

Commission Meeting Monday, June 10, 2024 5:30 PM

Percival Plaza - Olympics Room 626 Columbia Street NW Olympia, WA 98501

The meeting agenda is available on the Port's website as of June 5, 2024. https://www.portolympia.com/commission

The public may join the meeting from their computer, tablet or smartphone at:

https://us02web.zoom.us/j/82643754702

or Telephone: 1 253 215 8782 Webinar ID: 826 4375 4702

Written public comments may be submitted to <u>commissioncoordinator@portolympia.com</u> by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment. For those listening by phone, press \*9 if you wish to raise your hand and provide comment.

### **AGENDA**

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Executive Director Report
  - 1. Airport Concerns
- E. Public Comment

Individual public comments are limited to 3 minutes per person. Members of the public may comment on agenda items and other port business.

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2022-09 Article VI.

- <u>Comments should be directed to Commission</u>: Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- <u>Courtesy</u>: All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

### **Port of Olympia Mission**

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

- F. Consent Calendar
  - 1. Minutes: May 28, 2024
- G. Pending Issues or Business
  - 1. Briefing: LOTT Presentation: Matt Kennelly, Executive Director, LOTT
- H. Action Calendar
  - 1. Budget Amendment Budd Inlet Cleanup and Restoration: Shawn Gilbertson, Director of Environmental Planning and Programs
- I. Action/Other Calendar
  - 1. Budget Amendment Port Debt Reduction Evaluation: Tad Kopf, Director of Finance
  - 2. Public Comment on Action/Other Item
- J. Advisory Calendar
  - Review of Legal Services RFP: Alex Smith, Executive Director Public Comment on Advisory Item
  - Airport Engineering Services Agreement: Chris Paolini, Airport Senior Manager Public Comment on Advisory Item
- K. Commissioner Reports/Discussion
- L. Other Business
- M. Meeting Announcements
- N. Adjourn



### Commission Meeting Minutes Monday, May 28, 2024

Commission President Bob Iyall called the Commission meeting of May 28, 2024, to order at 5:31 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

### **Present**

<u>Commissioners</u>: Bob Iyall, President; Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; Maggie Sanders and Amy Harding.

Attended Virtually: Rick Hughes, Port General Counsel; Warren Hendrickson, Director of Operations.

<u>Staff</u>: Alex Smith, Executive Director; Camille St. Onge, Director Strategic Initiatives and Commission Affairs; Tad Kopf, Director of Finance; Shawn Gilbertson, Director of Environmental Planning and Programs; Chris Paolini, Airport Senior Manager; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Guests/Speakers Attending Virtually: Scott Bauer and Ryan Neumeister, NW Municipal Advisors.

### **Approval of Agenda**

Commissioner Tonge moved to approve the agenda as presented; Commissioner Sanders seconded the motion. Motion passed unanimously.

### **Executive Director Report**

Alex Smith, Executive Director, provided an update on port events and activities.

### **Public Comment**

Two individuals provided public comments.

### **Consent Calendar**

Commissioner Harding moved to approve the consent agenda as presented; Commissioner Tonge seconded the motion. Motion passed unanimously.

### **Pending Issues or Business**

None.

### **Action Calendar**

<u>Port of Olympia Small Cities Program Award Decision</u>. Tad Kopf, Director of Finance, reported that the cities of Bucoda, Rainer, Tenino and Rochester applied for this grant.

Motion: Commissioner Sanders moved to approve grant matching funds to the communities of Rainer, Tenino, Bucoda and Rochester not to exceed \$10,000.00 per applicant, in accordance with the Small Cities Program guideline. Commissioner Tonge seconded the motion. Motion passed unanimously.

### **Action/Other Calendar**

None

### **Advisory Calendar**

Port Debt Reduction Evaluation. Tad Kopf, Director of Finance, presented options for debt reduction and pending bond payments for the commission to consider. Scott Bauer and Ryan Neumeister of NW Municipal Advisors provided historical and relevant information.

One individual provided public comment.

Budd Inlet and Habitat Conservation Plan Budget Amendments: Shawn Gilbertson, Director of Environmental Planning and Programs, gave a presentation highlighting two potential 2024 budget amendments. The first budget amendment is to the Budd Inlet Cleanup and Restoration project. The second budget amendment is an opportunity to partner with the City of Tumwater to purchase prairie land for Mazama Pocket Gopher and Streaked Horned Lark habitat mitigation has presented itself. Action on these items will be requested at a future meeting.

One individual provided public comment.

### **Commissioner Reports/Discussion**

Each commissioner provided an update of their current activities in the community.

### Other Business

None.

