



MANAGER & FACILITY REPORT 2022 APRIL

1. I will be out of town for a WAMA, Washington Airport Managers Association conference May 8th-11th.
2. I will be out for my daughter's wedding June 1-5th.
3. I am currently accepting bids for Janitorial and Landscaping contracts starting May 1st. Bid period ends 4-25-22 at Noon.
4. I would like to add a line item to the budget next year for Promotional Hosting. A Saturday afternoon Airport Day for the community to come for a visit and have a hotdog is something I would like to do during the Summer, not on the day of the fly in event.

*RCW [53.36.120](#) Expenditures for industrial development, trade promotion, or promotional hosting—Under the authority of Article VIII, section 8, of the state Constitution, port district expenditures for industrial development, trade promotion or promotional hosting shall be pursuant to specific budget items as approved by the port commission at the annual public hearings on the port district budget.

5. 4-13-22 Airplane crash South of the airport while coming in for landing.
6. Port needs to discuss Port limits for **Public Works Projects**. (All work, construction, alterations, repairs, or improvements to property other than ordinary maintenance)

State requires the use of Small Works Roster or the Ports own Vendor list which needs to be advertised for twice a year in the newspapers for solicitation. I recommend January 1st and July 1st yearly. Vendors may be added to our list at any time of the year. **I would like to start this vendor list process for the Port because the Small Works Roster that the state has is for businesses all over the state. It is very hard to get quotes from these vendors.**

6A. State funded projects (property tax, tiedown fees, etc.) RCW 53.08.120 (2)

(c) allows port districts to contract for any public work without calling for bids whenever the estimated cost of the project will not exceed \$40,000. (c) Any port district may construct any

public work, as defined in RCW [39.04.010](#), by contract without calling for bids whenever the estimated cost of the work or improvement, including cost of materials, supplies, and equipment, will not exceed the sum of forty thousand dollars. A "public works project" means a complete project. The restrictions in this subsection do not permit the division of the project into units of work or classes of work to avoid calling for bids. The port district managing official shall make his or her best effort to reach out to qualified contractors, including certified minority and woman-owned contractors.

1. \$0-\$40K The Port district managing official shall make his or her best effort to reach out to qualified contractors, including certified minority and woman-owned contractors. (Anacortes uses \$35K as their limit)
2. \$40k-\$300K require 3 bids (use Port vendor list or MRSC Small works roster)
3. \$300K or more require 5 bids (Formal Sealed Bid Process)

6.B Federal funded projects (AIP Funds, CARES)

- \$0K-\$10K Micro-purchase (200.320 (a)(1)) (no bids or quotes required)

Can be increased to \$50K if we do the following items 1. Self-Certify new limit by written Procurement Policy including clear indication of limit, and justification for the choice 2. Federal Grant Risk Assessment Questionnaire filled out annually.

- \$10K - \$250K Small Purchase (200.320 (a)(2)) (adequate number of quotes, 3)
- \$250k and up Sealed Bids (200.320 (b)(1)) (competitive sealed bids required)

The Commissioners also need to discuss a limit for purchases of supplies. The county states \$7500 is a spending limit before approval is required. Orcas does not have a policy set for this type of purchase currently. Once all these limits are decided upon, we will, by Resolution, make our Procurement Policy Procedures. Stated in the procedures will be "The board must approve by motion all projects before bids are sought after and contracts written".

On Going Projects

1. **MOS (Modification of Standards Requests)** Report reviewed by FAA however we are pending Google Earth type drawings of Caravans and taxiing traffic for the report. Laura with WHP has been working on our DBE (Disadvantage Business Entity) past and present reporting and goal setting and will get back to the MOS drawings once DBE is done. Grant approvals require DBE to be complete. Several years of reports had to be researched and produced.
2. **PAPI Project**
 - 90% Report-Approved
 - Plan Set- was returned from FAA with comments. Pending WHP for revision
 - CSPP Report requested from FAA-Pending WHP revision
 - Pending Karen and Agnes comments on SOW (Scope of Work) for Environmental
 - Pending Karen and Agnes comments on SOW for Planning and Construction & Fee approval.
2. **Wetland Mitigation Closeout Paperwork**
 - Completed-The Port needs to hire Consultant for the 7 years remaining of required reports and maintenance of the new plants and trees.
3. **Westside Planning**
 - Pending FAA Agnes to review SOW for Planning
4. **Drainage Analysis**
 - SOW Final
5. **Vierthaler Land Acquisition**
 - Negotiation phase, Grant application turned and pending PSA from both parties.
6. **Biplane Hangar Removal**
 - SOW Final, Grant application approved, pending PSA from above.
7. **Griot gate repairs.** (I would like to move forward with repairs with Gateway Controls)
 - Quote Received from Gateway Controls. \$17,830
 - LMOM 3 Brothers Contracting. No return calls
 - Called RC Fence Construction Inc. No return call

8. New roofing for terminal –TABLED FOR MORE DISCUSSION

- Requested quotes from Mt. Baker Roofing – (\$19,040 + tax)
- Requested quote from Duke Constr (no quote yet, left several messages and text) C
- Requested quote from Timberline Const- (\$18,800 + tax)

9. Painting for terminal (deadline is 4-29-22)

- Requested quote New Horizons painting (Can't do it "call Steve or Tom")
- Requested quote Timberline Construction (Quote Received)
- Tom Rierden said he is already booked for the year
- Steve with Bela Casa Painting-Will be back in town and will bid by 4-29-22

10. Gravel for EV (electric vehicle) charging station area

Scope of Work for the project is now reworked for bids. The entire area including the apple trees, grass and even the other side of the fence is flooded when it rains. That area needs proper drainage instead of more rock in the area.

