview of impact categories that will be used in the assessment of development alternatives. The Preferred Alternative will be reviewed to assess and document the likely impacts of the proposed improvements and serve as the basis for future Environmental Assessments. The Consultant shall recommend additional study for individual impact categories that may be required based on the selected Preferred Alternative.

***Sub-task 4.3.6 – Local Surface Transportation System Analysis***

Consultant will summarize and depict the existing and planned improvements for the local area surface transportation network.

#### ***Sub-task 4.3.7 – Land Use Analysis***

Consultant will summarize and depict the following:

- Base Zoning – Consultant will summarize and depict existing and planned on-airport and off-airport zoning/land uses covering the existing FAR Part 77 Surfaces.
- Overlay Zoning – Consultant will summarize and depict existing adopted City/County Airport overlay zones.

*Product:* A summarization and depiction of relevant content.

#### **Task 4.4 - Evaluate and Present the Existing Landside Elements of the Airport**

Consultant will evaluate and present an understanding of the issues and opportunities related to landside facilities and services of the Airport for use in subsequent phases of the master plan. The following sub-tasks will form the framework for examining the landside elements of the Airport:

##### ***Sub-task 4.4.1 – Utilities***

Consultant will summarize and depict the existing utilities, to include water, gas, sanitary sewer, storm water, electric, telephone, communications, and any other utilities within the airport boundaries. Existing utility easements and any specified development setbacks located within airport property will be depicted and/or noted. Existing local utility provider drawings (electronic files when available) will be used to provide data for this task. Existing mapping of natural site conditions will be consolidated into a common base map for use in the project.

##### ***Sub-task 4.4.2 – Local Emergency Medical/Fire Services***

Consultant will summarize and depict local emergency response facilities and capabilities.

##### ***Sub-task Task 4.4.3 – Airport Perimeter Fencing***

Consultant will summarize and depict airport perimeter fencing and access to the airport operations area. The location and configuration of controlled/uncontrolled vehicle and pedestrian access gates will be documented.

##### ***Sub-task 4.4.4 – Airport Surface Road Access, Vehicle Parking, and Pedestrian Access***

Consultant will summarize and depict the location and configuration of existing auto parking; vehicle parking conformance to local standards; internal airport access roads; and pedestrian access to aircraft. The location and configuration of controlled/uncontrolled vehicle access points (gates, etc.) to the airport will be documented. Common vehicular access routes within the airport's landside areas (hangars, aprons, etc.) and planned future connections will be identified through coordination with the Airport.

##### ***Sub-task 4.4.5 – General Aviation (GA) Terminal Areas***

Consultant will summarize and depict the existing GA Terminal Area facilities including corporate office and manufacturing facilities, FBOs, flight schools, public terminal/pilot

buildings and Airport administration and maintenance/vehicle storage facilities, non-aeronautical activities, and other operations on the Airport.

***Sub-task 4.4.6 – Hangars***

Consultant will summarize and depict the number of units, total square footage, and condition of aircraft storage units on the Airport (based on a visual exterior inspection and/or information provided by City staff).

A summary of current hangar occupancy and hangar ownership will be prepared based on data provided by the City.

Product: *A summarization and depiction of relevant content.*

**Task 4.5 - Evaluate and Present the Existing Airside Elements of the Airport**

Consultant will evaluate and present an understanding of the issues and opportunities related to airside facilities, design standards, and airspace and approach procedures of the Airport. The following sub-tasks will form the framework for examining the airside elements of the Airport:

***Sub-task 4.5.1 – Airside Facilities***

Consultant will summarize and depict existing airside facilities data gathered from a variety of sources to provide an inventory and understanding of the issues and opportunities surrounding the following airside elements:

- Aprons – Consultant will summarize and depict airfield apron areas as well as the location and number of based and itinerant aircraft parking spaces/tiedowns for the Airport’s existing apron areas.
- Taxiways and Taxilanes – Consultant will summarize and depict the existing taxiway and taxilane network on the Airport.
- Runways – Consultant will summarize and depict the existing runways on the Airport.
- Airfield Pavements – Consultant will summarize and depict pavement thickness (if information is available), pavement markings, pavement strength (if information is available), pavement condition (based on latest PCI inspection), and construction history of airside facilities such as runways, taxiway/taxilane and apron pavements. The most recent Pavement Management Plan for the airport will be utilized, in addition to a review of existing design drawings.
- Support Facilities – Consultant will summarize and depict the airside support facilities such as airfield lighting, signage, weather reporting equipment, NAVAIDS, fuel tanks, and fueling facilities.

***Sub-task 4.5.2 – FAA Design Standards***

Consultant will summarize and depict known non-standard conditions identified in previous planning studies and any additional conformance issues based on the existing Runway Design

Code (RDC) and the approach type/category, along with the current Advisory Circular and Engineering Brief guidance.

#### ***Sub-task 4.5.3 –Airspace and Approach Procedures***

Consultant will summarize and depict the latest available information for airspace, airport traffic patterns and procedures, TERPS/Part 77 Airspace, and approach procedures:

- Area Airspace Review - Consultant will summarize and depict Airport airspace.
- Traffic Patterns – Consultant will summarize and depict existing traffic patterns and aircraft operating procedures.
- PART 77 Airspace – Consultant will summarize and depict an analysis of existing FAR Part 77 surfaces and any existing obstructions. AGIS data will be used if available for the preliminary analysis, then incorporated into the final ALP drawing set.