### **Meeting Announcements**

Executive Director Alex Smith provided information on upcoming Commission meetings.

### Adjo

The

ournment meeting adjourned at 7:11 p.m.	PORT OF OLYMPIA COMMISSION
	Bob Iyall, President
	 Jasmine Vasavada, Vice President

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Sarah Tonge, Secretary

Maggie Sanders

**Amy Harding** 

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# **State of the Utility**

Port of Olympia June 10, 2024

Matt Kennelly, P.E., Executive Director



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## **LOTT Clean Water Alliance**

Collaboration of four local governments

- Lacey
- Olympia
- Tumwater
- Thurston County

### **Board of Directors**

- One elected official from each jurisdiction
- Meet monthly to oversee LOTT business

<u>Mission</u>: Preserve and protect public health and the environment by cleaning and restoring water resources for our communities



Dani Madrone, Olympia



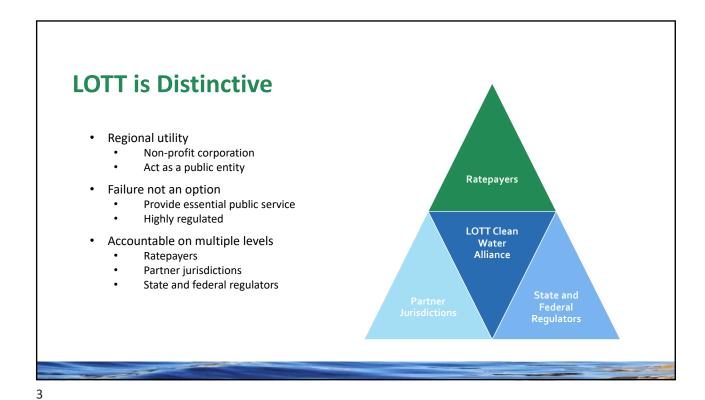
Leatta Dahlhoff, Tumwater



Tye Menser, Thurston County



Carolyn Cox, Lacey



Service Area

Population served = 123,500

Ratepayers served through cities

Some are residents in urban growth areas

Tumwater

Lacey

Lacey

Lacey

Lott Service Area

# **Regulatory Requirements**

- ▶ National Pollutant Discharge Elimination System (NPDES) permit
  - Issued by State Department of Ecology
  - Authorized by U.S. Environmental Protection Agency
- ► Stringent regulatory requirements
  - Discharge limits (treatment performance)
  - · Monitoring and reporting
- ▶ U.S. EPA requirement
  - CMOM Capacity, Management, Operations, and Maintenance
- ► Continual planning and reporting
  - Demonstrate plans to maintain adequate capacity
  - Annual requirement

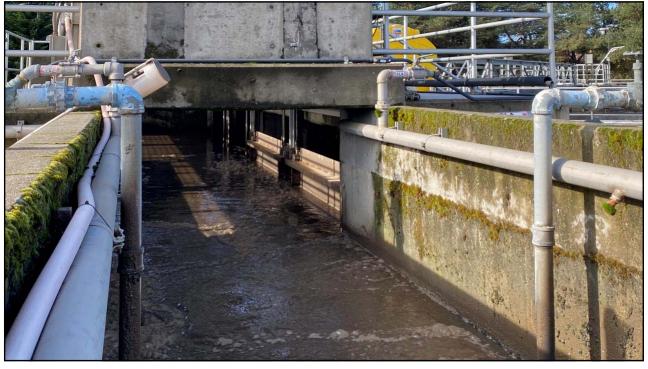


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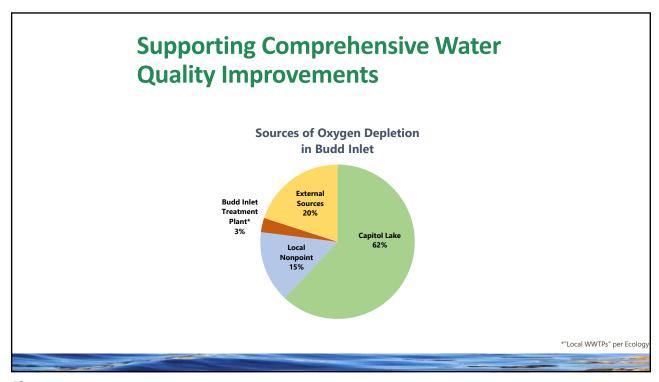
















Tours for State regulators:

