

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
August 24, 2026

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

0:01 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:26 **ROLL CALL**

Council members present: Patel, Kimball [watching via Zoom, not voting], Soha, Gingell, Pearson, and Mayor Fletcher. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, and Rowley, Police Chief.

MODIFICATIONS/APPROVAL OF AGENDA

1:04 **Motion** to approve the agenda as presented by Patel, second Gingell, motion carried.

PUBLIC COMMENT

2:32 Stephanie Akin with Reflections Counseling Services Group thanked the Mayor and staff for the International Overdose Awareness Day proclamation, and invited the Mayor and Council to a public event to be held from 6:00 p.m. to 8:00 p.m. on August 31 at the city pier in Port Angeles.

3:39 Lissy Andros, Director Forks Chamber of Commerce, reported a very successful, season-ending Movie in the Park. As a member of the community, she asked whether the City Council could require those selling firewood to post a sign informing people that a fire ban is in effect.

PROCLAMATION

5:55 Mayor Fletcher read his proclamation designating August 31, 2026 as International Overdose Awareness Day in the City of Forks.

PRESENTATION

8:00 Kevin Hossom with the non-profit Rural Community Assistance Corporation presented his financial analysis of the wastewater system with a focus on capital improvements, and recommended an additional 10% increase in sewer rates in 2027.

21:24 Pearson asked how rate increases would be applied with his recommendation, and if the rate increase would cover loan payments. Hossom referred her to his analysis. Discussion ensued.

ACTION ITEMS

1. Expenditures

- 34:36 **Motion** to approve manual checks 46132 through 46133 in the amount of \$118,844.35, payroll checks 46077 through 46093 in the amount of \$89,590.95, and claim checks 46094 through 46131 and EFTs as included in the total amount of \$128,147.05 by Patel, second Gingell, motion carried.

2. Tillicum Park Movie Night Authorization

- 35:29 Attorney/Planner Fleck introduced a request for after-hours activity in the park.

- 36:01 **Motion** to approve after-hours use of Tillicum Park by Soha, second Gingell, motion carried.

3. Resolution No. 540: PROS Plan

- 36:20 Attorney/Planner Fleck introduced the Parks, Recreation, and Open Space Plan resolution and reviewed activities associated with the PROS Plan to date.

- 38:19 **Motion** to approve the Resolution No. 540, Adopting the Parks, Recreation, and Open Space (PROS) Plan by Gingell, second Patel, motion carried.

4. Ordinance No. 696: Title 17 Code Amendment

- 38:40 Attorney/Planner Fleck presented changes to Title 17 of the Forks Municipal Code, as mandated by the State, and the proposed ordinance adopting the changes. Discussion ensued.

- 48:05 **Motion** to add "...or County-approved septic system" at the end of "(7) ADUs are not permitted on lots that are not connected to and served by public water and sewer." under "17.57.040 Bulk Standards/ADU Regulations" or removing "(7)" by Pearson, second Gingell, motion failed.

- 52:02 **Motion** to change "(6)" to "All water, sewer, and County-approved septic system charges..." and add "...or County-approved septic system" at the end of "(7)" by Pearson, second Gingell, motion carried 3–1 with Soha against.

- 53:20 **Motion** to adopt Ordinance No. 696, Title 17 Code Amendment with the changes indicated with the previous motion by Pearson, second Gingell, motion carried 3–1 with Soha against.

DISCUSSION ITEMS

1. 2027–2032 CIP

- 53:51 Attorney/Planner Fleck reported on the progress of the 2027–2032 Capital Improvement Plan, and asked Council be sure to review it and get questions answered before it is scheduled for adoption at the September 14 Regular Meeting.

2. RAC Rental Rates

- 55:29 Clerk/Treasurer DePew said rental rates for the Rainforest Arts Center have not been raised since the building was constructed and suggested a 33% increase, noting rising costs. Discussion ensued.
- 57:19 Gingell asked about the number of bookings. Clerk/Treasurer DePew said she would bring numbers to the next Regular Meeting. Discussion continued.

3. Reports

• Council Member Reports

- 1:02:36 **Council Member Pearson** said she has been approached by members of the community about transients and the smell of human waste at the Transit Center. In response to Lissy Andros' question about the firewood, she said the fire chief reminded those selling firewood about the burn ban last year, but doesn't know whether the new chief has done so. She then thanked the Mayor for allowing private individuals to make some improvements at the ballfields ahead of the Tod Horton Memorial Softball Tournament.

• Staff Reports

- 1:05:17 **Clerk/Treasurer DePew** reported preparing for budget season, and that she will hold a workshop for those interested in applying for lodging tax revenue.
- 1:05:56 **Police Chief Rowley** reported several DUIs over the past few weeks and said he is very appreciative any time courtesy rides are made available. He also reported upcoming legislation regarding camping on public land. He said he and his officers try to get transients to move along during the day and that some have been trespassed, but that there are few places for them to go.
- 1:08:18 **Attorney/Planner Fleck** said Tillicum Park closes at dusk, so anyone in the Park after that is given a warning and then trespassed for a second violation. A third warning opens them up to criminal prosecution. He then reported on the America's Rural Future field hearing, taxiway and hangar repairs at Quillayute Airport, and discussions with the Port of Port Angeles regarding Citizen Air service between SeaTac and Quillayute Airport.
- 1:13:21 **Mayor's Report**
Mayor Fletcher said social media is not a way to communicate with City Hall. Complaints are best received in-person with a willingness to offer one or more suggestions for resolving the issue. He also reported having received a number of compliments on the appearance of downtown, and thanked the Public Works crew for their work to get the ballfields in good shape and said he hopes softball tournaments will return to Forks. He then reminded everyone of the upcoming 25th anniversary of 911, which has been designated Patriot Day, and asked Council and community members to commemorate the day with charitable acts, to thank first responders for their daily service, and for anyone who flies a flag to fly it at half-mast from sunrise to sunset on September 11.

3. ADJOURNMENT

1:15:41 **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:46 p.m.

Tim Fletcher, Mayor

Caryn DePew, Clerk/Treasurer

DRAFT

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
September 14, 2026

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

0:01 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:24 **ROLL CALL**

Council members present: Kimball, Soha, Gingell, Pearson, and Mayor Fletcher. Absent: Patel. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, Hampton, Public Works Director, and Rowley, Police Chief.

MODIFICATIONS/APPROVAL OF AGENDA

0:43 **Motion** to approve the agenda as presented by Gingell, second Kimball, motion carried.

PUBLIC COMMENT

1:26 Minnie Whalen with Clallam Resilience Project thanked the Mayor for his proclamation designating October as Resilience Awareness Month in the City of Forks, invited the people of Forks to participate in Resilience Awareness Month activities, and named some of the local agencies contributing to Resilience Awareness Month.

PROCLAMATION

4:23 Mayor Fletcher read his proclamation designating October as Resilience Awareness Month in the City of Forks.

PRESENTATION

7:58 Melissa Mies, JoAnn Shuler, and Kara Mitchell with the Washington State Department of Transportation [present via Zoom] presented information on upcoming repairs to the Hoh River Bridge and associated road closures. Council expressed their strong desire for some ability to cross the bridge during this first phase of repairs with the WSDOT representatives holding firm to decisions that had already been made.

ACTION ITEMS

1. Council Meeting Minutes

27:43 **Motion** to approve minutes of the Regular Meeting held August 10, 2026 by Gingell, second Pearson, motion carried.

2. Expenditures

28:11 **Motion** to approve manual check 46134 in the amount of \$11,316.61, payroll checks 46135 through 46154 in the amount of \$154,094.22, claim checks 46155 through 46183 and EFTs as included in the total amount of \$271,685.46, and

travel checks 3799 through 3804 in the amount of \$338.50 by Soha, second Kimball, motion carried.

3. Ordinance No. 695: Livestock at Large

29:04 Attorney/Planner Fleck introduced proposed changes to Forks Municipal Code, Title 6 Animal Regulations based on prior discussion.

31:18 **Motion** to approve Ordinance No. 695 amending Title 6 of the Forks Municipal Code by Soha, second Gingell, motion carried.

4. Capital Improvement Plan 2027-2032

A. Public Hearing

31:42 Mayor Fletcher opened the public hearing at 8:01 p.m.

There were no comments.

32:04 Mayor Fletcher closed the public hearing at 8:02 p.m.

B. Resolution No. 541

36:16 Clerk/Treasurer DePew pointed out one change to the Capital Improvement Plan regarding the Forks Airport.

33:22 **Motion** to approve Resolution No. 541 adopting the 2027-2032 Capital Facilities Improvement Plan as presented by Gingell, second Pearson, motion carried.

5. Biosolids Floor Bid Award

33:52 Attorney/Planner Fleck introduced the request for bids and bid tabulation, and asked Council to award the project to Interwest Construction.

34:38 **Motion** to award the Forks Wastewater Treatment Facility Solids Building Floor Replacement Project to Interwest Construction Inc., the lowest responsible bidder, by Soha, second Kimball, motion carried.

6. RAC Rental Category Changes and Rate Increase

35:02 Clerk/Treasurer DePew reminded Council of the discussion of a 33% increase in Rainforest Arts Center rental rates at the previous Regular Meeting, and said she thinks this is also a good time to simplify the rental tier structure. Some discussion ensued.

38:23 **Motion** to adopt changes to RAC rental tiers and rates by Soha, second Kimball, motion carried.