Product: *A summarization and depiction of relevant content.*

#### **Task 4.6 – Prepare Existing Conditions Chapter**

Consultant will develop a chapter summarizing the tasks, sub-tasks, and pertinent information outlined above. The draft chapter will provide information for subsequent decisions. This chapter will be submitted to the City and FAA for review and comment.

Product: *A narrative and graphical summary of the elements completed within Task 4; the chapter will be revised as necessary based on review comments and will subsequently become chapters of the Airport Master Plan report.*

### **ELEMENT 5 – AVIATION ACTIVITY FORECASTS**

Per FAA Memorandum, Forecast Review and Approval Instructions, dated August 12, 2024.

*At many smaller general aviation (GA) airports with less than 90,000 annual operations, the development of a planning forecast can often be streamlined to focus on analysis of the existing critical aircraft by runway and then the likely future critical aircraft by runway. The airport sponsor may attest that “**Current operations at the airport are less than 90,000 operations annually and not expected to exceed 90,000 operations in the foreseeable future. Therefore, preparation of a detailed forecast is not warranted.**”*

*Instead, the analysis will identify the existing critical aircraft, by runway, and if there is any expected change to the future critical aircraft in the foreseeable future (through mid-term period). A consistency check with the TAF is not necessary in using this option.*

#### **Task 5.1 - Prepare Aviation Activity Summary**

A summary of the existing based aircraft, aircraft operations, and critical aircraft will be prepared and included in the Existing Conditions Chapter.

### ***Sub-task 5.1.1 – Based Aircraft***

Consultant will summarize the existing based aircraft (single engine, multi-engine piston, single/multi-engine turboprop, business jets, air tankers, historic aircraft, helicopters, and other aircraft (light sport aircraft, gliders, ultralights).

*Note: The Airport Sponsor will provide the Consultant with a list of based aircraft and will be responsible for ensuring that the basedaircraft.com database is up to date.*

### ***Sub-task 5.1.2 – Aircraft Operations***

Consultant will summarize the existing annual aircraft operations including mix of general aviation itinerant and local operations; commercial operations; and military operations.

*Note: Historical aircraft operations will be based on best available information, gathered through Airport Master Record, ADSB tracking, and FAA’s Opsnet and TFMSC data.*

### ***Sub-task 5.1.3 – Critical Aircraft***

Consultant will summarize and depict pertinent information as it relates to the forecasted critical aircraft for each forecast year. Based on existing and future aircraft operations forecasts, the Consultant will determine the existing and future critical aircraft (500 annual operations, including local and itinerant, excluding touch and go’s). The existing and future critical aircraft will determine the existing and future airport reference code, upon which FAA design standards are predicated.

*Note: The Future Critical Aircraft will be used to identify the future runway length for the Airport. Prior planning included a runway extension, which will be re-evaluated as part of this update.*

Product: *The identification of the Critical Aircraft and a summary of the existing airport operations, fleet mix and critical aircraft as part of the Inventory Chapter of the report. FAA will need to generate an approval letter based on the following statement from the Forecast Instruction Memo (2024). “Current operations at the airport are less than 90,000 operations annually, and not expected to exceed 90,000 operations in the foreseeable future. Therefore, preparation of a detailed forecast is not warranted.”*

## **ELEMENT 6 – FACILITY REQUIREMENTS**

The facility requirements will focus on the facility improvements needed to safely and efficiently accommodate projected demand for the twenty-year planning period consistent with current FAA standards.

### **Task 6.1 – Define Updated Airfield Design Standards and Analyze Airfield Conformance**

The Consultant will conduct an evaluation of the forecast critical aircraft and appurtenant FAA airport design standards and FAR Part 77 airspace standards based on the existing approach type/category for each runway end. Any non-conforming items will be documented. Non-standard Items will be

addressed in the airport development alternatives evaluation.

*Product: Identification of any non-conforming facility configuration based on existing and future RDC.*

### **Task 6.2 – Define Landside Elements Requirements**

Based on the existing conditions analysis, forecasts of aviation activity, demand considerations, and input from the City and PAC, the Consultant will summarize and depict a series of facility requirements and needs necessary to satisfy future demand and address any issues and opportunities identified in the Landside Elements analysis, which may include the following:

- Utilities
- Local Emergency Medical/Fire Services (EMS)
- Airport Perimeter Fencing
- Airport Surface Road Access, Vehicle Parking, and Pedestrian Access
- General Aviation (GA) Terminal Areas
- Hangars /Aircraft Parking Areas

*Product: Formulation of “landside elements” facility requirements to serve as a guide for the preparation of the development alternatives.*

### **Task 6.3 – Define Airside Elements Requirements**

Based on the existing conditions analysis, forecasts of aviation activity, demand considerations, and input from the City and PAC, the Consultant will summarize and depict a series of facility requirements necessary to satisfy future demand and address any issues or opportunities identified in the Airside Elements analysis, which may include the following:

- Airside (Runway/Taxiways) Facility Needs
- FAA Design Standards
- Airspace and Approach Procedures

*Product: Formulation of “airside elements” facility requirements to serve as a guide for the preparation of the alternatives analysis.*

### **Task 6.4 – Develop Facility Requirements Chapter**

The Consultant will develop a chapter describing the tasks outlined above. The chapters will be submitted to the City and FAA for review and comment.