- Department of Health
- Ecology

# **Industry Recognition**

Presentations and tour for State House representatives



Industry peer presentations at regional and national conferences

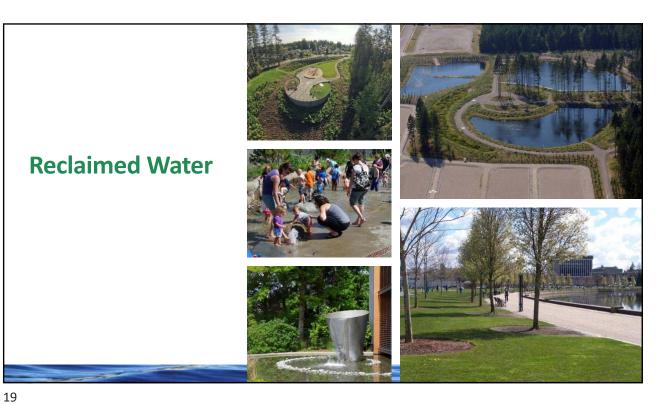


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# Wastewater Treatment Has Evolved Public Health Environmental protection Education Resource recovery Cost of Service Commodity treatment Regulations driven



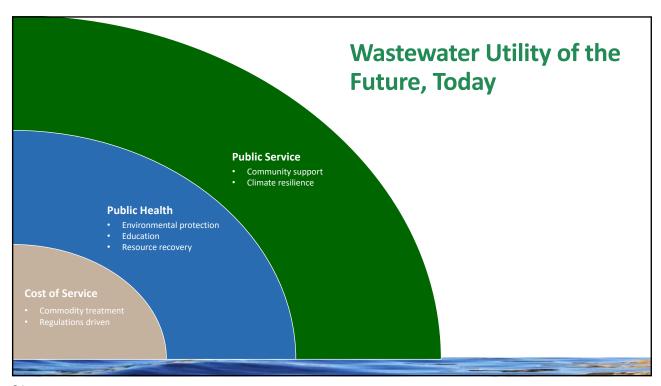




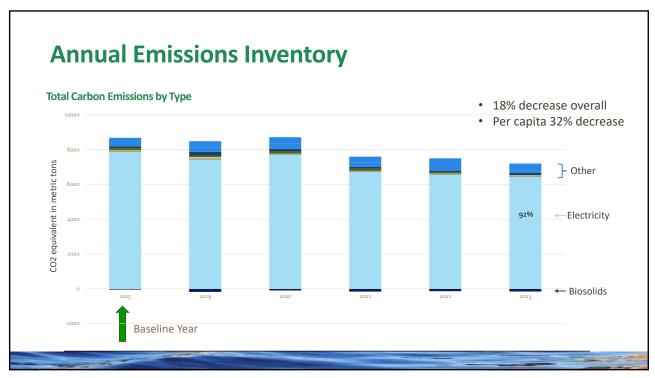
# **Education Program**

- WET Science Center walk-in visitors 2023 = 8,519
- School field trips 2023-24 school year students = 2,618
- Education Program participants 2023 grand total = 12,805

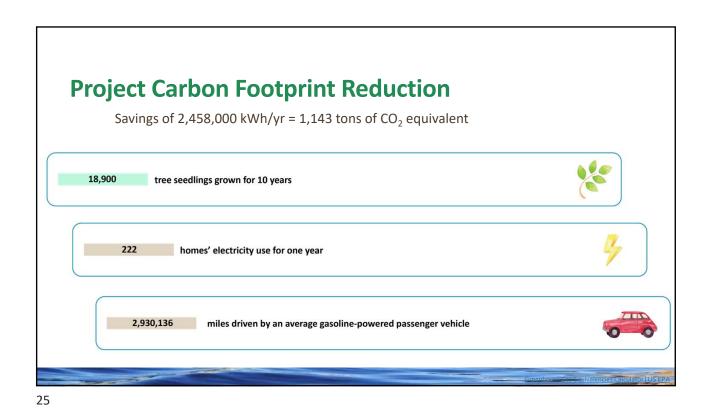










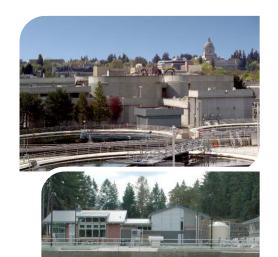


Solar Addition to Upcoming Project

Process building upgrade
Opportunity for rooftop solar
Tax credit rebate (up to 40%)
Will produce up to 196,000 kWh/year
Equivalent of ~5600\* electric vehicle miles

### **LOTT Infrastructure**

- ✓ Budd Inlet Treatment Plant
- ✓ Budd Inlet Reclaimed Water Plant
- ✓ Martin Way Reclaimed Water Plant
- √ Hawks Prairie Recharge Basins
- √ Three major pump stations
- √ 22 miles of sewer interceptor lines
- √ 11 miles of reclaimed water lines
- √ 1 million gallon reclaimed water storage tank