DISCUSSION ITEMS

1. Timber Museum and Chamber of Commerce Lease

38:48 Clerk/Treasurer DePew explained the current Timber Museum and Chamber of Commerce lease, and suggested separating the two and adding rental fees for

which the entities could apply for lodging tax revenue that would then go into the City's General Fund.

- 39:32 Attorney/Planner Fleck noted the lease agreement could be changed, but that it (they) may have to be changed again in the future should Council deny requests for lodging tax revenue. A brief discussion ensued.

2. RCO Grant Preliminary Ranking

- 41:13 Attorney/Planner Fleck recognized Annie Crippen of the Tillicum Park Board for her hard work applying for a grant from the Washington State Recreation and Conservation Office for the Tillicum Park Playground, and introduced the most recent ranking of grant applications.

3. Reports

• Council Member Reports

- 42:32 **Council Member Kimball** said the radar sign seems to be helping quite a bit.
- 43:11 **Council Member Soha** said he feels like we are slowly getting our town back.
- 43:47 **Council Member Gingell** reported having some close calls with tourists on the road, and said he would like to see the speed limit reduced further at the north end of town.
- 45:06 **Council Member Pearson** reported on the Whiskey, Women & Wood event, and reminded the Mayor and Attorney/Planner Fleck to see her e-mail regarding homeless people camping in Tillicum Park. She said she would like the City to adopt policies that address the issue and to see community members open their homes to those who are struggling.
- **Staff Reports**
- 47:48 **Clerk/Treasurer DePew** reported a successful lodging tax workshop, which was better attended than she had expected.
- 48:03 **Public Works Director Hampton** said he is eager for the biosolids floor project to get underway, and then reported the pump on the clarifier went out and will have to be repaired before the new clarifier can be brought online, and that he has a meeting on Tuesday on the E Street project, which must be completed before October.
- 46:06 **Police Chief Rowley** reported a lot of traffic and traffic stops, complaints from locals regarding jaywalking who, he said, should remember that parking across from the post office and walking across the street is also jaywalking, and relatively few calls for road accidents, especially at the 101/110 junction. He also said his department continues pursuing some long-term cases, and is working with the State crime lab to get sexual assault and DUI blood kits processed.

51:46 **Attorney/Planner Fleck** said he has been working on a critical areas ordinance, and reported a very busy FTF weekend with people from all over the world attending, most of whom he said had a very positive impression of Forks.

52:42 • **Mayor's Report**

Mayor Fletcher said that with the tremendous increase in tourism, the City needs to improve its infrastructure, especially with the addition of public restrooms. He said he doesn't know how or where, but it is something that needs to be addressed and he is actively seeking suggestions.

3. ADJOURNMENT

53:45 **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:24 p.m.

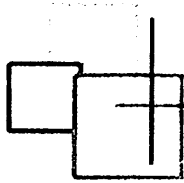
Tim Fletcher, Mayor

Caryn DePew, Clerk/Treasurer



Register

Number	Name	Fiscal Description	Amount
<u>46184</u>	AFLAC Remittance Processing	2026 - September - Second Council Date	\$21.00
<u>46185</u>	AWC Employee Benefit Trust	2026 - September - Second Council Date	\$392.50
<u>46186</u>	AWC Life Ins - Supplemental	2026 - September - Second Council Date	\$37.10
<u>46187</u>	Department of Employment Security	2026 - September - Second Council Date	\$164.94
<u>46188</u>	Dept of Labor & Industry	2026 - September - Second Council Date	\$2,238.56
<u>46189</u>	Dept of Retirement - Def Comp	2026 - September - Second Council Date	\$332.96
<u>46190</u>	Dept of Retirement - Def Comp - Roth	2026 - September - Second Council Date	\$360.38
<u>46191</u>	Dept of Retirement Systems-LEOFF	2026 - September - Second Council Date	\$2,803.06
<u>46192</u>	Dept of Retirement Systems-PERS 2	2026 - September - Second Council Date	\$4,570.74
<u>46193</u>	Dept of Retirement Systems-PERS 3	2026 - September - Second Council Date	\$610.12
<u>46194</u>	Dept of Retirement Systems-PSERS	2026 - September - Second Council Date	\$2,038.43
<u>46195</u>	EFTPS	2026 - September - Second Council Date	\$19,027.70
<u>46196</u>	Employment Security Dept - PFML	2026 - September - Second Council Date	\$665.66
<u>46197</u>	Teamsters Local 589	2026 - September - Second Council Date	\$292.50
<u>46198</u>	United Way	2026 - September - Second Council Date	\$38.00
<u>46199</u>	WA Cares	2026 - September - Second Council Date	\$347.79
<u>46200</u>	Washington State Support Registry	2026 - September - Second Council Date	\$317.00
<u>Direct Deposit Run -</u> <u>9/18/2026</u>	Payroll Vendor	2026 - September - Second Council Date	\$61,168.95
			\$95,427.39



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2026 - September - Second Council Date

001	General Fund	\$55,295.07
101	Street	\$6,939.93
140	Lodging Tax Fund	\$567.75
150	Transit Center Fund	\$209.41
400	Water	\$20,882.39
402	Sewer	\$7,783.98
410	Airport/Industrial Park	\$3,748.86
	Count: 7	\$95,427.39

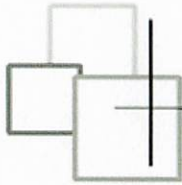
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: _____
Title: Accounting Technician

Date: _____

Audited and ordered paid by Forks City Council:

Auditing Committee



Voucher Directory

Fiscal: : 2026 - September

Council Date: : 2026 - September - Second Council Date

Vendor	Number	Reference	Account Number	Description	Amount
AWC Employee Benefit Trust					
	46201		2026 - September - Second Council Date		
		092026/AWC Leoff 1			
			Leoff 1-Rice		
			001-000-000-521-20-41-15	Rice	\$1,057.10
		Total 092026/AWC Leoff 1			\$1,057.10
	Total 46201				\$1,057.10
Total AWC Employee Benefit Trust					\$1,057.10
Builders Exchange of Washington Inc					
	46202		2026 - September - Second Council Date		
		1082884			
			Advertisement for Biosolids Floor Project		
			402-000-000-594-61-63-03	Biosolids Floor	\$118.10
		Total 1082884			\$118.10
	Total 46202				\$118.10
Total Builders Exchange of Washington Inc					\$118.10
Canon Fin Serv Inc					
	46203		2026 - September - Second Council Date		
		43891864			
			Copier Lease		
			001-000-000-515-31-31-00	Operating Supplies	\$33.36
			001-000-000-558-61-31-00	Operating Supplies	\$33.36

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-542-31-31-00	Operating Supplies	\$100.08
			400-000-000-534-80-31-00	Operating Supplies	\$66.72
			402-000-000-535-80-31-00	Operating Supplies	\$66.72
			410-000-000-552-10-31-00	Operating Supplies	\$33.37
		Total 43891864			\$333.61
	Total 46203				\$333.61
Total Canon Fin Serv Inc					\$333.61
Carradine, Tim					
	46204		2026 - September - Second Council Date		
		7958			
			IT Services		
			001-000-000-514-23-48-02	Computer Repair	\$188.40
			001-000-000-514-23-48-02	Computer Repair	\$324.71
			001-000-000-521-20-48-28	Computer Repair	\$362.18
			001-000-000-523-61-48-17	Computer Repair	\$337.20
			101-000-000-542-31-48-41	Computer Repair	\$81.45
			101-000-000-542-31-48-41	Computer Repair	\$99.91
			400-000-000-534-80-48-41	Computer Repair	\$307.01
			400-000-000-534-80-48-41	Computer Repair	\$811.79
			400-000-000-534-80-48-41	Computer Repair	\$27.15
			402-000-000-535-80-48-01	Computer Repair	\$104.66
			402-000-000-535-80-48-01	Computer Repair	\$312.23
			410-000-000-546-10-41-00	Professional Services	\$97.69
			410-000-000-546-10-41-00	Professional Services	\$249.78
		Total 7958			\$3,304.16
		7959			
			IT Services		
			001-000-000-521-20-48-28	Computer Repair	\$339.37
			001-000-000-523-61-48-17	Computer Repair	\$339.38
		Total 7959			\$678.75
	Total 46204				\$3,982.91
Total Carradine, Tim					\$3,982.91

Vendor	Number	Reference	Account Number	Description	Amount
CED, Inc.					
	46205			2026 - September - Second Council Date	
		5948-1092242			
			City Hall Light Bulbs		
			001-000-000-514-23-31-00	Operating Supplies	\$85.03
			400-000-000-534-80-31-00	Operating Supplies	\$138.57
			402-000-000-535-80-31-00	Operating Supplies	\$47.24
			410-000-000-546-10-31-00	Operating Supplies	\$44.09
		Total 5948-1092242			\$314.93
	Total 46205				\$314.93
Total CED, Inc.					\$314.93
Century West Engineering Corp.					
	46206			2026 - September - Second Council Date	
		252590			
			Quill. AP Phase 2		
			412-000-000-594-46-63-01	Runway Improvements	\$32,352.72
		Total 252590			\$32,352.72
	Total 46206				\$32,352.72
Total Century West Engineering Corp.					\$32,352.72
Centurylink					
	46207			2026 - September - Second Council Date	
		092026/Centurylink			
			Telephones		
			001-000-000-514-23-42-00	Communications	\$139.97
			001-000-000-521-20-42-00	Communication	\$41.06
			001-000-000-523-61-42-00	Communication	\$41.06
			400-000-000-534-80-42-00	Communication	\$214.95
			402-000-000-535-80-42-00	Communication	\$244.67
			410-000-000-546-10-42-00	Communication	\$69.98
		Total 092026/Centurylink			\$751.69
	Total 46207				\$751.69
Total Centurylink					\$751.69