*Product: A narrative and graphical summary of the facility requirements; the chapter will be revised as necessary based on review comments and will become a chapter of the report.*

## ELEMENT 7 – ALTERNATIVES ANALYSIS

In coordination with the public involvement process the purpose of this element is to evaluate the effects of the proposed development solutions identified in the facility requirements in the form of airport development alternatives, thus providing the technical basis necessary for selecting a “preferred” development plan for the airport.

### Task 7.1 – Identify and Prepare Alternatives

Consultant will, based on the facility requirements, prepare, and depict potential airport development alternatives for community and regulatory agency discussion.

- Two (2) airside development options – runway/taxiway configuration
- Two (2) landside development options – hangars, aircraft parking areas, and fueling areas
- One (1) no action alternative, maintains the existing conditions of the airport

The airport development alternatives will be prepared using an aerial photo base and AGIS data, when available, combined with the electronic file for the Airport Layout Plan that depicts existing conditions.

### Task 7.2 – Evaluation of Development Alternatives

Consultant will develop a detailed evaluation to summarize and depict a comparison of the merits and deficiencies of the development alternatives under consideration. An evaluation matrix will be prepared to compare the composite rankings of each alternative. Factors to be considered in the evaluation include:

**Ability to Serve Forecast Demand:** Each alternative will be evaluated to determine its ability to meet forecast demand levels for a 10-year planning horizon. The identified facility improvements and associated projects will include a justification that identifies whether the improvement is needed for forecast demand or to meet FAA design standards.

**Airport Design Standards:** Each alternative will be evaluated toward FAA airport design standards. Potential approach obstructions and required mitigation, if any, will be identified. Potential impacts on existing airport or tenant facilities will be addressed. The identified facility improvements and associated projects will include a justification that identifies whether the improvement is needed for forecast demand or to meet FAA design standards.

**Airspace Compatibility:** Using the airspace requirements developed earlier and the forecasts of aviation activity, potential impacts to airspace and related operations will be evaluated for each alternative. This will include VFR airport traffic patterns, any existing instrument approach and departure (TERPS) surfaces.

**Land Use, Transportation, and Environmental Compatibility:** The proposed development alternatives will be evaluated to determine the impact on local land use, local transportation systems, and the environment (the environmental analysis will generally be a high-level overview of the relevant NEPA impact categories).

*Product: A summarization and depiction of the evaluation of airside and landside development alternatives presented.*

### **Task 7.3 – Recommended Preferred Development Alternative**

Consultant will facilitate discussion amongst stakeholders and PAC members per the public involvement process to identify a recommended preferred development alternative for Pearson Field.

The City will select a preferred development alternative for the Consultant to proceed on with Implementation phase of the master plan. The preferred alternative may include elements from one or more of the preliminary development alternatives or may include refinements that were created during the evaluation of the preliminary alternatives. As noted earlier, the preferred alternative must be consistent with all applicable FAA technical standards and regulations.

*Product: The City's selected preferred development alternative to be reflected in graphic depiction and narrative description.*

*Product: A summarization and depiction of the recommended preferred development alternative.*

### **Task 7.4 – Prepare Development Alternatives Chapter**

The Consultant will develop a chapter describing the tasks outlined above. This chapter will be submitted to the City and FAA for review and comment as described in the Public Involvement Element.

*Product: A narrative and graphical summary of the alternatives analysis; the chapter will be revised and/or amended as necessary based on review comments and will become a chapter of the report.*

## **ELEMENT 8 – FINANCIAL PLAN**

The Consultant will work closely with the City to identify key development priorities to be reflected in the updated CIP. The cost of each project will be listed with the amount of anticipated FAA funding defined based on current funding eligibility. The CIP will provide an annual breakdown of projects for the short-term period (years 1-5) and long term (years 6-20) periods.

### **Task 8.1 – Prepare CIP Spreadsheet & Cost Estimates**

The Consultant will prepare a 20-year Airport CIP, which will include recommended phases of development, estimates of cost for each improvement, possible funding sources, including an evaluation of the airport's predicted available FAA grant funding based on current funding legislation. The CIP will also estimate local expenses associated with project implementation that are not typically eligible for FAA funding.

The short-term period of the CIP (years 1-5) will be organized with prioritized annual project listings; projects included in the long-term (years 6-20) will be prioritized within the overall timeframe. A

phasing diagram will identify each development and major pavement maintenance project programmed in the 20-year planning period.

*Product: A 20-year CIP – corresponding to the preferred alternative (in spreadsheet form and project phasing diagram, with associated text.)*

### **Task 8.2 – Airport Operations – Financial Review**

The Consultant will review the airports existing revenues and expenses and project out a budget through the next 5 and 10 years. The Consultant will identify shortfalls in revenues to cover anticipated operating costs. The budget will also include presumed local match costs for future FAA funded projects through the next 5 and 10 years. A market assessment and appraisal is not included in this project, but may be recommended in order to adjust rates to meet market demand.

### **Task 8.3 – Prepare Financial Plan Chapter**

The Consultant will develop a chapter describing the tasks outlined above. This chapter will be submitted to the City and FAA for review and comment as described in the Public Involvement Element.

*Product: A narrative and tabular summary of the implementation plan. The chapter will be revised and/or amended as necessary based on review comments and will become a chapter of the report.*

## **ELEMENT 9 - AIRPORT LAYOUT PLAN DRAWINGS**

The previous Airport Layout Plan drawing set will be replaced (redrawn), to reflect current conditions, updated master plan development recommendations, and all applicable FAA requirements. The major projects proposed in the Capital Improvement Program (CIP) will be shown on the ALP in schematic form. All drawings will be created in AutoCAD formatted with color imaging and use of color aerial photography and AGIS data, developed according to FAA SOP 2.00 and 3.00.