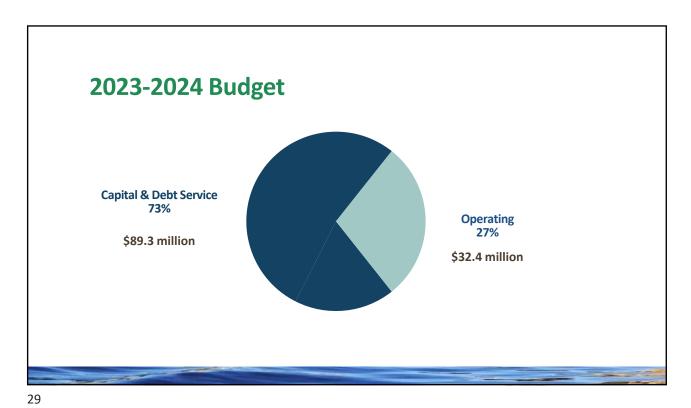


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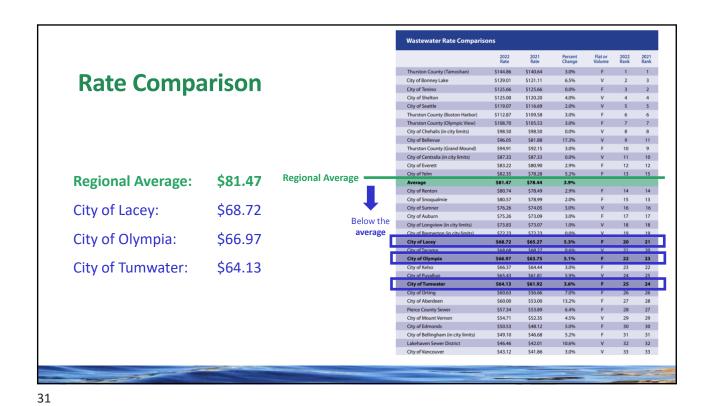
### 2050 Plan Outlines Future Infrastructure



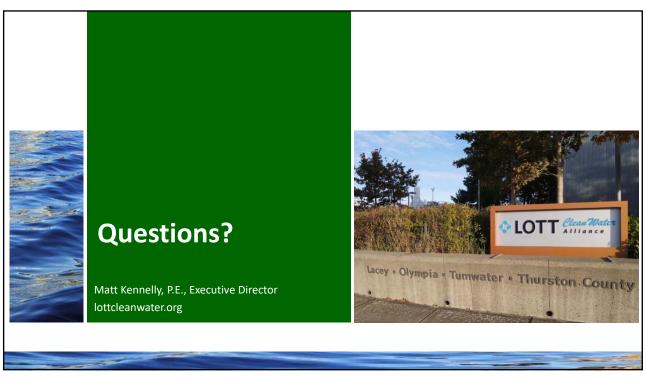
- 2050 outlook
- High level of treatment allowed for cost effective pathways
- Focus on existing treatment facilities
- Support from Ecology and Squaxin Island Tribe
- Coordination with the Port



# Finances Monthly Service Fees Costs of operating and maintaining treatment plants, pump stations, pipelines, and related programs • Wastewater Service Charge (WSC) • \$46.14 per month Connection Fees Share of costs to serve more customers, including system pipelines, treatment facilities and related programs • Capacity Development Charge (CDC) • \$7,080.94 (one-time)







**COVER MEMO** 

**Briefing Date/Time:** June 10, 2024

**Staff Contact/Title:** Shawn Gilbertson, Director of Environmental Planning

and Programs, 360.528.8061,

shawng@portolympia.com

**Subject:** Budd Inlet Cleanup and Restoration Project Budget

Amendment

**Purpose:** ☐ Information Only ☐ Decision Needed

### **Overview:**

Action requested from the Commission to adopt Port of Olympia Resolution 2024-04 to amend the 2024 Port of Olympia Budget to transfer use \$2M from Port of Olympia reserves to fund and advance the Budd Inlet Cleanup and Restoration Project work.

### **Background:**

The Budd Inlet Cleanup and Restoration project is moving forward with great momentum. Sediment sampling is complete in East Bay, and lab analysis is currently ongoing. The next step in the Department of Ecology's required investigation includes planning for and executing sampling and lab analysis for sediments in West Bay.

Because of our aggressive Budd Inlet sediment investigation schedule, the team is ready to finalize sample planning documents, conduct sampling, and perform laboratory analysis of sediments in West Bay in Q4 of 2024. To accomplish this work in 2024 and maintain momentum, we are proposing that \$2 million be allocated to the 2024 Budd Inlet budget to meet the Dept. of Ecology grant match requirement.