Vendor	Number	Reference	Account Number	Description	Amount
CenturyLink Business Services	46208			2026 - September - Second Council Date	
		800407904			
			Broadband		
			001-000-000-514-23-42-00	Communications	\$43.94
			400-000-000-534-80-42-00	Communication	\$69.05
			402-000-000-535-80-42-00	Communication	\$25.11
			410-000-000-546-10-42-00	Communication	\$18.83
			410-000-000-552-50-42-00	Communication	\$470.84
		Total 800407904			\$627.77
	Total 46208				\$627.77
Total CenturyLink Business Services					\$627.77
Clallam Bay Medical Clinic	46209			2026 - September - Second Council Date	
		460102661500			
			Inmate Medical - 11/8/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$150.51
		Total 460102661500			\$150.51
		460103327700			
			Inmate Medical - 3/12/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$150.51
		Total 460103327700			\$150.51
	Total 46209				\$301.02
Total Clallam Bay Medical Clinic					\$301.02
Clallam County PUD	46210			2026 - September - Second Council Date	
		092026/PUD			
			PUD		
			001-000-000-512-52-47-00	PUD Services	\$326.80
			001-000-000-514-23-47-00	PUD Services	\$230.69
			001-000-000-521-20-47-00	PUD Services	\$384.48

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-523-61-47-00	PUD Services	\$442.15
			001-000-000-576-80-47-00	PUD Services	\$85.64
			001-000-000-576-80-47-00	PUD Services	\$58.12
			001-000-000-576-80-47-71	PUD Services	\$88.61
			001-000-000-576-80-47-72	PUD Services	\$103.81
			001-000-000-576-80-47-73	PUD Services	\$118.83
			101-000-000-542-31-47-00	PUD Services	\$71.09
			101-000-000-542-31-47-00	PUD Services	\$721.03
			101-000-000-542-31-47-00	PUD Services	\$73.41
			101-000-000-542-31-47-00	PUD Services	\$213.06
			150-000-000-547-10-47-01	PUD Services	\$371.46
			400-000-000-534-80-47-00	PUD Services	\$269.13
			400-000-000-534-80-47-00	PUD Services	\$696.34
			400-000-000-534-80-47-00	PUD Services	\$60.05
			400-000-000-534-80-47-41	PUD Services	\$989.48
			400-000-000-534-80-47-42	PUD Services	\$941.09
			400-000-000-534-80-47-44	PUD Services	\$147.11
			400-000-000-534-80-47-46	PUD Services	\$108.07
			402-000-000-535-80-47-00	PUD Services	\$96.12
			402-000-000-535-80-47-50	PUD-Biosolids Bldg	\$1,285.87
			402-000-000-535-80-47-51	PUD-Pump Station	\$120.98
			402-000-000-535-80-47-52	PUD-Lab	\$2,691.19
			410-000-000-546-10-47-00	PUD Services	\$107.42
			410-000-000-552-10-47-00	PUD Services	\$173.01
			410-000-000-552-50-47-00	PUD Services	\$340.50
			410-000-000-575-50-47-00	PUD Services	\$349.79
			412-000-000-546-10-47-00	PUD Services	\$55.59
			412-000-000-546-10-47-00	PUD Services	\$120.15
			412-000-000-546-10-47-00	PUD Services	\$121.26
		Total 092026/PUD			\$11,962.33
	Total 46210				\$11,962.33
Total Clallam County PUD					\$11,962.33

Clallam County Sheriff Dept.

Vendor	Number	Reference	Account Number	Description	Amount
	46211		2026 - September - Second Council Date		
		C26-035			
			Inmate Expenses		
			001-000-000-523-61-49-01	County Jail Expenses	\$2,868.10
		Total C26-035			\$2,868.10
	Total 46211				\$2,868.10
Total Clallam County Sheriff Dept.					\$2,868.10
Clallam Public Defender					
	46212		2026 - September - Second Council Date		
		092026/Public Defender			
			Public Defender Services		
			001-000-000-512-52-41-00	Public Defender	\$2,833.33
		Total 092026/Public Defender			\$2,833.33
	Total 46212				\$2,833.33
Total Clallam Public Defender					\$2,833.33
Decker City Hardware Inc					
	46213		2026 - September - Second Council Date		
		09202026/CIT001			
			Supplies		
			001-000-000-514-23-31-00	Operating Supplies	\$9.97
			001-000-000-514-23-31-00	Operating Supplies	\$8.57
			001-000-000-521-20-31-00	Operating Supplies	\$11.12
			001-000-000-576-80-31-00	Operating Supplies	\$3.07
			001-000-000-576-80-31-00	Operating Supplies	\$24.47
			001-000-000-576-80-31-00	Operating Supplies	\$11.32
			001-000-000-576-80-31-00	Operating Supplies	\$3.79
			400-000-000-534-80-31-00	Operating Supplies	\$17.47
			400-000-000-534-80-31-00	Operating Supplies	\$13.89
			400-000-000-534-80-31-00	Operating Supplies	\$25.09
			400-000-000-534-80-31-41	Tools	\$30.51
			402-000-000-535-80-31-00	Operating Supplies	\$43.53
			402-000-000-535-80-31-00	Operating Supplies	\$43.54

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-80-31-00	Operating Supplies	\$9.59
			402-000-000-535-80-31-00	Operating Supplies	\$44.90
			402-000-000-535-80-31-00	Operating Supplies	\$24.62
			402-000-000-535-80-31-00	Operating Supplies	\$40.40
			402-000-000-535-80-31-00	Operating Supplies	\$13.13
			410-000-000-575-50-31-00	Operating Supplies	\$7.92
		Total 09202026/CIT001			\$386.90
	Total 46213				\$386.90
Total Decker City Hardware Inc					\$386.90
Dressel, Joel					
	46214			2026 - September - Second Council Date	
		INV0042			
			Farwest Motel Plan Review		
			001-000-000-558-50-41-02	Plan Reviews	\$1,411.90
		Total INV0042			\$1,411.90
		INV0043			
			Far West Fire Alarm Review		
			001-000-000-558-50-41-02	Plan Reviews	\$300.40
		Total INV0043			\$300.40
		INV0044			
			Plan Review-Verion		
			001-000-000-558-50-41-02	Plan Reviews	\$142.45
		Total INV0044			\$142.45
	Total 46214				\$1,854.75
Total Dressel, Joel					\$1,854.75
Eagle Auto Repair and Tow, LLC					
	46215			2026 - September - Second Council Date	
		05183			
			Towing-Tahoe		
			001-000-000-521-20-48-19	Chevy Tahoe - Lenz	\$271.50
		Total 05183			\$271.50
		3803			

Vendor	Number	Reference	Account Number	Description	Amount
			Oil Change		
			001-000-000-521-20-48-22	2024 Ford Explorer/Rowley	\$123.37
		Total 3803			\$123.37
	Total 46215				\$394.87
Total Eagle Auto Repair and Tow, LLC					\$394.87
Empire Fire Protection					
	46216		2026 - September - Second Council Date		
		10531			
			IP Fire Supp. Part 2-Pmt 1 of 3		
			410-000-000-594-59-60-01	Industrial Park Upgrades	\$46,862.75
		Total 10531			\$46,862.75
		10531B			
			IP Fire Supp. Part- 2 Pmt 2 of3		
			410-000-000-594-59-60-01	Industrial Park Upgrades	\$2,376.41
		Total 10531B			\$2,376.41
	Total 46216				\$49,239.16
Total Empire Fire Protection					\$49,239.16
Enterprise FM Trust					
	092026/Enterprise EFT		2026 - September - Second Council Date		
		574757A-090325			
			Vehicle Leases		
			001-000-000-594-14-66-03	2020 Nissan Rogue	\$30.49
			001-000-000-594-76-66-01	2020 Toyota Tacoma 71023D-GL	\$52.97
			101-000-000-594-42-66-06	2020 Ford F550	\$105.94
			101-000-000-594-42-66-06	2020 Ford F550	\$305.50
			101-000-000-594-42-66-07	2020 Toyota Tacoma 71021D - JC	\$52.95
			400-000-000-594-34-66-03	2020 Nissan Rogue	\$49.68
			400-000-000-594-34-66-04	2020 Toyota Tacoma 71022D - MH	\$529.60
			400-000-000-594-34-66-05	2020 Toyota Tacoma 71023D - GL	\$370.78
			400-000-000-594-34-66-06	2020 Ford F550	\$712.83
			400-000-000-594-34-66-09	2021 Toyota Tacoma 71784D - PH	\$73.04
			400-000-000-594-34-66-10	2020 Toyota Tacoma 710210D - JC	\$105.94