### ***ALP Drawing Set Submittals***

1. Preliminary Draft ALP Drawing Set
2. Draft ALP Drawing Set
3. Final ALP Drawing Set

The Consultant will be responsible for submitting a signed copy of the FAA ALP checklist with copies of the draft ALP submittal to the FAA. Following the completion of FAA and local review, the Consultant will make all necessary revisions; comments provided by City staff, the PAC, and others will be addressed during the same revision period.

### **Task 9.1 - Airport Layout Plan & SOP 2.00**

An Airport Layout Plan (ALP) drawing shall be prepared in accordance with the findings, recommendations and approvals resulting from the study. The ALP (or Data Sheet) will include a non-

standard condition review with disposition. The ALP shall be developed utilizing the data collected and exported into AutoCAD. Additionally, the ALP will be compatible with the file format currently used by the City.

The Airport Layout Plan will contain the information as required in FAA Advisory Circular 150/5300-13B, and the most current FAA SOP 2.00. The Airport Layout Plan will contain sufficient data to obtain approvals from the FAA. The Airport Layout Plan will be depicted as a black and white line drawing with color, as needed, to help differentiate the line work and hatching.

*Product: Preparation of an Airport Layout Plan in AutoCAD format, compatible with the file format currently used by the City.*

*FAA Review: Consultant will review, update, and respond to all FAA comments following their draft final review.*

#### **Task 9.2 – Terminal Area Plan**

Terminal Area Plan will be prepared to depict the existing and proposed general aviation facilities and any new general aviation areas (locations to be determined through master plan evaluation). Facilities that may be shown in the drawings include:

- A. Apron Configuration and Aircraft Parking Positions (based and itinerant aircraft, including helicopter parking positions);
- B. Aircraft Taxiways and Taxilanes;
- C. FBO and Aircraft Fueling Facilities.
- D. Access Roadways and public vehicle parking; and
- E. Security Fencing and Gates.

*Product: Terminal Area Plan projecting development consistent with the ALP drawing, but in greater detail.*

#### **Task 9.3 - Airport Airspace Drawing (FAR Part 77)**

The FAR Part 77 drawing depicts the plan view of the ultimate FAR Part 77 imaginary surfaces for the airport. The existing and future full-length approach plan and profile views to each runway end. Any obstructions will be listed, the amount of penetration determined (using AGIS data) and their proposed disposition will be identified. Fifty-foot contour intervals will be shown for all FAR Part 77 imaginary surfaces for full length of all approach surfaces. NOS Obstruction Chart and AGIS obstruction data will be incorporated into the drawing, as appropriate. USGS quadrangle maps or AGIS data will be utilized for the base layer on the Part 77 plan view.

Product: A FAR Part 77 airspace plan drawing for the airport

#### **Task 9.4 - Runway Protection Zone (RPZ)/Inner Approach Plan and Profile Drawings**

Drawings will be prepared that show the plan view of the Runway Protection Zones (RPZ) and plan and profile views of the inner portion of the runway approach surface for each runway end. In addition, obstacle clearance surfaces (OCS) or TERPS instrument runway departure surfaces will be depicted, as applicable. Any obstructions within the RPZ or the other noted surfaces will be identified and a recommended disposition will be provided. Aerial photography and AGIS data may be used to develop these drawings. This drawing may be combined with other drawings.

Product: A Runway Protection Zone/Approach Plan and Profile drawing that shows the RPZs for each runway end at the airport.

#### **Task 9.5 - Approach Plan and Profile for Each Runway End**

Drawings will be prepared that show the existing and future full approach plan and profile for the approaches to each runway. In addition, obstacle clearance surfaces (OCS) or TERPS instrument runway departure surfaces will be depicted, as applicable. Any obstructions within the approaches will be identified and a recommended disposition will be provided. This drawing may be combined with other drawings. USGS maps and AGIS data will be utilized.

Product: An Approach Plan and Profile drawing that shows the Part 77 approaches for each runway end. The ultimate Part 77 approach plan and profile will be prepared for the most critical airfield configuration (existing or ultimate). TERPS instrument runway departure surfaces will also be depicted if applicable.

#### **Task 9.6 – Threshold Siting Surface Drawing for Each Runway End**

A Threshold Siting Surface Drawing will be prepared based on the findings and recommendations reflected in the preferred alternative. A plan showing the existing and ultimate threshold siting surface will be developed for each runway end. Plan and profile views of each area will be developed identifying all physical obstructions. Obstruction heights and locations will be noted based on AGIS data. Any obstruction requiring removal or relocation to meet FAA standards will be noted and an action plan identified. This drawing may be combined with other drawings, if appropriate.

Product: A Threshold Siting Surface drawing depicting the surfaces for each runway end.

#### **Task 9.7 – On-Airport Land Use Plan**

The Land Use Plan drawing will depict existing and recommended uses of all land (aeronautical & non-aeronautical uses) within the ultimate airport property. Current zoning designations for the Airport will also be depicted. The Land Use Plan will be illustrated on a drawing (same sheet size and scale as the ALP) and described within the body of the Master Plan document. The Consultant will work with the City during the development of the On-Airport Land Use Plan to ensure accurate depiction of existing and proposed land uses.

The airport layout plan and on-airport land use plan drawings are intended to provide a clear path for effective and efficient facility development based on anticipated demand, while providing airport management with adequate flexibility to refine facility configurations as needed to respond to changing market conditions.