### **Documents Attached:**

PowerPoint presentation Port of Olympia Resolution 2024-04

### **Financial Impact:**

\$2 million from Port of Olympia reserves to continue progress on the Budd Inlet Cleanup and Restoration project.

### **Environmental Considerations:**

The proposed expenditures would contribute positively to environmental stewardship efforts by funding an aggressive schedule for investigation and planning to clean up contaminated sediments as part of Budd Inlet restoration.

### **Staff Recommendation:**

Staff recommendation is to support the budget amendment.

### **Next Steps/Timeframe**:

If Resolution 2024-04 is adopted, transfer \$2M from Port of Olympia reserves to the Budd Inlet Cleanup and Restoration Project budget. To be completed in June 2024.

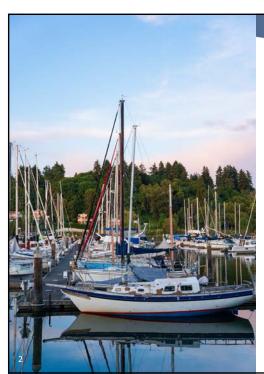


# Budd Inlet Cleanup and Restoration Project Budget Amendment

Shawn Gilbertson Director of Environmental Planning and Programs June 10, 2024



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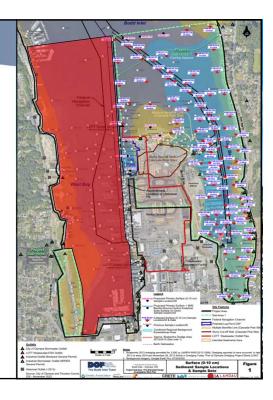
# **Today's Presentation** *Action*

- Request to adopt Budget Amendment Resolution
- \$2M from Port Reserves to Budd Inlet Cleanup and Restoration Project



# **Budd Inlet Project**

- West Bay Sampling and Analysis
  - · Sampling in winter 2024 with funding
- May 28 Presented as advisory to Commission



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# **Questions and Comments**

Suggested Motion...

"...move to adopt Port of Olympia Resolution 2024-04 to amend the 2024 Port of Olympia Operating Budget to transfer \$2M from Port of Olympia Reserves to the Budd Inlet Cleanup and Restoration project budget."

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### PORT OF OLYMPIA COMMISSION Resolution 2024-04

# A Resolution of the Port of Olympia Commission approving an Amendment to the 2024 Operating Budget

**WHEREAS**, the Commission approved Resolution 2023-11 on November 29, 2023, providing for acceptance, approval, and adoption of the Final 2024 Annual Operating Budget; and

**WHEREAS,** on May 28, 2024, the Commission accepted public comment at its regular Commission meeting on the proposed amendment to the Port of Olympia's 2024 Operating Budget in order to include transferring \$2 Million from the Port of Olympia's Reserves to the Budd Inlet Cleanup and Restoration Budget; and

WHEREAS, the proposed amendment would fund continued progress in executing Agreed Order DE #6083 with the Washington State Department of Ecology to investigate and propose a cleanup action plan for Budd Inlet contaminated sediments; and

WHEREAS, the proposed amendment does not change any Port tax levy;

**NOW, THEREFORE BE IT RESOLVED** that the Port of Olympia does hereby accept, approve, and amend the 2024 Operating Budget to transfer \$2 Million from Port of Olympia Reserves to the Budd Inlet Cleanup and Restoration Project budget; and

**NOW, THEREFORE BE IT FURTHER RESOLVED** that this Resolution becomes effective immediately upon its adoption and repeals any prior resolutions on this matter.

**ADOPTED** by a majority of the members of the Port Commission of the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on June 10, 2024, as attested to by the signatures below of the Commissioners physically or electronically present this 10<sup>th</sup> day of June 2024.

PORT OF OLYMPIA COMMISSIO
Charles "Dah" Ivall Dresident
Charles "Bob" Iyall, President
Jasmine Vasavada, Vice President

Sarah Tonge, Secretary	
	_
Amy Harding, Commissioner	
Maggia Sandara Commissionar	_
Maggie Sanders, Commissioner	

### **COVER MEMO**

**Briefing Date/Time:** June 10, 2024

**Staff Contact/Title:** Tad Kopf, Director of Finance, 360.528.8043

tadk@portolympia.com

**Subject:** Port Debt Reduction Amendment

**Purpose:** ☐ Information Only ☐ Decision Needed

### **Overview:**

Action requested from the Commission to adopt Port of Olympia Resolution 2024-05 to amend the 2024 Port of Olympia Operating Budget to use \$5.2M of proceeds from the sale of the Commercial Business Center (CBC) in Lacey, WA to fully defease the total remaining debt incurred by the port by the LTGO Bond 2016B

### **Background:**

Originating from 2024 budget work and acknowledgement of the pending balloon payment of roughly \$5M in 2026 from LTGO Bond 2016B, the Commission and port staff recognized the opportunity to utilize sale proceeds from the Lacey Commercial Business Center (CBC) to defease all remaining debt from this bond. Funds from LTGO Bond 2016B were used to purchase the CBC.