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-594-35-66-03	2020 Nissan Rogue	\$16.94
			402-000-000-594-35-66-04	2020 Toyota Tacoma 71021D - JC	\$264.84
			402-000-000-594-35-66-05	2022 Toyota Tacoma 72745D - SG	\$766.19
			410-000-000-594-52-66-03	2020 Nissan Rogue	\$15.81
			410-000-000-594-52-66-04	2020 Toyota Tacoma 741021D - JC	\$105.94
		Total 574757A-090325			\$3,559.44
		Total 092026/Enterprise EFT			\$3,559.44
Total Enterprise FM Trust					\$3,559.44
Ferguson Enterprises, Inc.					
46217				2026 - September - Second Council Date	
	0127564-1				
			Annual Meter Reading Support		
			400-000-000-534-80-41-00	Professional Services	\$4,344.00
	Total 0127564-1				\$4,344.00
	0130363				
			MXU's for Meters		
			400-000-000-534-80-34-10	Water Meters	\$5,833.61
	Total 0130363				\$5,833.61
	0130859				
			Parts		
			400-000-000-534-80-31-00	Operating Supplies	\$1,677.45
	Total 0130859				\$1,677.45
	Total 46217				\$11,855.06
Total Ferguson Enterprises, Inc.					\$11,855.06
Forks Community Hospital					
46218				2026 - September - Second Council Date	
	460102526015				
			Inmate Medical-12/24/2024		
			001-000-000-523-61-41-05	Inmate - Medical	\$520.63
	Total 460102526015				\$520.63
	460102526016				
			Inmate Medical-12/24/2024		

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-523-61-41-05	Inmate - Medical	\$672.09
		Total 460102526016			\$672.09
		460102613905			
			Inmate Medical-1/3/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$2,678.55
		Total 460102613905			\$2,678.55
		460104635403			
			Inmate Medical-6/5/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$321.84
		Total 460104635403			\$321.84
		460106745900			
			Inmate Medical-11/25/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$388.11
		Total 460106745900			\$388.11
		460106745901			
			Inmate Medical -11/25/2026		
			001-000-000-523-61-41-05	Inmate - Medical	\$562.28
		Total 460106745901			\$562.28
		460106937600			
			Inmate Medical-12/8/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$26.98
		Total 460106937600			\$26.98
		460107096900			
			Inmate Medical-12/22/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$1,286.90
		Total 460107096900			\$1,286.90
		460107096901			
			Inmate Medical-12/22/2025		
			001-000-000-523-61-41-05	Inmate - Medical	\$562.28
		Total 460107096901			\$562.28
		Total 46218			\$7,019.66
Total Forks Community Hospital					\$7,019.66

Forks Outfitters, Inc

Vendor	Number	Reference	Account Number	Description	Amount
	46219		2026 - September - Second Council Date		
		092026/Outfitters			
			Supplies-Acct. #16		
			001-000-000-514-23-31-00	Operating Supplies	\$8.52
			001-000-000-514-23-31-00	Operating Supplies	\$5.74
			001-000-000-514-23-31-00	Operating Supplies	\$5.51
			001-000-000-521-20-31-00	Operating Supplies	\$21.35
			001-000-000-521-20-31-00	Operating Supplies	\$9.50
			001-000-000-576-80-31-00	Operating Supplies	\$553.64
			001-000-000-576-80-31-00	Operating Supplies	\$2.62
			001-000-000-576-80-31-00	Operating Supplies	\$176.99
			001-000-000-576-80-31-00	Operating Supplies	\$5.63
			400-000-000-534-80-31-00	Operating Supplies	\$83.59
			400-000-000-534-80-31-00	Operating Supplies	\$18.01
			400-000-000-534-80-31-00	Operating Supplies	\$35.82
			400-000-000-534-80-31-00	Operating Supplies	\$10.40
			400-000-000-534-80-31-00	Operating Supplies	\$12.14
			400-000-000-534-80-31-00	Operating Supplies	\$17.77
			400-000-000-534-80-31-00	Operating Supplies	\$23.88
			400-000-000-534-80-31-00	Operating Supplies	\$24.52
			400-000-000-534-80-31-00	Operating Supplies	\$8.68
			400-000-000-534-80-31-00	Operating Supplies	\$5.20
			400-000-000-534-80-31-00	Operating Supplies	\$12.14
			400-000-000-534-80-31-00	Operating Supplies	\$13.02
			400-000-000-534-80-31-00	Operating Supplies	\$78.17
			400-000-000-534-80-31-00	Operating Supplies	\$157.06
			400-000-000-534-80-31-00	Operating Supplies	\$37.54
			400-000-000-534-80-31-00	Operating Supplies	\$54.29
			400-000-000-534-80-31-00	Operating Supplies	\$10.86
			400-000-000-534-80-31-00	Operating Supplies	\$9.35
			400-000-000-534-80-31-00	Operating Supplies	\$8.24
			400-000-000-534-80-31-00	Operating Supplies	\$8.24
			400-000-000-534-80-31-00	Operating Supplies	\$35.57
			400-000-000-534-80-31-00	Operating Supplies	\$8.97

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$21.43
			400-000-000-534-80-31-00	Operating Supplies	\$8.87
			402-000-000-535-80-31-00	Operating Supplies	\$3.19
			402-000-000-535-80-31-00	Operating Supplies	\$46.56
			402-000-000-535-80-31-00	Operating Supplies	\$40.11
			402-000-000-535-80-31-00	Operating Supplies	\$29.31
			402-000-000-535-80-31-00	Operating Supplies	\$21.71
			402-000-000-535-80-31-00	Operating Supplies	\$54.29
			402-000-000-535-80-31-00	Operating Supplies	\$8.89
			402-000-000-535-80-31-00	Operating Supplies	(\$24.20)
			402-000-000-535-80-31-00	Operating Supplies	\$34.74
			402-000-000-535-80-31-00	Operating Supplies	\$53.18
			402-000-000-535-80-31-00	Operating Supplies	\$8.19
			402-000-000-535-80-31-00	Operating Supplies	\$54.29
			402-000-000-535-80-31-00	Operating Supplies	\$20.61
			402-000-000-535-80-31-00	Operating Supplies	\$8.68
			402-000-000-535-80-31-00	Operating Supplies	\$21.92
			402-000-000-535-80-31-00	Operating Supplies	\$3.06
			410-000-000-546-10-31-00	Operating Supplies	\$2.85
			410-000-000-546-10-31-00	Operating Supplies	\$2.98
			410-000-000-575-50-31-00	Operating Supplies	\$19.54
		Total 092026/Outfitters			\$1,903.16
	Total 46219				\$1,903.16
Total Forks Outfitters, Inc					\$1,903.16
Hi-Tech Security, Inc					
	46220			2026 - September - Second Council Date	
		105663			
			City Hall Fire Alarm Test		
			001-000-000-514-23-41-00	Professional Services	\$157.95
			400-000-000-534-80-41-00	Professional Services	\$257.40
			402-000-000-535-80-41-00	Professional Services	\$87.75
			410-000-000-546-10-41-00	Professional Services	\$81.90
		Total 105663			\$585.00

Vendor	Number	Reference	Account Number	Description	Amount
	Total 46220				\$585.00
Total Hi-Tech Security, Inc					\$585.00
ICI Inc.					
	46221			2026 - September - Second Council Date	
		5004393			
			E St Gravel		
			400-000-000-594-34-63-35	E St Water Main Replace Proj.	\$113.45
		Total 5004393			\$113.45
	Total 46221				\$113.45
Total ICI Inc.					\$113.45
IIA Lifting Services, Inc.					
	46222			2026 - September - Second Council Date	
		INDI119608			
			Inspections		
			101-000-000-542-31-48-86	2009 Bucket Trk 80940D	\$720.80
			101-000-000-542-31-48-87	2018 Digger Trk 74031D	\$720.80
		Total INDI119608			\$1,441.60
	Total 46222				\$1,441.60
Total IIA Lifting Services, Inc.					\$1,441.60
Inslee Best					
	46223			2026 - September - Second Council Date	
		459145			
			Legal Planning		
			001-000-000-558-61-41-00	Professional Services	\$1,996.99
		Total 459145			\$1,996.99
	Total 46223				\$1,996.99
Total Inslee Best					\$1,996.99
Jerry's Small Engines					
	46224			2026 - September - Second Council Date	
		92026/Jerry's			

Vendor	Number	Reference	Account Number	Description	Amount
			Supplies		
			101-000-000-542-31-31-00	Operating Supplies	\$91.17
		Total 92026/Jerry's			\$91.17
	Total 46224				\$91.17
Total Jerry's Small Engines					\$91.17
Lemay Mobile Shredding					
	46225			2026 - September - Second Council Date	
		4943994S185			
			Shredding		
			001-000-000-521-20-47-18	Refuse	\$21.58
			400-000-000-534-80-47-18	Refuse	\$21.57
		Total 4943994S185			\$43.15
	Total 46225				\$43.15
Total Lemay Mobile Shredding					\$43.15
Lighting Concepts LLC					
	46226			2026 - September - Second Council Date	
		2026-440			
			Decorative Lights		
			001-000-000-576-80-31-00	Operating Supplies	\$1,263.72
		Total 2026-440			\$1,263.72
	Total 46226				\$1,263.72
Total Lighting Concepts LLC					\$1,263.72
Maxrev Motors LLC					
	46227			2026 - September - Second Council Date	
		2005			
			Tune Up		
			001-000-000-521-20-48-36	2013 Dodge Charger 46918D *Transferred to Corrections*	\$2,890.71
		Total 2005			\$2,890.71
		2050			
			Oil Change & Maint.		
			001-000-000-521-20-48-34	2018 Explorer 65516D/Lenz	\$887.26