*Product: An On-Airport Land Use Plan for all land within the ultimate airport property.*

### **Task 9.8 – Off-Airport Land Use Plan**

The Off-Airport Land Use Plan drawing will depict existing and recommended uses of all land in the vicinity of the airport, generally identified as that area surrounding the airport, generally within ½-mile of the facility. Land uses will be depicted by comprehensive plan land use categories, including such as agriculture, residential, industrial, commercial, open space, aviation-related, public, etc. Current zoning designations may also be depicted.

Off-airport land use will be illustrated on a drawing (same sheet size as the ALP) and described within the body of the Master Plan document. Any findings found in this study effort will be incorporated into the environs land use recommendations, which may be provided to any affected governmental entity near the Airport. The Consultant will work with airport planning during the development of the Off-Airport Land Use Plan drawing to ensure that recommendations needed to implement any changes in land use designations or zoning have been shared with local planning agencies. It is noted that master plan addresses a 20-year planning horizon that does not typically require immediate implementation for all action items.

*Product: An Off-Airport Land Use Plan for lands in the vicinity of the airport.*

### **Task 9.9 – Exhibit A**

An Airport Exhibit A that meets SOP 3.00 will be prepared depicting property ownership, aviation and surface easements. The current airport boundary along with detailed parcel information (grantor, grantee, type of interest, acreage, book & page, date of recording, and appropriate FAA project application numbers if applicable) is to be provided to the Consultant by the City or secondary sources. The Airport Exhibit A will be prepared in accordance with FAA SOP 3.00.

*Note: A title search and property boundary survey is scoped as part of a second phase of this planning project and is dependent on an FY2027 grant. Information from the survey will be used to inform the Exhibit A. In the event Phase 2 is not completed or funded, then the property plan map will include best available information provided by the City.*

*Product: Airport Exhibit A*

## ELEMENT 10 - REPORTS AND DOCUMENTATION

### Task 10.1 – “Preliminary” Draft ALP Set – FAA & City Review

In order to address any concerns from the City and the FAA, a draft ALP set will be prepared for FAA and Sponsor preliminary review and comment. Formal reviews will be conducted following the preliminary coordination.

*Product: “Preliminary Draft” Airport Layout Plan Set will be provided to the City.*

### Task 10.2 - Draft Airport Master Plan Report and Draft ALP Drawing Set – FAA & City Review

To ensure proper coordination of the planning effort and assure agreement between the Consultant, Sponsor and FAA, a Draft Airport Master Plan Report and Draft ALP drawing set will be submitted for formal review. The draft report will contain all preliminary chapters (revised based on comments provided on original drafts), ALP drawings and the financial evaluation. The draft documents and plans will be submitted to the FAA for review and coordination with the appropriate FAA divisions (Air Traffic, etc.).

The draft ALP will be uploaded into FAA’s OE/AAA database for FAA review and comment.

*Product: “Draft” Airport Layout Plan Set and “Draft” Airport Master Plan Report will be provided to the Port and FAA.*

### Task 10.3 - Final Report and ALP Drawing Set

The Final Airport Master Plan Report and ALP drawings set will be prepared and distributed based on comments received from the FAA final coordination/review process and any subsequent comments received from the Sponsor. This will be the final publication of the report and plans set.

The final ALP will be uploaded into FAA’s OE/AAA database with the draft water mark removed.

*Product: “Final” Airport Layout Plan Set and “Final” Airport Master Plan Report will be provided to the City and FAA.*

### Task 10.4 – Summary of Products to FAA

<u>Product:</u>	<u>Quantity</u>
Chapters/Draft Chapters	1 – PDF (of each chapter)
Draft Final Update Report	1 – PDF
Preliminary Draft ALP Print Sets & FAA Checklist	1 – PDF
Draft ALP Set & FAA Checklist	1 – PDF
Final ALP Set	1 – PDF
Final ALP CADD Files	1 – PDF

### **Task 10.5 – Summary of Products to Sponsor**

The items listed below include distribution to the Planning Advisory Committee (PAC), and City staff. All draft electronic documents will be distributed through links to the Consultant or City project webpage. Final electronic files will be provided both through website links and with physical storage media (USB or link to download).

Product:	Quantity
Chapters/Draft Chapters	1 – PDF (of each chapter)
Draft Final Update Report	1 – PDF
Preliminary Draft ALP Print Sets & FAA Checklist	1 – PDF
Draft ALP Set	1 – PDF
Final ALP Set	1 – Printed & 1 – PDF
Final ALP CADD Files	1 – PDF
Final Report	1 – Printed & 1 – PDF

*All public review documents will be shared digitally, either through email or shared on the project website. Individuals who wish to have printed copies may print them individually for use.*