### **Summary & Financial Impact:**

Defeasement of the LTGO Bond 2016B would produce a total approximate cashflow savings, net of contribution of \$569K and contribute to the Port's financial stability. It will eliminate the balloon payment of roughly \$5M due in 2026 and eliminate smaller payments due against the bond in 2024 and 2025.

### **Documents Attached:**

PowerPoint presentation Port of Olympia Resolution 2024-05

### **Affected Parties:**

Citizens of Thurston County and the Port of Olympia will have reduced debt service payments and cashflow savings in 2024-2026.

### **Staff Recommendation:**

Adopt Resolution 2024-05 to realize the aforementioned benefits to the port and the people of Thurston County.

### **Next Steps/Timeframe**:

If Resolution 2024-05 is adopted, work with appropriate parties to use the port funds called out to create an escrow investment to hold Port funds in a legally authorized account until December 1, 2026, at which time said funds will be transferred to fully defease the total remaining debt incurred by the port by the LTGO Bond 2016B.



# Port of Olympia Debt Reduction

Tad Kopf Director of Finance June 10, 2024

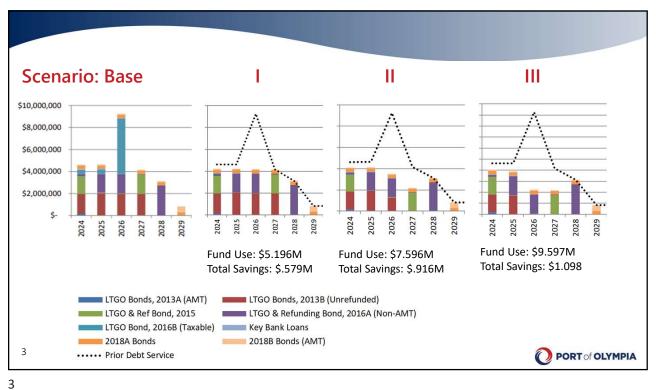
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# **Today's Presentation**

Action/Other Item – Approval Requested

- Follow up to the detailed Debt Reduction presentation given on May 28<sup>th</sup>
- Current bond debt and presented scenarios
- Staff recommendation
- Proposed motion language



Defeasance (Pay Down) Summary	I	II	III
Port Funds Contributed:	\$5,195,586	\$7,595,656	\$9,596,556
Par Amount of Bonds Defeased:			
2016B:	5,325,000	5,325,000	5,325,000
2013B:	0	2,375,000	4,355,000
Total:	5,325,000	7,700,000	9,680,000
Average Coupon of Defeased Bonds:	3.48%	3.97%	4.10%
Cashflow Savings:	<u>5,765,133</u>	<u>8,511,464</u>	10,694,289
Cashflow Savings, Net of Contribution:	<u>569,547</u>	<u>915,809</u>	1,097,733
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### **Staff Recommendation**

**Proposed Action** 

- Adopt Scenario I
- Evaluate further debt reduction during 2025 budgeting cycle

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## **Questions and Comments**

Suggested Motion...

"... move to adopt Port of Olympia Resolution 2024-05 to amend the 2024 Port of Olympia Operating Budget to authorize the use of \$5.2M of proceeds from the sale of the Lacey Commercial Business Center (CBC) building to create an escrow account to defease the remaining outstanding debt from LTGO Bond 2016B."