Vendor	Number	Reference	Account Number	Description	Amount
		Total 2050			\$887.26
	Total 46227				\$3,777.97
Total Maxrev Motors LLC					\$3,777.97
PetroCard					
	46228			2026 - September - Second Council Date	
		0598910-IN			
			Truck Oil		
			402-000-000-535-80-48-63	Chev 1998 Dumptruck 39134D	\$105.93
		Total 0598910-IN			\$105.93
		C121146			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$273.40
		Total C121146			\$273.40
	Total 46228				\$379.33
Total PetroCard					\$379.33
Postmaster - Trust Acct					
	46229			2026 - September - Second Council Date	
		092026/Postmaster			
			Postage		
			400-000-000-534-80-42-41	Postage	\$450.00
			402-000-000-535-80-42-51	Postage	\$150.00
		Total 092026/Postmaster			\$600.00
	Total 46229				\$600.00
Total Postmaster - Trust Acct					\$600.00
Primarius Elevator					
	46230			2026 - September - Second Council Date	
		13864			
			Quarterly Maint. Plan		
			001-000-000-514-23-41-00	Professional Services	\$42.32
			001-000-000-521-20-41-00	Professional Services	\$47.24
			001-000-000-523-61-41-00	Professional Services	\$43.98

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-542-31-41-00	Professional Services	\$13.03
			400-000-000-534-80-41-00	Professional Services	\$105.90
			402-000-000-535-80-41-00	Professional Services	\$40.74
			410-000-000-546-10-41-00	Professional Services	\$32.59
		Total 13864			\$325.80
	Total 46230				\$325.80
Total Primarius Elevator					\$325.80
Quadient Leasing USA, Inc.					
46231				2026 - September - Second Council Date	
		Q2533732			
			Q2 Postage Machine Lease		
			001-000-000-514-23-42-00	Communications	\$111.59
			400-000-000-534-80-42-00	Communication	\$181.85
			402-000-000-535-80-42-00	Communication	\$61.99
			410-000-000-546-10-42-00	Communication	\$57.86
		Total Q2533732			\$413.29
	Total 46231				\$413.29
Total Quadient Leasing USA, Inc.					\$413.29
Randall K. McAvoy					
46232				2026 - September - Second Council Date	
		092026/McAvoy			
			RAC Floor Resurface Support		
			410-000-000-575-50-41-00	Professional Services	\$1,360.00
		Total 092026/McAvoy			\$1,360.00
	Total 46232				\$1,360.00
Total Randall K. McAvoy					\$1,360.00
Rusty Gate Nursery					
46233				2026 - September - Second Council Date	
		092026/Rusty Gate			
			Supplies		
			001-000-000-576-80-31-00	Operating Supplies	\$327.54

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-576-80-31-00	Operating Supplies	\$102.46
			101-000-000-542-31-31-00	Operating Supplies	\$84.71
			400-000-000-534-80-31-00	Operating Supplies	\$30.41
		Total 092026/Rusty Gate			\$545.12
	Total 46233				\$545.12
Total Rusty Gate Nursery					\$545.12
Sound Publishing, Inc					
	46234		2026 - September - Second Council Date		
		8201648			
			Advertising		
			001-000-000-511-61-41-01	Advertising	\$388.09
			001-000-000-514-23-44-00	Advertising	\$3.39
			001-000-000-523-61-41-01	Advertising	\$8.48
			001-000-000-558-61-41-01	Advertising	\$1,240.16
			140-000-000-557-30-41-01	Advertising	\$541.66
			400-000-000-534-80-44-00	Advertising	\$111.87
			402-000-000-535-80-44-00	Advertising	\$37.29
			410-000-000-546-10-44-00	Advertising	\$8.48
		Total 8201648			\$2,339.42
	Total 46234				\$2,339.42
Total Sound Publishing, Inc					\$2,339.42
Thin Line LLC					
	46235		2026 - September - Second Council Date		
		INV-2026014			
			Tahoe Decal Instal		
			001-000-000-521-20-48-19	Chevy Tahoe - Lenz	\$882.09
		Total INV-2026014			\$882.09
	Total 46235				\$882.09
Total Thin Line LLC					\$882.09
Unum					
	46236		2026 - September - Second Council Date		

Vendor	Number	Reference	Account Number	Description	Amount
		092026/Unum			
			Leoff 1 LTC Insurance		
			001-000-000-521-20-41-15	Rice	\$188.70
		Total 092026/Unum			\$188.70
	Total 46236				\$188.70
Total Unum					\$188.70
USA Bluebook					
	46237			2026 - September - Second Council Date	
		INV01150897			
			Testing Supplies		
			400-000-000-534-80-31-00	Operating Supplies	\$88.78
		Total INV01150897			\$88.78
	Total 46237				\$88.78
Total USA Bluebook					\$88.78
USDA					
	09242026/USDA EFT			2026 - September - Second Council Date	
		09242026/USDA			
			Loan Payment		
			400-000-000-591-34-70-01	USDA Water Tank Loan Principal	\$2,742.37
			400-000-000-592-34-80-01	USDA Water Tank Loan Interest	\$3,057.63
		Total 09242026/USDA			\$5,800.00
	Total 09242026/USDA EFT				\$5,800.00
Total USDA					\$5,800.00
Verizon Wireless, Bellevue					
	46238			2026 - September - Second Council Date	
		6152791161			
			Cellular Service		
			001-000-000-521-20-42-00	Communication	\$346.24
			001-000-000-523-61-42-00	Communication	\$39.24
			400-000-000-534-80-42-00	Communication	\$433.79
			402-000-000-535-80-42-00	Communication	\$39.24

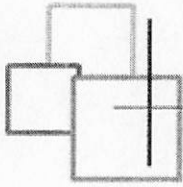
Vendor	Number	Reference	Account Number	Description	Amount
		Total 6152791161			\$858.51
	Total 46238				\$858.51
Total Verizon Wireless, Bellevue					\$858.51
WA Department Of Transportation					
46239				2026 - September - Second Council Date	
		FB1000102271			
		Fuel			
		001-000-000-521-20-32-00		Fuel/oil	\$1,676.57
		Total FB1000102271			\$1,676.57
		FB9100012271			
		Fuel			
		001-000-000-511-61-32-00		Unleaded	\$62.05
		001-000-000-558-50-32-00		Fuel/oil	\$24.02
		001-000-000-558-61-32-00		Fuel	\$928.98
		001-000-000-576-80-32-00		Fuel	\$32.52
		101-000-000-542-31-32-00		Fuel	\$793.53
		140-000-000-557-30-32-00		Fuel	\$12.92
		150-000-000-547-11-32-00		Fuel	\$11.64
		402-000-000-535-80-32-00		Fuel	\$364.08
		410-000-000-546-10-32-00		Fuel	\$36.31
		410-000-000-552-50-32-00		Fuel	\$5.17
		Total FB9100012271			\$2,271.22
	Total 46239				\$3,947.79
Total WA Department Of Transportation					\$3,947.79
WA Dept Natural Resources					
46240				2026 - September - Second Council Date	
		9194229			
		FFPA 2026 Assess.			
		101-000-000-542-31-49-00		Misc.	\$167.37
		412-000-000-546-10-49-00		Misc	\$70.13
		Total 9194229			\$237.50
	Total 46240				\$237.50

Vendor	Number	Reference	Account Number	Description	Amount
Total WA Dept Natural Resources					\$237.50
WA Dept of Corrections					
	46241		2026 - September - Second Council Date		
		S1017203			
			Inmate Food		
			001-000-000-523-61-31-11	27000groceries-Food	\$2,293.40
		Total S1017203			\$2,293.40
		S1017257			
			Inmate Food		
			001-000-000-523-61-31-11	27000groceries-Food	\$2,126.20
		Total S1017257			\$2,126.20
	Total 46241				\$4,419.60
Total WA Dept of Corrections					\$4,419.60
WA State Patrol					
	46242		2026 - September - Second Council Date		
		00187745			
			Q 3 2026 Access		
			001-000-000-521-20-42-12	Access	\$300.00
			001-000-000-523-61-42-12	Access	\$300.00
		Total 00187745			\$600.00
	Total 46242				\$600.00
Total WA State Patrol					\$600.00
Walter E. Nelson Co.					
	46243		2026 - September - Second Council Date		
		INVSEA1168541			
			Supplies		
			001-000-000-514-23-31-45	Janitorial Supplies	\$45.73
			001-000-000-521-20-31-45	Janitorial Supplies	\$51.01
			001-000-000-576-80-31-75	Janitorial Cleaning Supplies	\$14.08
			400-000-000-534-80-31-45	Janitorial Cleaning Supplies	\$115.05
			402-000-000-535-80-31-55	Janitorial Cleaning Supplies	\$43.95