**FEE ESTIMATE  
AIRPORT MASTER PLAN**

2026 Pearson Field - Airport Master Plan & AGIS		Century West Engineering Corp.									Sub Fee	
		Principal In Charge	Sr. Project Manager	Senior Airport Planner	Airport Engineer	Assistant Planner	CADD Technician	Admin. Support	Hours	Total Labor		
Charge Rates		\$335.00	\$260.00	\$220.00	\$150.00	\$120.00	\$165.00	\$140.00				
Task	Task Description											
<b>Element 1</b>	<b>STUDY INITIATION, SOW, AND PROJECT MANAGEMENT</b>											
1.1	Refine Scope of Work, Budget and Schedule	2	16	0	0	0	0	2	20	\$5,110.00		
1.2	Coordination and Control/ Project Administration (18-24 months)	12	90	40	0	0	0	40	182	\$41,820.00		
	<b>Task Budget:</b>	<b>14</b>	<b>106</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>202</b>	<b>\$46,930.00</b>		<b>\$0.00</b>
<b>Element 2</b>	<b>PUBLIC INVOLVEMENT PROCESS</b>											
2.1	Stakeholder Coordination											
2.1.1	Prepare List of Agency Stakeholders	0	1	0	0	0	0	0	1	\$260.00		
2.1.2	Identify Planning Advisory Committee (PAC) Members	0	1	0	0	0	0	0	1	\$260.00		
2.1.3	Staff Coordination	4	8	8	0	0	0	4	24	\$5,740.00		
2.2	Planning Advisory Committee (PAC) Meetings											
2.2.1	Conduct PAC #1 (Includes Travel Time PM & Sr. Planner)	0	16	16	0	0	0	4	36	\$8,240.00		
2.2.2	Conduct PAC #2 (Includes Travel Time PM & Sr. Planner)	0	16	16	0	0	0	4	36	\$8,240.00		
2.2.3	Conduct PAC #3 (Includes Travel Time PM & Sr. Planner)	0	16	16	0	0	0	4	36	\$8,240.00		
2.3	Project Meetings											
2.3.1	Public Open House #1 (In-person tied onto PAC meeting) (PM & Sr. Planner)	0	2	2	0	0	0	1	5	\$1,100.00		
2.3.1	Public Open House #2 (In-person tied onto PAC meeting) (PM & Sr. Planner)	0	2	2	0	0	0	1	5	\$1,100.00		
2.3.2	Airport Advisory Committee Meeting #1 (PM & Sr. Planner)	0	16	16	0	6	0	2	40	\$8,680.00		
2.3.2	Airport Advisory Committee Meeting #2 (PM & Sr. Planner)	0	16	16	0	6	0	2	40	\$8,680.00		
2.3.3	Federal Agency Coordination (virtual)	0	4	4	0	0	0	0	8	\$1,920.00		
2.4	Public Notice and Data Distribution											
2.4.1	Public Meeting Notices/Press Releases	0	4	0	0	0	0	8	12	\$2,160.00		
2.4.2	Website Content & Website Management (24 months)	0	8	0	0	0	0	40	48	\$7,680.00		
	<b>Task Budget:</b>	<b>4</b>	<b>110</b>	<b>96</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>70</b>	<b>292</b>	<b>\$62,300.00</b>		<b>\$0.00</b>
<b>Element 3</b>	<b>Airport Surveys (AGIS)</b>											
3.1	AGIS Survey (Subtasks 3.1.1, 3.1.2, 3.1.3 included in subcontractor fee) (Sr. Planner Review/CAD)	0	1	16	0	0	16	0	33	\$6,420.00	\$67,750.00	AGIS Subconsultant
3.2	Supplemental Information for Airport Layout Plan (Sr. Planner Review/CAD)	0	1	16	0	0	30	0	47	\$8,730.00		
	<b>Task Budget:</b>	<b>0</b>	<b>2</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>80</b>	<b>\$15,150.00</b>	<b>\$67,750.00</b>	
<b>Element 4</b>	<b>EXISTING CONDITIONS</b>											
4.1	Develop Report Introduction Chapter (Full Chapter)	0	1	8	0	20	0	4	33	\$4,980.00		
4.2	Data Collection and Inventory (and Airport Site Visit travel time - Sr. Planner & Asst. Planner)	0	0	16	0	16	12	0	44	\$7,420.00		
4.3	Evaluate and Present the Existing Regional Settings of the Airport											
4.3.1	Location and Vicinity	0	0	2	0	2	0	2	6	\$960.00		
4.3.2	Airport History, Role, and Area Airports Contextual Analysis	0	1	4	0	4	0	0	9	\$1,620.00		
4.3.3	Based Aircraft	0	0	2	2	4	0	0	8	\$1,220.00		
4.3.4	Relevant Studies	0	0	4	0	8	0	0	12	\$1,840.00		
4.3.5	Environmental Data	0	0	4	0	8	0	0	12	\$1,840.00	\$30,000.00	Environmental & Cultural Resources
4.3.6	Local Surface Transportation System	0	0	2	0	0	0	1	3	\$580.00		
4.3.7	Land Use Analysis	0	0	2	0	0	0	1	3	\$580.00		
4.4	Evaluate and Present the Existing Landside Elements of the Airport											