### **Questions?**

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### PORT OF OLYMPIA COMMISSION Resolution 2024-05

# A Resolution of the Port of Olympia Commission approving an Amendment to the 2024 Annual Operating Budget

**WHEREAS**, the Commission approved Resolution 2023-11 on November 27, 2023, providing for acceptance, approval, and adoption of the Final 2023 Annual Operating Budget including User Rates and Fees and Capital Investment Plan; and

**WHEREAS,** on May 28, 2024 the Commission accepted public comment at its regular Commission meeting on the proposed amendment to the Port of Olympia's 2023 debt service plan; and

**WHEREAS,** the proposed amendment uses \$5.2 million of proceeds from the sale of the Commercial Business Center (CBC) in Lacey, WA outside of existing port policy to reinvest property sale proceeds back into properties; and

**WHEREAS**, the Commission has authority to direct the payment of debt in the best interest of the Port notwithstanding existing Port policy; and

**WHEREAS,** the proposed use would defease the LTGO Bond 2016B which was issued in part, to purchase the CBC; and

**WHEREAS**, defeasement of the LTGO Bond 2016B would produce an approximate cash flow savings, net of contribution of \$569K and contribute to the Port's financial stability;

**NOW, THEREFORE BE IT RESOLVED** that the Port of Olympia does hereby accept, approve, and amend the 2024 Operating Budget to add the creation of an escrow investment to hold Port funds in a legally authorized account until December 1, 2026, at which time said funds will be transferred to fully defease the total remaining debt incurred by the port by the LTGO Bond 2016B; and

**NOW, THEREFORE BE IT FURTHER RESOLVED** that this Resolution becomes effective immediately upon its adoption and repeals any prior resolutions on this matter.

**ADOPTED** by a majority of the members of the Port Commission of the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on June 10, 2024 as attested to by the signatures below of the Commissioners physically or electronically present this 10<sup>th</sup> day of June 2024.

 Charles "Bob" Iyall, President

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, Vice Presider
Sarah Tonge, Secretar
Amy Harding, Commissione
Maggie Sanders, Commissione
waggie banders, commissione

**COVER MEMO** 

**Briefing Date/Time:** June 10, 2024

**Staff Contact/Title:** Alex Smith, Executive Director, 360.528.8086,

alexs@portolympia.com

**Subject:** Legal Services RFP review

**Purpose:** 

☐ Information Only ☐ Decision Needed

### **Overview:**

This is an advisory presentation; no action is required at this meeting. Staff will present again at a future meeting with an action requested for contract approval.

### **Background:**

The Port's current General Counsel, Rick Hughes, is ending his contract with the Port effective July 1, 2024. A Request for Proposal (RFP) was submitted for interested parties to respond to in consideration of providing legal services to the Port. Five firms responded to our RFP and two firms will be interviewed.

### **Financial Impact:**

Staff will bring an action request before the Commission at a future meeting.



# **Review of Legal Services RFP**

Alex Smith Executive Director June 10, 2024



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# **Today's Presentation**

Advisory

• Reviewing the Request For Proposal (RFP) that was submitted on May 15, 2024, to solicit legal representation and General Counsel services for the Port of Olympia.



# **Background**

### Legal Representation

- The Port's current General Counsel, Rick Hughes, is ending his contract with the Port effective July 1, 2024.
- A Request For Proposal (RFP) was submitted for interested parties to respond to in consideration of providing legal services to the Port.
- Five (5) firms responded to our RFP, and three (3) of the firms expressed their interest in providing General Counsel services.
- Two (2) Firms will be interviewed for final selection.

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# **Background continued**

Legal Representation

- A scoring matrix was developed, and respondents earned points in the following areas on a weighted scale of up to 100 points:
  - Experience representing municipal governments especially Ports
  - Proposed approach to serving Port legal needs
  - Subject matter expertise/experience
  - · Licensed, insured and no conflicts of interest
  - Fee structure
- Interviews are being held with Ogden Murphy Wallace (OMW) PLLC; and Dickson Frolich Phillips Burgess PLLC

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# **Questions and Comments**

Next Steps

• Consent agenda for Commission Action on June 24, 2024.

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### **COVER MEMO**

**Briefing Date/Time:** June 10, 2024

**Staff Contact/Title:** Chris Paolini, Airport Senior Manager, 360.528.8074,

chrisp@portolympia.com

**Subject:** Airport Engineering Services Agreement

**Purpose:** 
☐ Information Only ☐ Decision Needed

### **Overview:**

• This is an Advisory agenda item before the Commission.

- No action required.
- A proposed Airport Engineering Services Agreement will be brought before the Commission in July as an action item.

### **Background:**

The airport uses engineering services agreements to hire engineering firms to complete environmental, design, and construction management services for Federal Aviation Administration (FAA) grant funded projects, as well as Port funded projects, at the Olympia Regional Airport. The selected engineering firm will be required to have extensive familiarity with FAA regulations and in-depth experience with projects in an airport environment. This firm will assist the Port in meeting FAA regulations, FAA design standards, and ensuring airport projects are completed in a timely and efficient manner. This contract will allow the airport to meet the goals outlined in the Port's strategic plan focused on being good stewards of Port infrastructure by maintaining safe and efficient assets that contribute toward economic development efforts.