Vendor	Number	Reference	Account Number	Description	Amount
		Total INVSEA1168541			\$269.82
	Total 46243				\$269.82
Total Walter E. Nelson Co.					\$269.82
West					
	46244			2026 - September - Second Council Date	
		854024918			
			Subscription		
			001-000-000-515-31-31-01	Books, Subscriptions	\$132.76
			001-000-000-558-61-31-01	Books, Subscriptions	\$132.76
			400-000-000-534-80-31-00	Operating Supplies	\$132.76
			410-000-000-552-10-31-00	Operating Supplies	\$132.77
		Total 854024918			\$531.05
	Total 46244				\$531.05
Total West					\$531.05
West Coast Mechanical Solutions					
	46245			2026 - September - Second Council Date	
		24165			
			ICN Metal Roof Cap Replace.		
			410-000-000-552-50-41-00	Professional Services	\$4,753.85
		Total 24165			\$4,753.85
	Total 46245				\$4,753.85
Total West Coast Mechanical Solutions					\$4,753.85
West Waste & Recycling					
	46246			2026 - September - Second Council Date	
		397881			
			Refuse		
			001-000-000-521-20-47-18	Refuse	\$174.62
			001-000-000-523-61-47-18	Refuse	\$174.62
			001-000-000-554-31-47-18	Refuse	\$53.91
			101-000-000-542-31-47-18	Refuse	\$414.94
			400-000-000-534-80-47-18	Refuse	\$537.15

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-80-47-18	Refuse	\$160.24
			410-000-000-552-50-47-18	Refuse	\$107.84
			410-000-000-575-50-47-18	Refuse	\$105.70
		Total 397881			\$1,729.02
	Total 46246				\$1,729.02
Total West Waste & Recycling					\$1,729.02
West Waste Sanitation					
	46247			2026 - September - Second Council Date	
		400228			
			Sanicans		
			001-000-000-576-80-49-00	Misc.	\$280.00
			410-000-000-546-10-47-18	Sanitation	\$120.00
			412-000-000-546-10-47-18	Sanitation	\$50.00
			Sanican		
		Total 400228			\$450.00
	Total 46247				\$450.00
Total West Waste Sanitation					\$450.00
Whitehead's Auto Parts					
	46248			2026 - September - Second Council Date	
		092026/Whitehead's			
			Supplies		
			400-000-000-534-80-31-00	Operating Supplies	\$74.33
			400-000-000-534-80-31-00	Operating Supplies	\$258.95
			400-000-000-534-80-31-00	Operating Supplies	\$8.88
		Total 092026/Whitehead's			\$342.16
	Total 46248				\$342.16
Total Whitehead's Auto Parts					\$342.16
Zenner USA, Inc.					
	46249			2026 - September - Second Council Date	
		0115625-IN			
			Meters		

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-34-10	Water Meters	\$7,444.43
		Total 0115625-IN			\$7,444.43
	Total 46249				\$7,444.43
Total Zenner USA, Inc.					\$7,444.43
Grand Total		Vendor Count	51		\$181,535.92



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2026 - September - Second Council Date

Fund Number	Description	Amount
001	General Fund	\$41,488.61
101	Street	\$4,830.77
140	Lodging Tax Fund	\$554.58
150	Transit Center Fund	\$383.10
400	Water	\$35,500.73
402	Sewer	\$7,856.31
410	Airport/Industrial Park	\$58,151.97
412	Quillayute Airport	\$32,769.85
	Count: 8	\$181,535.92

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: _____

Title: Accounting Technician

Date: _____

Audited and ordered paid by Forks City Council:

Auditing Committee

CITY OF FORKS

Request for Qualifications for On-Call Engineer

Notice is hereby given that the City of Forks, Washington ("City") is requesting statements of qualifications (SOQs) from engineers/firms to compile a list of up to three "on call" engineers/firms for the term beginning September 15, 2026, and ending September 14, 2028.

Project Description: Provide engineering services to include civil and/or structural design and engineering necessary for City projects, whether locally, state and/or federally funded. The City may choose up to three qualified engineers/firms for its engineering roster. Engineers/firms may specialize in one or more of the following categories:

- roadway, sidewalk, curb/gutter, development and repair;
- traffic and transportation analysis;
- pavement analysis;
- stormwater analysis and preliminary development;
- building repair/renovation;
- utility (water and sewer) upgrade or repair;
- electrical improvement, upgrade or repair;
- preliminary project development.
- project scope of work, project assessments, project solicitations under \$50,000;
- materials testing and analysis; and
- other civil and/or structural engineering needs.

In addition, the City may utilize a selected individual/firm as a "clerk of the works" for any locally, state, and/or federally funded construction projects occurring from September 15, 2026, through September 14, 2028. In those cases, projects may be funded or partially funded by grants or loans from the U.S. Department of Housing and Urban Development (Washington State CDBG), U.S. Department of Agriculture-Rural Development, U.S. Department of Transportation, Federal Emergency Management Agency, Washington State Department of Health, Washington State Department of Transportation, Washington State Department of Ecology, or any other such agencies. As such, the selected engineer/firm must be qualified to undertake grant-related work.

Submittals should consist of a cover letter that provides a brief description of the firm. The SOQ should contain information that addresses the selection criteria listed below. The entire submittal should not exceed twenty pages.

Selection of the on-call individual/firm shall be based upon the following criteria:

- **Qualifications of Firm (20 points)** Provide a brief history of the firm, a list of projects completed in the last three years (highlighted projects), and the firm's scope of work for those projects.
- **Experience of Key Personnel (20 points)** List of personnel available for on-call services and their qualifications and areas of expertise.
- **Availability (20 points)** List a demonstrated ability to meet schedules and deadlines. Describe the amount and type of staff resources available in the project vicinity to perform the services.
- **Relevant Experience (20 points)** List at least three (3) examples of services rendered on projects completed in the last five (5) years for small municipalities that best characterize and demonstrate the firm's experience providing services similar to those described in this RFQ.
- **References (20 points)** Provide contact information for at least three different municipalities for which the firm completed similar services to those described in this RFQ. Contact information should include: client's name, project name, project manager with email address and phone number.

The City encourages minority- and women-owned firms to respond and does not discriminate on the basis of race, color, religion, age, or gender.

Statements of Qualifications shall not include any pricing information for proposed engineering services. Pricing will be presented during contract negotiations after selection of the most qualified consultant.

The City of Forks assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The City may decide to interview, by phone or in person, firms as part of its selection process depending upon the nature of the responses.

Two originals of the required information should be mailed or hand-delivered to Rod Fleck, City Attorney/Planner, City of Forks, 500 East Division St., Forks, Washington 98331. ***All information should be delivered to the City prior to 5:00 p.m., September 2, 2026, and labeled "On-Call Engineering SOQ".*** Any questions regarding this solicitation should be directed to Rod Fleck at (360) 374-5412, ext. 111, or by email at rodf@forkswashington.org.

The City of Forks is an Equal Opportunity and Affirmative Action Employer. Women- and minority-owned firms are encouraged to submit statements of qualifications for this project. Pursuant to Title VI of the Civil Rights Act of 1964, all respondents shall be provided a full opportunity to respond to this request, and none shall be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.



500 E. Division St. • Forks, Washington 98331-8618

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696
forkswashington.org

2026–2028 On-Call Engineering
ENGINEERING FIRM CATEGORY ASSIGNMENTS

Electrical	Roads	Civil General	Utilities
Century West	Jackson Civil	Jackson Civil	Skillings
Skillings		Skillings	Century West
		Century West	
<i>Category assignments for firms selected from the City of Forks 2026–2028 On-Call Engineering RFQ.</i>			

**CITY OF FORKS
ORDINANCE NO. 697**

**An ordinance amending the 2026 budget to authorize additional expenditures for the
Sewer Fund**

WHEREAS, the City Council adopted Ordinance No. 686 establishing the City's annual budget for its various funds for 2026; and

WHEREAS, additional expenditures are needed for the Sewer Biosolids Floor Replacement Project; and

WHEREAS, the remaining \$295,000 in contingency funds from the Clallam County Opportunity Fund Grant for the Wastewater Treatment Facility Improvement Project's new clarifier was approved for the biosolids floor replacement; and

WHEREAS, the remaining \$55,000 obligated from the Sewer Fund for the Wastewater Treatment Facility Improvement Project will be applied to the biosolids floor replacement;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FORKS DO ORDAIN AS
FOLLOWS:**

SECTION 1. Adjustment Request. The budget adjustment request is attached as Exhibit A. Exhibit A identifies the specific expenditure changes authorized by this ordinance.

SECTION 2. Budget Amendment. Ordinance No. 686, adopted on 22 December 2025 and establishing the City's 2026 budget, is amended for the Sewer Fund as follows:

- **Fund amended:** Sewer.
- **Increase authorized:** Disbursements are increased by \$350,000.
- **Resulting 2026 budget:** The Sewer budget will be increased to \$870,000.

SECTION 3. Effective Date. This ordinance shall take effect five (5) days after posting and publication as required by law.

PASSED by the Forks City Council at its regular meeting on ____ day of _____, 2026 and
APPROVED by the Mayor.