4.4.1	Utilities	0	0	2	0	4	4	0	10	\$1,580.00		
4.4.2	Local Emergency Medical/Fire Services (EMS)	0	0	2	0	4	2	0	8	\$1,250.00		
4.4.3	Airport Perimeter Fencing	0	0	1	0	4	2	0	7	\$1,030.00		
4.4.4	Airport Surface Road Access, Vehicle Parking, and Pedestrian Access	0	0	2	0	4	2	0	8	\$1,250.00		
4.4.5	General Aviation (GA) Terminal Areas	0	0	2	0	4	2	0	8	\$1,250.00		
4.4.6	Hangars	0	0	2	0	4	2	0	8	\$1,250.00		
4.5	Evaluate and Present the Existing Airside Elements of the Airport											
4.5.1	Airside Facilities	0	2	8	0	12	4	2	28	\$4,660.00		
4.5.2	FAA Design Standards	0	2	4	0	8	4	2	20	\$3,300.00		
4.5.3	Airspace and Approach Procedures	0	0	1	0	2	0	0	3	\$460.00		
4.6	Prepare Existing Conditions Analysis Chapter	0	4	24	0	60	0	16	104	\$15,760.00		
	<b>Task Budget:</b>	<b>0</b>	<b>10</b>	<b>92</b>	<b>2</b>	<b>168</b>	<b>34</b>	<b>28</b>	<b>334</b>	<b>\$52,830.00</b>	<b>\$30,000.00</b>	
<b>Element 5</b>	<b>AVIATION ACTIVITY FORECASTS</b>											
5.1	Prepare Aviation Activity Summary	0	2	24	0	24	0	6	56	\$9,520.00		
5.1.1	Based Aircraft	0	0	8	0	40	0	0	48	\$6,560.00		
5.1.2	Aircraft Operations	0	0	8	0	2	0	0	10	\$2,000.00		
5.1.3	Critical Aircraft	0	2	8	0	24	0	0	34	\$5,160.00		
	<b>Task Budget:</b>	<b>0</b>	<b>4</b>	<b>48</b>	<b>0</b>	<b>90</b>	<b>0</b>	<b>6</b>	<b>148</b>	<b>\$23,240.00</b>		<b>\$0.00</b>
<b>Element 6</b>	<b>FACILITY REQUIREMENTS</b>											
6.1	Define Updated Airfield Design Standards and Analyze Airfield Conformance	0	2	18	0	24	8	2	54	\$8,960.00		
6.2	Define Landside Elements Requirements	0	2	2	0	24	8	0	36	\$5,160.00		
6.3	Define Airside Elements Requirements	0	2	12	0	24	8	0	46	\$7,360.00		
6.4	Develop Facility Requirements Chapter	0	4	20	0	40	8	8	80	\$12,680.00		
	<b>Task Budget:</b>	<b>0</b>	<b>10</b>	<b>52</b>	<b>0</b>	<b>112</b>	<b>32</b>	<b>10</b>	<b>216</b>	<b>\$34,160.00</b>		<b>\$0.00</b>
<b>Element 7</b>	<b>ALTERNATIVES ANALYSIS</b>											
7.1	Identify and Prepare Development Alternatives	0	2	32	0	24	40	4	102	\$17,600.00		
7.2	Evaluation of Development Alternatives	0	2	8	0	12	0	4	26	\$4,280.00		
7.4	Recommended Preferred Development Alternative	0	2	4	0	8	0	2	16	\$2,640.00		
7.6	Prepare Development Alternatives Chapter	0	2	16	0	24	0	4	46	\$7,480.00		
	<b>Task Budget:</b>	<b>0</b>	<b>8</b>	<b>60</b>	<b>0</b>	<b>68</b>	<b>40</b>	<b>14</b>	<b>190</b>	<b>\$32,000.00</b>		<b>\$0.00</b>
<b>Element 8</b>	<b>Financial Plan</b>											
8.1	Prepare CIP Spreadsheet & Cost Estimates	0	1	8	40	8	0	2	59	\$9,260.00		
8.2	Airport Operations - Financial Review	0	2	40	0	40	0	2	84	\$14,400.00		
8.3	Prepare Financial Plan Chapter	0	1	16	0	16	0	8	41	\$6,820.00		
	<b>Task Budget:</b>	<b>0</b>	<b>4</b>	<b>64</b>	<b>40</b>	<b>64</b>	<b>0</b>	<b>12</b>	<b>184</b>	<b>\$30,480.00</b>		<b>\$0.00</b>
<b>Element 9</b>	<b>AIRPORT LAYOUT PLAN DRAWINGS</b>											
9.1	Airport Layout Plan & SOP 2.00 Checklist (includes time to respond to FAA review comments)	0	2	16	0	20	60	2	100	\$16,620.00		
9.2	Terminal Area Plan	0	1	8	0	16	30	2	57	\$9,170.00		
9.3	Airport Airspace Drawing (FAR Part 77)	0	1	2	0	8	16	8	35	\$5,420.00		
9.4	Runway Protection Zone/Inner Approach Plan & Profile Drawings	0	1	2	0	12	16	0	31	\$4,780.00		
9.5	Approach Plan and Profile For Each Runway End	0	1	4	0	12	16	0	33	\$5,220.00		
9.6	Threshold Siting Surface Drawing for Each Runway End	0	1	4	0	12	16	0	33	\$5,220.00		
9.7	On-Airport Land Use Plan	0	2	8	0	12	16	0	38	\$6,360.00		
9.8	Off-Airport Land Use Plan	0	2	8	0	8	16	0	34	\$5,880.00		
9.9	Exhibit 'A' - SOP 3.00 Checklist	0	2	8	0	8	40	0	58	\$9,840.00		
	<b>Task Budget:</b>	<b>0</b>	<b>13</b>	<b>60</b>	<b>0</b>	<b>108</b>	<b>226</b>	<b>12</b>	<b>419</b>	<b>\$68,510.00</b>		<b>\$0.00</b>