### **Documents Attached:**

PowerPoint presentation.

### **Summary & Financial Impact:**

The engineering services agreement is for a period of up to five years. The fiveyear period is desirable to attract competitive firms and allows the selected firm



time to become familiar with the airport's unique infrastructure and provide value added engineering services for the duration of the agreement. There is no minimum cost to the Port to enter into an engineering services agreement and the port can choose to use an alternate firm should their service not meet the Port's standards. Each future service request for the engineering firm will be set up under an individual task order under the agreement and approved, per Port policy, based on the dollar amount of the specific task order. At a July Commission meeting, Port staff will request to enter into an engineering services contract with a not-to-exceed amount of \$1.5 million. The requested amount was calculated based on projects anticipated to be completed over the next five-year period.

### **Affected Parties:**

The engineering services agreement will be used solely for airport-related projects.

### **Options with Pros & Cons:**

1. Approve Port contract, with selected firm, for a not-to-exceed amount as presented.

Result: Airport projects move forward as planned.

2. Approve Port contract, with selected firm, for adjusted not-to-exceed amount.

Result: Airport projects move forward as planned, however, a future amendment to the contract not-to-exceed amount may be necessary.

3. Take no Action

Result: Airport projects utilizing FAA grant funds may be postponed or cancelled which may result in loss of grant funds.

### **Staff Recommendation:**

No action requested today.

### **Next Steps/Timeframe**:

At a July Commission meeting, Port staff will recommend Port Commission approve a contract in a not-to-exceed amount of \$1.5 million with the engineering firm selected by the evaluation team.





Chris Paolini Airport Senior Manager June 10, 2024

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PORT of OLYMPIA



# **Purpose**

- Airport is seeking a highly specialized engineering firm, competent in FAA regulations and airport design standards, to support FAA grant, and locally, funded airport projects for up to a five-year period.
- This contract will provide engineering, and other related services, in support of projects funded by the Federal Aviation Administration (FAA) as well as Port funded airport maintenance and improvement projects.



# **Purpose**

- The engineering firm will be utilized to support projects listed in the Airport's Capital Improvement Plan (CIP) which is a 5-year project plan updated annually by the FAA.
- The projects anticipated for the next five-year period serve to update aging infrastructure, maintain Port assets, and meet the goal of good stewardship set in the strategic plan.

Note: There are no planned projects to expand/increase the footprint of the airport.

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# **Summary of Services**

Consultant services are needed for the following types of work:

- Airport planning
- Geotechnical study/analysis and survey
- Predesign and design
- Environmental studies
- Construction management
- Safety and security area improvements
- Airspace and aviation analysis
- FAA grant preparation, administration assistance, DBE plan development, and other support roles as identified



# **Potential Projects Include:**

- Runway 17/35 LED lighting improvements
- . Runway 17/35 pavement design and repair
- Runway 8/26 design and reconstruction
- Taxiway and Apron reconstruction and maintenance to meet current FAA design standards
- . Hangar development
- Environmental studies

\*Projects listed above are dependent upon available FAA and Port funding as well as environmental review.

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# **Proposed Budget**

- This engineering services contract will be used on an as-needed basis.
- The contract will be set up as a not-to-exceed amount using individual task orders for each project, which will require separate approval.
- The desired not-to-exceed amount requested is \$1.5 million for the five-year contract period.



### **Status**

- A Request For Qualifications (RFQ) was published by the Port on May 6, 2024, and closed last Friday, June 7, 2024.
- As of Friday, more than ten (10) firms have downloaded the RFQ document.

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# **Summary**

- Airport is seeking a highly specialized engineering firm, competent in FAA regulations and airport design standards, to support FAA grant, and Port, funded airport projects.
- Airport is seeking a contract term not to exceed 5 years; however, the Port is not obligated to use the firm for the five-year period if firm does not meet Port expectations.
- In July, the commission will be asked to approve a contract with a not-to-exceed amount of \$1.5 million. There is no minimum requirement.
- At future dates, the commission will be asked to approve individual projects served under this contract per Port policy.



# **Next Steps**

### Future Commission action requested in July 2024

Commission Action Options:

- Approve Port contract, with selected firm, for a not-to-exceed amount as presented.
   <u>Result</u>: Airport projects move forward as planned.
- 2. Approve Port contract, with selected firm, for adjusted not-to-exceed amount.

  Result: Airport projects move forward as planned, however, a future amendment to
- the contract not-to-exceed amount may be necessary.

  3. Take no Action
  - Result: Airport projects utilizing FAA grant funds may be postponed or cancelled which may result in loss of grant funds.

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