Tim Fletcher, Mayor

Authenticated and Attested to:

Caryn DePew, Clerk/Treasurer

Approved as to Form:

William R. Fleck, Attorney/Planner

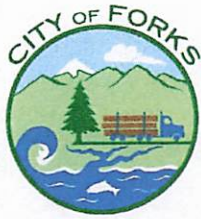


EXHIBIT A

2026 Budget Amendment

Sewer Fund: Expense

Account Number **402 000 000 514**
 Description **Financial & Administrative**

Revenue Source **Sewer Fund**
 Charges for Services

Manager **Paul Hampton**
 Caryn DePew

Portions of Accounting Tech., Utility Biller, Accounting
 Asst., HR & Clerk/Treasurer Salaries & Benefits

2026 Budget:		<u>Amendment</u>
Salaries	\$43,000	\$43,000
Benefits	\$27,000	\$27,000
Supplies	\$0	\$0
All Other Charges	\$0	\$0
Total	\$70,000	\$70,000

Account Number **402 000 000 534**
 Description **Sewer Operations**

Revenue Source **Sewer Fund**
 Charges for Services

Manager **Paul Hampton**

PW Director, Superintendent, Operator Asst., & Custodian
 Salaries & Benefits, Supplies, Charges & Capital Expenses

2026 Budget:		<u>Amendment</u>
Salaries	\$118,000	\$118,000
Benefits	\$79,000	\$79,000
Supplies	\$53,200	\$53,200
Professional Services	\$10,000	\$10,000
Utilities	\$70,000	\$70,000
Insurance	\$36,800	\$36,800
All Other Charges	\$69,000	\$69,000
Capital	\$14,000	\$364,000
Total	\$450,000	\$800,000
Grand Total Sewer Fund Expenditures	\$520,000	\$870,000

July 2026 Treasurer's Report Variance Notes

	July	2026	July 2025	Variance	
1 General Fund Receipts	\$	226,034.33	\$ 291,356.15	\$ (65,321.82)	-28.90%
<i>2025 GMA grant and Recompete grant timing</i>					
2 Street Fund Receipts	\$	16,713.97	\$ 6,336.96	\$ 10,377.01	62.09%
<i>2026 speed sign reimbursements/donation</i>					
3 Lodging Tax Fund Receipts	\$	102,069.18	\$ 85,636.39	\$ 16,432.79	16.10%
<i>2026 increase</i>					
4 AP/IP/RAC/ICN Fund Receipts	\$	28,413.19	\$ 7,977.72	\$ 20,435.47	71.92%
<i>2026 increase to Industrial Park revenue</i>					
5 Water Fund Receipts	\$	135,331.59	\$ 119,267.54	\$ 16,064.05	11.87%
<i>2026 rate increase & locates</i>					
6 Sewer Fund Receipts	\$	53,498.60	\$ 42,628.70	\$ 10,869.90	20.32%
<i>2026 rate increase</i>					
7 Capital Improvement Fund Receipts	\$	1,188.00	\$ 14,196.32	\$ (13,008.32)	-1094.98%
<i>2025 QVSD RCO grant</i>					
8 Quillayute Airport Fund Receipts	\$	77,870.86	\$ 350.00	\$ 77,520.86	99.55%
<i>2026 FAA grant reimb</i>					
9 Transit Center Fund Receipts	\$	1,548.63	\$ 2,994.28	\$ (1,445.65)	-93.35%
<i>2025 rent payment timing</i>					
10 Street Project Fund Receipts	\$	958.29	\$ 8,573.81	\$ (7,615.52)	-794.70%
<i>2025 TIB E Street</i>					
11 General Fund Disbursements	\$	222,128.76	\$ 198,789.36	\$ 23,339.40	10.51%
<i>2026 increase to expenses</i>					
12 Street Fund Disbursements	\$	69,791.15	\$ 37,600.70	\$ 32,190.45	46.12%
<i>2026 culverts</i>					
13 Lodging Tax Fund Disbursements	\$	9,618.18	\$ 29,992.54	\$ (20,374.36)	-211.83%
<i>2025 reimbursement timing</i>					
14 AP/IP/RAC/ICN Fund Disbursements	\$	43,204.93	\$ 30,792.71	\$ 12,412.22	28.73%
<i>2026 ICN repairs</i>					
15 Water Fund Disbursements	\$	159,396.70	\$ 89,138.89	\$ 70,257.81	44.08%
<i>2026 excavator purchase</i>					
16 Sewer Fund Disbursements	\$	70,465.15	\$ 110,184.95	\$ (39,719.80)	-56.37%
<i>2025 WWTF construction</i>					
17 Capital Improvements Disbursements	\$	5,134.33	\$ 11,718.50	\$ (6,584.17)	-128.24%
<i>2025 QVSD RCO grant reimbursement</i>					
18 Quillayute Airport Fund Disbursements	\$	2,945.18	\$ 2,355.61	\$ 589.57	20.02%
<i>2026 expenses</i>					
19 Transit Center Fund Disbursements	\$	1,675.32	\$ 1,484.68	\$ 190.64	11.38%
<i>2026 supplies</i>					
20 Street Project Fund Disbursements	\$	1,790.00	\$ 16,996.65	\$ (15,206.65)	-849.53%
<i>2025 Chip Seal Project</i>					

CITY OF FORKS
TREASURER'S REPORT
July 2026

FUND	PREV BAL CASH	PREV BAL INVESTMENT	PREV BAL CASH/INV	2026 July RECEIPTS*	2025 July RECEIPTS*	2026 July DISBURSE	2025 July DISBURSE*	INVESTMENT PURCHASED	ENDING CASH	END BAL CASH/INV	2025 July END BAL*
GENERAL	-740,326.52	2,455,800.00	1,715,473.48	226,034.33 ¹	291,356.15	222,128.76 ¹¹	198,789.36	2,455,800.00	-736,420.95	1,719,379.05	1,696,788.82
STREET	158,322.94	0.00	158,322.94	16,713.97 ²	6,336.96	69,791.15 ¹²	37,600.70	0.00	105,245.76	105,245.76	143,361.80
LODGING TAX	854,692.94	939,200.00	1,793,892.94	102,069.18 ³	85,636.39	9,618.18 ¹³	29,992.54	939,200.00	947,143.94	1,886,343.94	1,458,313.33
AP/IND PARK/RAC/ICN	1,094,282.55	0.00	1,094,282.55	28,413.19 ⁴	7,977.72	43,204.93 ¹⁴	30,792.71	0.00	1,079,490.81	1,079,490.81	171,484.78
WATER	894,560.23	0.00	894,560.23	135,331.59 ⁵	119,267.54	159,396.70 ¹⁵	89,138.89	0.00	870,495.12	870,495.12	844,289.07
SEWER	515,868.29	0.00	515,868.29	53,498.60 ⁶	42,628.70	70,465.15 ¹⁶	110,184.95	0.00	498,901.74	498,901.74	585,097.90
PETTY CASH	400.00	0.00	400.00	0.00	0.00	0.00	450.00	0.00	400.00	400.00	400.00
TRAVEL	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
IND PARK DEVELOPMENT	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
CAPITAL IMPROVEMENTS	108,026.83	0.00	108,026.83	1,188.00 ⁷	14,196.32	5,134.33 ¹⁷	11,718.50	0.00	104,080.50	104,080.50	100,461.62
INFRASTRUCTURE PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INMATE CUSTODIAL FUND	1,515.40	0.00	1,515.40	1,928.99	1,505.00	1,971.24	1,319.73	0.00	1,473.15	1,473.15	1,759.39
QUILLAYUTE AP	168,485.44	0.00	168,485.44	77,870.86 ⁸	350.00	2,945.18 ¹⁸	2,355.61	0.00	243,411.12	243,411.12	236,765.41
TRANSIT CENTER	6,255.93	0.00	6,255.93	1,548.63 ⁹	2,994.28	1,675.32 ¹⁹	1,484.68	0.00	6,129.24	6,129.24	4,386.10
SEIZED PROPERTY	3,128.96	0.00	3,128.96	0.00	0.00	0.00	0.00	0.00	3,128.96	3,128.96	3,128.96
DONATIONS	86,293.78	0.00	86,293.78	203.36	83.35	0.00	0.00	0.00	86,497.14	86,497.14	102,487.88
GRANT/CONSTRUCTION	120,658.79	0.00	120,658.79	0.00	0.00	0.00	0.00	0.00	120,658.79	120,658.79	106,128.99
SEARCH & RESCUE	3,876.00	0.00	3,876.00	0.00	0.00	0.00	0.00	0.00	3,876.00	3,876.00	3,876.00
STREET PROJECTS	-958.72	0.00	-958.72	958.29 ¹⁰	8,573.81	1,790.00 ²⁰	16,996.65	0.00	-1,790.43	-1,790.43	-16,146.80
STATE COLLECTIONS	7,133.22	0.00	7,133.22	3,600.37	1,359.12	7,060.07	3,345.17	0.00	3,673.52	3,673.52	1,237.21
TOTAL	3,290,216.06	3,395,000.00	6,685,216.06	649,359.36	582,265.34	595,181.01	534,169.49	3,395,000.00	3,344,394.41	6,739,394.41	5,451,820.46

*For comparison purposes.