**FEE ESTIMATE  
AIRPORT MASTER PLAN**

Element 10	REPORTS AND DOCUMENTATION																					
10.1	"Preliminary" Draft ALP Set - Port and FAA Review	1	2	8	0	4	16	8	39	\$6,855.00												
10.2	Draft Airport Master Plan Report & Draft ALP Drawing Set (formal review)	1	2	8	0	8	4	42	65	\$10,115.00												
10.3	Final Report and ALP Drawing Set	1	1	4	0	4	8	10	28	\$4,675.00												
10.4	Summary of Products to FAA																					
10.5	Summary of Products to Sponsor																					
	<b>Task Budget:</b>	<b>3</b>	<b>5</b>	<b>20</b>	<b>0</b>	<b>16</b>	<b>28</b>	<b>60</b>	<b>132</b>	<b>\$21,645.00</b>		<b>\$0.00</b>										
	<b>Totals</b>	<b>21</b>	<b>272</b>	<b>564</b>	<b>42</b>	<b>638</b>	<b>406</b>	<b>254</b>	<b>2197</b>	<b>\$ 387,245</b>		<b>\$97,750.00</b>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Consultant Expenses (travel, communication, postage, etc.)</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Travel Expenses (see expense breakdown tab)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">6,102.00</td> </tr> <tr> <td>Production Expenses (see expense breakdown tab)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,980.00</td> </tr> <tr> <td><b>Total Project Reimbursable Expenses</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>10,082.00</b></td> </tr> </table>											Consultant Expenses (travel, communication, postage, etc.)			Travel Expenses (see expense breakdown tab)	\$	6,102.00	Production Expenses (see expense breakdown tab)	\$	3,980.00	<b>Total Project Reimbursable Expenses</b>	<b>\$</b>	<b>10,082.00</b>
Consultant Expenses (travel, communication, postage, etc.)																						
Travel Expenses (see expense breakdown tab)	\$	6,102.00																				
Production Expenses (see expense breakdown tab)	\$	3,980.00																				
<b>Total Project Reimbursable Expenses</b>	<b>\$</b>	<b>10,082.00</b>																				
<b>Total Project Estimate \$ 495,077</b>																						
IFE Expense - Reimbursable under grant																						
FAA FY2026 Grant Award + 5% Local Match																						

Staff Report No. XX

**TO:** Aviation Advisory Committee  
**FROM:** Meredith Fox, Airport Manager

6/10/26

**Title:** Contract Award -Master Plan to Century West – C-102258

**Staff Contact Name:** Meredith Fox, Airport Manager, Meredith.fox@cityofvancouver.us

**Action Requested:** On June 10th, 2026, recommend awarding a contract to Century West to update Pearson Field’s Master Plan, project number PRJ101299.

**Key Points:**

- Approval will result in the city entering into a contract with Century West to provide services for an updated Airport Master Plan for \$500,000.
- Completion of the Master Plan will clarify current conditions and future needs, establish a community supported vision, and provide a practical 20 year development and funding roadmap with updated Airport Layout Plan drawings and a supporting narrative report.
- Grant funding will cover 97.5% (\$487,500) of the total cost.

**Strategic Plan Alignment:** Transportation and Mobility – To optimize Pearson Field Airport and maintain its value as a community asset.

**Present Situation:**

The Airport’s current Master Plan, last completed in 2012, is now outdated. An updated Master Plan is required to remain eligible for future FAA grant opportunities and to guide long-term strategic development of the Airport over the next 20 years. The funding for the project is structured with the FAA covering 95% of the total cost, contributing \$475,000 toward the \$500,000 project. WSDOT will provide an additional 2.5%, or \$12,500. The remaining 2.5%, also \$12,500, will be funded by the City through the Pearson Field budget.

This project will deliver a fully updated Airport Master Plan and revised Airport Layout Plan (ALP) drawings, along with an updated Capital Improvement Program (CIP) that outlines a practical schedule for addressing future facility needs through FAA Airport Improvement Program (AIP) grants and other funding sources. The work is expected to take approximately 15–18 months.

After advertising for consultant services, the City received one response from Century West whose proposal was evaluated by a panel that included the Chair of the Aviation Advisory Committee, Public Works Director, Senior Financial Analyst and the Airport Manager. The panel determined that the proposal met the Airport's needs, and Century West's long-standing experience as Pearson Field's on-call consultant for the past 12 years further supports their selection. Throughout the study, the consultant and City staff will coordinate with numerous stakeholders, host public open houses, and conduct an Airport Geographic Information System (AGIS) aeronautical survey to support ALP development. The project will include a full inventory of existing airside and landside conditions, aviation activity forecasts, facility requirements, evaluation of development alternatives, and identification of a preferred alternative. The effort will conclude with a draft and final Master Plan report, a phased 20-year CIP, and a complete ALP drawing set submitted to both the FAA and the City.

Completion of the Master Plan will provide a comprehensive understanding of current issues and opportunities, define future aviation activity levels that may require facility improvements, support a community driven vision for the Airport, and establish an implementation program with strategies for land use, transportation, environmental considerations, and a realistic CIP accompanied by a narrative report documenting the full planning process.

**Advantage(s):** An updated Master Plan will keep Pearson Field eligible for future grants, guide growth, and ensure future projects fit into a long-term vision. It will also give the community and stakeholders the opportunity to provide feedback regarding future airport development. The Master Plan will help support economic growth and competitiveness, ensuring compliance with evolving FAA, environmental and safety requirements.

With the new approved FAA Reauthorization act 2024, the Federal grants now represent 95% of total project costs for years 2025-2026 which is 5% more than normal. The FAA Grant and the anticipated WSDOT grant together will cover 97.5% of the total estimated \$500,000 cost.

**Challenge(s):** None.

**Budget Impact:** Sufficient budget has been confirmed in the Airport's funds.

**Prior Council Review.**

**Attachments:**

- Contract Award
- FAA Grant Acceptance Letter