- Requested quote Island Excavation (pending quote)
- Requested quote Advance Construction (pending new quote out of town week of 4-18-22)
- Earthworks (quote received)

11. Wetland Mitigation Continued Reporting Required

- I have a quote from Wetland Resources for 7 more years is required. I'm pending a quote for care/watering/maintaining the plants. We may continue with Squalicum Mountain for this service. Brad will call Meryl at MRI to see what she recommends before he quotes me.

12. Janitorial and Landscaping bid (deadline is 4-25-22 at Noon)

- No bids received by time of this report

FACILITY REPORT

1. Mowing continues.
2. Car Parking is going to be an issue. Several days this week we had 1 or 2 open parking spots. I am halting Annual and Monthly Parking Passes from being sold until things slow back down.

COVID RELATED GRANTS

1. CARES REIMBURSEMENTS TO DATE (Expires 6-19-2024)

GRANT AMOUNT AWARDED \$1,041,561.00

\$206,038.56 2020 YEAR-Completed

\$52,722.10 Q1 2021 -Completed

\$175,245.60 Q2 2021 Completed (INCLUDED 3 ORDERS OF FUEL)

\$146,999.15 Q3 2021

\$94,442.76 Q4 2021

\$113,064.39 Q1 2022

Remaining balance \$253,048.44 AS OF 4-20-22

2. ACRGP-CRRAA REIMBURSEMENT (Expires 4-27-2025)

GRANT AMOUNT AWARDED FOR \$13,000

\$4240.76 Completed

Remaining Balance \$ 8759.24 as of 04/20/22

3. ARPA REIMBURSEMENT (Expires 6-29-2025)

GRANT AMOUNT AWARDED FOR \$32,000

Remaining Balance \$32,000 as of 04/20/22

Bid Thresholds for Public Works Projects

The lower threshold is the amount below which the local government may use any internally acceptable method of awarding small public works contracts. For contracts between the lower threshold and the uppermost threshold (generally \$350,000, but \$300,00 for some agencies), most statutes allow the local government to use a small works roster. For amounts above an agency’s small works threshold, the local government must use the formal competitive bidding process. If the local government is not using the small work roster process, it must use the formal competitive bidding process for any project over the lowest bid threshold.

Government Type	Bid Threshold	Small Works Roster Threshold	Applicable RCW	Limits for Work by Agency Employees
Area Agency on Aging	Most restrictive of establishing jurisdictions		74.38.050	Most restrictive of establishing jurisdictions
City, first class	\$75,500 (1 craft) \$150,000 (>1 craft)	\$350,000	35.22.620	Per project: \$75,500 (1 trade), \$150,000 (>1 trade). NTE 10% of public works budget.
City, code, second class and towns	\$75,500 (1 craft) \$116,155 (>1 craft)	\$350,000	35.23.352 35A.40.210	Per project: \$75,500 (1 trade), \$116,155 (>1 trade).
Conservation district	None; established by policy		89.08	No statutory limits - set by policy
County, population >400k with purchasing department	\$0	\$350,000	36.32.235	Per project: \$45,000 or \$125k for Riverine or stormwater project (1 trade), \$90,000 or \$250k for Riverine or stormwater project (>1 trade). NTE 10% of public works budget.
County, population <400,000 with purchasing department	\$0	\$350,000	36.32.240 36.32.235	Per project: \$45,000 or \$125k for Riverine or stormwater project (1 trade), \$90,000 or \$250k for Riverine or stormwater project (>1 trade). NTE 10% of public works budget.
County without purchasing department	\$40,000	\$350,000	36.32.250	Allowed for non-road projects; road project limits set according to population and motor vehicle fuel tax factor
Educational service district (ESD)	None; established by policy (unless contracting on behalf of a school district, in which case school district bid laws apply)		28A.310	Most restrictive of establishing jurisdictions; if NA then by policy
Fire district	\$30,000	\$350,000	52.14.110	Not authorized
Flood/diking/drainage districts (formed under RCW 85.38)	\$5,000	\$350,000	85.38.190	\$5,000
Flood/diking drainage districts (formed under RCW 85.05, 85.06, 85.08, 85.15)	No statutory requirement for competitive bidding.			
Health district	None; established by policy		70.46	No statutory limits - set by policy
Hospital district	\$75,000	\$350,000	70.44.140	\$75,000



