Exhibit A – Delegated Thresholds (last updated October 29, 2026)

Summary reference only. This Exhibit shows what the Executive Director may do without prior Commission approval under existing adopted resolutions and policies. It does not create, expand, or reduce any delegation. In the event of any conflict between this Exhibit and the underlying policy or resolution, the underlying policy or resolution controls.

Type of Action	Specific Authority / Action	Threshold or Other Limits	Source
Contracts & Procurement	**General consultant services**	• Up to $49,999: ED • $50,000–$199,999: Commission authorizes before execution (roster process recommended as best practice) • $200,000 and above: formal competitive solicitation required by statutE	*Policy 1001 (Res. 2019-06)*
	Architectural & engineering (A/E) services (specific rule controls over general consultant rule)	• Up to $25,000: ED (roster process recommended as best practice) • $25,001–$99,999: ED only if competitively procured (including by roster); otherwise Commission authorizes before execution • $100,000 and above: Commission authorizes before execution • $200,000 and above: formal competitive solicitation required by statute	*Policy 1001 (Res. 2019-06)*
	Personal services	• Up to $25,000 for non-operational/project: ED • $25,001–$49,999 non-operational/project: Commission authorizes before execution. • Up to $49,999 for operational: ED • $50,000 and above: general consultant rule applies. [Note: Lobbyists require Commission approval at any amount.]	*Policy 1001 (Res. 2019-06)*
	Consultant amendments	Up to aggregate 10% of Commission's last approved total	*Policy 1001 (Res. 2019-06)*
	Small works roster	• $10,000–$300,000: ED authorizes and executes • Commission authorizes any change order if revised total exceeds $300,000 • Port staff in-house work up to $40,000	*Policy 1002 (Res. 2019-06)*
	Public works	• Contracts up to $300,000 • Change orders allowed until revised total exceeds $300,000, or 10% over the last Commission-approved amount	*Policy 1004 (Res. 2019-06; amended Res. 2022-16)*

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Type of Action	Specific Authority / Action	Threshold or Other Limits	Source
	Purchased services	• Up to $300,000/yr or budgeted amount • Max two 1-yr extensions	*Policy 1005 (Res. 2019-06)*
	Emergency public works	May waive bidding; notify Commission within 48 hrs; ratify at next meeting	*Policy 1006 (Res. 2019-06)*
	Open order contracts	Limits follow contract type; 24-month initial term, limited renewals	*Policy 1007 (Res. 2019-06)*
	Accept grants	If in budget/CIP, or new Port contribution up to $300,000; not if grantor requires Commission action	*Policy 1008 (Res. 2019-06)*
	Federal Aviation Administration (FAA) Disadvantaged Business Enterprise (DBE) program	Administer DBE participation on FAA-funded airport projects per 49 CFR Part 26	*Policy 1010 (Res. 2019-06)*
Legal Services & Claims	**Retain counsel/experts**	When necessary; general counsel in consultation with Commission	*Policy 1009 (Res. 2019-06)*
	Settle litigation	Amount in controversy as stated in the pleadings up to $100,000; counsel certification	*Policy 1009 (Res. 2019-06)*
	Settle non-litigated claims	Up to $25,000 from current operating revenue; counsel certification; monthly report; excludes receivables. Claims that may exceed $25,000 must be reported promptly to the Commission.	*Policy 1009 (Res. 2019-06)*
	Waive attorney-client privilege	After Commission consultation, on counsel's recommendation; non-delegable	*Policy 1009 (Res. 2019-06)*
Real Property	**Leases/use agreements**	ED may execute: • Land/space up to 1 yr; • Retail/flex up to 3 yrs; • Technical amendments (no change in use, premises or term, or decrease in financial return); • Other agreements (licenses, operating agreements, MOUs, letters of intent, easements, use agreements, licenses and permits ancillary to normal Port operations). Commission approval required for: • Long-term leases (land/space over 1 yr; retail/flex over 3 yrs) • Assignments of long-term leases • long-term agreements imposing a Port financial obligation for improvements	*Policy 1101 (Res. 2019-07)*

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Type of Action	Specific Authority / Action	Threshold or Other Limits	Source
	Airport hangar/marina tenant agreements	ED can execute short-term leases for airport hangars, marina slips, storage, and special events. [Note: "short-term" not defined.]	*Policy 1101 (Res. 2019-07)*
	Release lease security	Only if not in default and substitute provided	*Policy 1101 (Res. 2019-07)*
	Close acquisitions	Commission approval always required; price paid up to 10% over appraisal, within budget	*Policy 1102 (Res. 2019-07)*
	Sell surplus real property	Commission approval always required; surplus determination also required for all	*Policy 1103 (Res. 2019-07)*
	Broker commissions/finder's fees	No dollar limit; General Counsel approves form; fair market rates	*Policy 1104 (Res. 2019-07)*
	Real estate sale proceeds (reinvestment fund)	Proceeds from property sales are reserved for buying other real estate and infrastructure. ED tracks the proceeds and may invest them with other Port funds if accounted for separately and credited their share of earnings.	*Policy 1105 (Res. 2019-07)*
	Commemorative naming of Port property	ED sets criteria, convenes a Naming Review Team, and recommends. Commission has final approval. Business-unit marketing is not covered.	*Policy 1107 (Res. 2019-07)*
	Real estate investment & development	ED may direct staff to pursue projects consistent with the Comprehensive Scheme and Strategic Plan; property purchases still follow Policy 1102.	*Policy 1108 (Res. 2019-07)*
Financial Administration	**Signature authority**	ED sets staff limits; no purchase over adopted budget/CIP	*Policy 801 (Res. 2021-04)*
	Banking	ED manages accounts; designates signers	*Res. 2019-02*
	Surplus personal property	ED authority up to annual per-item limit; certify to Commission;	*Annual surplus resolution*
	Insurance program	ED can approve changes; report promptly	*Policy 124 (Res. 2021-04)*
	Financial policies	ED can administer; no stand-alone dollar delegation	*Policies 1201–1206 (Res. 2015-16)*
Personnel / Travel	**Approve travel**	Up to $15,000/trip; excludes Commissioners	*Policy 601 (Res. 2021-04)*
	Organization & admin policies	ED can set structure; create procedures; keep Commission apprised	*Policies 101, 102 (Res. 2021-04)*

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Type of Action	Specific Authority / Action	Threshold or Other Limits	Source
Other	**Environmental policies**	ED creates procedures and administrative policies to implement the Environmental Policy and answers interpretation questions. Policy commits the Port to environmental compliance, consistent management, transferable institutional knowledge, and continuous improvement; it sets no dollar thresholds or additional delegations.	*Policy 1301 (Res. 2013-17)*

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