Government Type	Bid Threshold	Small Works Roster Threshold	Applicable RCW	Limits for Work by Agency Employees
Housing authority	None; established by policy		35.82; AGO 2009 No. 2	No statutory limits - set by policy
Interlocal agreement agency	Most restrictive of establishing jurisdictions		39.34	Most restrictive of establishing jurisdictions
Irrigation district	\$0	\$300,000	87.03.435-436	No limit; must bid materials used by employees; must follow public works bid process when materials are provided by contractor
Library district	None; established by policy		27.12	Most restrictive of establishing jurisdictions; if NA then by policy
Mosquito control district	None; established by policy		17.28	No statutory limits - set by policy
Park and recreation district	None; established by policy		36.69	Most restrictive of establishing jurisdictions; if NA then by policy
Metropolitan parks district	\$20,000	\$350,000	35.61.135	\$20,000
Port district	\$40,000	\$300,000	53.08.120	Allowed for all projects, except when over \$40k, must make a determination whether cost is lower performed by contract
Public development authority (PDA)	Statutes of creating city or county		35.21.730 35.21.745	Statutes of creating city or county
Public facilities district (PFD)	None; established by policy		36.100.030 35.57.020	No statutory limits - set by policy
Public utility district (PUD)	\$50,000	\$350,000	54.04.070	Max \$300,000 of material
Reclamation district (over 1 million acres)	All public works must be formally bid		89.30.154	Not authorized
Behavioral Health Organization (BHO) [formerly Regional Support Network (RSN)]	Statutes of creating county		71.24.300 71.05.025	Statutes of creating county
School district	\$100,000	\$350,000	28A.335.190	\$75,000
Self-insurance risk pool	Most restrictive of establishing jurisdictions		48.62	Most restrictive of establishing jurisdictions
State college or university	\$45,000 (1 craft) \$90,000 (>1 craft)	\$350,000	28B.10.350 28B.50.330	\$45,000 (1 craft) \$90,000 (>1 craft)
Transportation authority (under RCW 36.57 or 36.57A)	None; established by policy		36.57A	No statutory limits - set by policy
Transportation authority (under RCW 35.21.225 or 36.73)	Statutes of creating city or county		35.21.225 36.73	Most restrictive of establishing jurisdictions
Water-sewer district	\$50,000	\$350,000	57.08.050	\$50,000

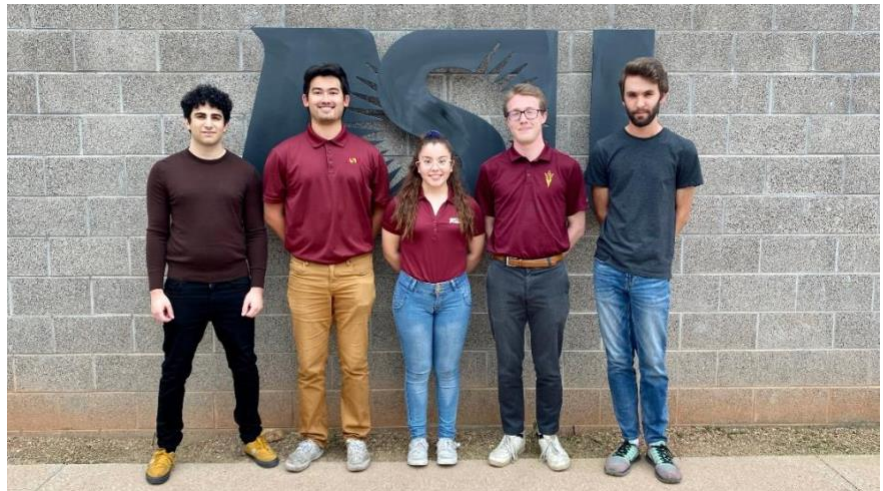
Note: "Craft" refers to professional trades. The bid threshold is thus based on the number of professional trades required to complete a project. Agencies should consult legal counsel when assessing applicable laws.





April 4, 2022

The Orcas Island Airport (ORS) and the Port of Orcas is pleased that Arizona State University students Grayson Langlais, Maxim Loshak, Nathan Mofarah, Dennise Palacios, and Michael Thorne have chosen ORS as a focus for their senior capstone project. The students are working closely with mentors Justin Heid, A.A.E. and Leah Whitfield, C.M, ACE from The Aviation Planning Group, LLC to examine the westside hangar development area. The students are evaluating alternatives for taxiway/taxilane and hangar layouts to accommodate growing demand at the airport. The east side of the airport has been built to near capacity, and development of the west side will allow for growth and provide hangars for those on the expanding hangar waiting list. The development alternatives consist of utilizing land currently being acquired with a federal grant on the undeveloped side of the runway. The students are working through land constraints, wetlands, access and viability issues as they prepare conceptual designs for the airport. Airport Manager Jeannie Sharpe recently met with the students to guide them through the evaluation. The Port of Orcas is pleased to support the next generation of airport professionals by sharing real world issues.



This group of students are coming up with ideas for planning the location of hangars and taxiways on the future West side, however planning will need to be submitted after the Airport Drainage Analysis