10% or more on for various report

Summary

Direct Const. Costs

STABILIZATION & RESTORE FUNCTION

GOALS: Life Safety, Asset Preservation, Limited Revenue (Storage)

WORK INCLUDES:

1.1	Haz Mat Abatement: ACM Asphalt Roll Roofing and Flashings at South Wing	\$	26,903
1.1	Haz Mat Abatement: ACM Siding & Window glazing putty at South Wing)	\$	35,443
1.2	Stabilize South Wing / Replace South Wall	\$	395,000
1.3	Envelope Improvements / Protection		
	Exterior Insulation and Siding on Existing Wall (South Wing, West and East)	\$	35,000
1.4	Replace Roofing and Flashings with 2-ply Mod Bit at South Wing	\$	112,260
	Incl. optional plywood sheathing, gutters and downspouts		
1.5	Hangar Bay Improvements		
	Restore east rolling doors & track hardware to operability	\$	20,000
	Miscellaneous Structural Improvements	\$	15,000
TOTAL CONSTRUCTION COSTS		\$	639,606
	General Conditions @ 12%	\$	76,753
	Contractors Overhead & Profit or Fee @ 8%	\$	57,309
	Planned Construction Cost	\$	773,667
	Contingency for Development of Design @ 20%	\$	154,733
	Escalation to Start Date (July 2027) @ 9.5%	\$	88,198
	RECOMMENDED CONSTRUCTION BUDGET	\$	1,016,599

EXCLUSIONS: Defer exterior repairs to Hangar bay and North Wing
 Defer interior side Insulation, systems and finishes
 Domestic Water Service from well at east end of airstrip
 Fire Water Service from well at east end of airstrip
 Interior rehabilitation / Tenant Improvements

FAA Available Funding (95%) IIJA AIG

2023 AIF (expires FY26)	\$	113,000
2024 AIF (expires FY27)	\$	113,000
2025 AIF (expires FY28)	\$	108,000
2026 AIF (expires FY29)	\$	108,000

FAA Available (95%) **\$ 442,000**

Sponsor Contribution (5%) **\$ 23,263**

FAA Available Funding (90%) Retroactive Reimbursement

2027 NPEs	\$	150,000
2028 NPEs	\$	150,000

FAA Available (90%) **\$ 300,000**

Sponsor Contribution (10%) **\$ 33,333**

Total FAA Available **\$ 742,000**

Total Sponsor Contribution **\$ 56,596**

Total Available Project Budget **\$ 798,596**

35% Soft Costs **\$ 279,509**

Maximum Allowable Construction Cost (MACC) **\$ 519,088**

Quillayute Airport Hangar
Design Cost Plan
8/27/2026

Component Detail	Quantity	Unit	Rate	Cost	
PHASE 1 - STABILIZATION & RESTORE FUNCTION					\$ 641,026
1.1 - Abatement					\$ 62,346
Asbestos Abatement - remove asbestos shingle siding and building felt where indicated on South Wing	2,602	SF	\$ 11.50	\$ 29,923	
South wall 1,783 sf	incl above				
West wall 429 sf	incl above				
East Wall 390 sf	incl above				
Asbestos Abatement - Remove asbestos glazing compound from wood windows at south wing (assumed)	24	ea	\$ 230.00	\$ 5,520	
Asbestos Abatement - Remove asbestos Asphalt Roll Roofing & Flashings - South Wing	3,165	SF	\$ 8.50	\$ 26,903	
1.2 - Stabilize South Wing / Replace South Wall					\$ 394,938
Shore existing second floor, roof and stairs	1	ALLOW	\$ 8,000.00	\$ 8,000	
Scaffolding & Site Protection	1	ALLOW	\$ 20,000.00	\$ 20,000	
Demolish wood framed south wall	1,783	SF	\$ 42.00	\$ 74,886	
Demolish wood windows and door on south wall (488 SF in wall demo)	incl above				
Demolish radiator and waste piping along south wall	1	ALLOW	\$ 1,500.00	\$ 1,500	
Remove floor finish at second floor to hallway	1,772	SF	\$ 4.00	\$ 7,088	
Remove wood subfloor at second floor, 4' wide from south wall	410	SF	\$ 3.00	\$ 1,230	
Remove second floor ceiling GWB, south wall to hallway	1,772	SF	\$ 2.50	\$ 4,430	
Remove first floor ceiling GWB, south wall to hangar	2,429	SF	\$ 2.50	\$ 6,073	
Sister or replace 2x6 roof joists at south roof where rotted (10%)	186	LF	\$ 11.50	\$ 2,139	
Sister or replace 2x12 floor joists at south roof where rotted (10%)	180	LF	\$ 13.50	\$ 2,430	
Wood framed south wall (platform frame, two stories)	2,271	GSF	\$ 6.50	\$ 14,762	
PT sill plate, foundation anchors and hold downs on existing concrete foundation	incl above	LF			
2x6 studs	incl above	SF			
Plywood sheathing	1,783	SF	\$ 2.75	\$ 4,903	
Air & weather resistant barrier, mechanically attached and taped	1,783	SF	\$ 2.50	\$ 4,458	
Continuous rigid insulation, R-3.8, (3/4" thickness)	1,783	SF	\$ 2.00	\$ 3,566	
Wood windows on south façade to match historic types	465	SF	\$ 350.00	\$ 162,750	
Replace wood panel exterior door on south elevation to match historic	1	EA	\$ 1,800.00	\$ 1,800	
3/4" furring strips and flashings	1,783	SF	\$ 2.25	\$ 4,012	
Fiber cement horizontal lap siding	1,783	SF	\$ 19.00	\$ 33,877	
Paint siding (south)	1,783	SF	\$ 3.00	\$ 5,349	
Paint windows and doors	488	SF	\$ 50.00	\$ 24,400	
Replace wood subfloor with plywood at south wing second floor, 4'	410	SF	\$ 2.25	\$ 923	
Remove and replace wood fascia at south wall	124	LF	\$ 8.00	\$ 992	
Install vented roof soffit, provide ventilation holes in rafter blocking	124	LF	\$ 3.00	\$ 372	
Electrical: temporarily disconnect service at south wall for demo and reconstruction, reconnect	1	ALLOW	\$ 5,000.00	\$ 5,000	
1.3 - Envelope Improvements / Protection					\$ 36,482
A. Exterior Insulation and Siding on Existing Wall (South Wing, West and East)	858	GSF		\$ -	
Remove German lap siding (under asbestos shingle) at south wing east and west walls (diag. sheathing to remain)	796	SF	\$ 3.00	\$ 2,388	
Plywood sheathing	796	SF	\$ 2.75	\$ 2,189	
Air & weather resistant barrier, mechanically attached and taped	796	SF	\$ 2.50	\$ 1,990	
Continuous rigid insulation, R-3.8, (3/4" thickness) at south wing, S, W & E, not at hangar bay)	796	SF	\$ 2.00	\$ 1,592	
3/4" furring strips and flashings	796	SF	\$ 2.25	\$ 1,791	
Fiber cement horizontal lap siding	796	SF	\$ 19.00	\$ 15,124	
Restore wood windows on south wing east and west elevations only	39	SF	\$ 150.00	\$ 5,910	
Paint siding (west and east)	796	SF	\$ 3.00	\$ 2,388	
Paint windows and doors	62	SF	\$ 50.00	\$ 3,110	

Quillayute Airport Hangar
Design Cost Plan
8/27/2026

Component Detail	Quantity	Unit	Rate	Cost	
1.4 - Replace Roofing and Flashings @ South Wing					\$ 112,260
Replace Existing Membrane Roofing	3,165	SF	\$ 32.00	\$ 101,280	
2-Ply Modified Bitumen Roofing Membrane	incl above	SF			
Replace existing metal flashings	incl above	LF			
OPTIONAL: 3/4" plywood sheathing overlay	3,165	SF	\$ 2.25	\$ 7,121	
OPTIONAL: Install gutters, downspouts and splashblocks				\$ -	
Gutters - Galv. 5"	124	LF	\$ 22.25	\$ 2,759	
Downspouts - Galv. 3"	40	LF	\$ 25.00	\$ 1,000	
Splashblocks	2	EA	\$ 50.00	\$ 100	
1.5 - Hangar Bay Improvements					\$ 35,000
Restore East rolling door track hardware to operability	1	EA	\$ 20,000.00	\$ 20,000	
Clean rolling tracks, remove corrosion, apply finish				\$ -	
Wood restoration of rolling door panels & paint				\$ -	
Miscellaneous Structural Improvements	1	ALLOW	\$ 15,000.00	\$ 15,000	
Improve timber connections from trusses to columns (assumed)	incl above				



REGIONAL GUIDANCE NORTHWEST MOUNTAIN AIRPORTS DIVISION

620-03: STANDARD HANDOUT FOR PREDESIGN CONFERENCE

BACKGROUND:

The predesign conference is an opportunity to discuss project issues related to acceptable design parameters, environmental considerations, airport safety considerations, project coordination, and construction phasing. This conference establishes the limits of Airport Improvement Program (AIP) participation. A predesign conference is generally held for all projects. Hold the predesign conference prior to formally establishing the scope of services for the consultant. This predesign conference agenda is a supplement to Advisory Circular (AC) 150/5370-12, Quality Management for Federally Funded Airport Construction Projects, current version.

The magnitude and complexity of the project will be a factor in who will attend the predesign conference. In general, the airport sponsor, their engineering consultant, and the Federal Aviation Administration (FAA) Airports District Office (ADO) project manager will attend the predesign conference. Other attendees that may be invited include FAA Air Traffic Organization (NAS Planning Team, Technical Operations [Tech Ops], Engineering Services, Flight Procedures Team [FPT], Runway Safety), FAA Airport Certification Inspector (for Part 139 certificated airports), FAA ADO Planner, FAA ADO Environmental Specialist, and airport operations personnel.

GUIDANCE:

The following guidance should be used for pre-design conferences on AIP development and equipment projects in the Northwest Mountain Region.

The content is intended to provide an opportunity to talk about major items that could drive the scope/schedule/budget.

This discussion is intended to include design and construction (where applicable).

The outline is developed around traditional design-bid-build project delivery but should be tailored to your specific project; much of the content remains relevant no matter what project delivery method is used. Note that due to project timelines related to the coordination aspects suggested in this guidance, action may be required prior to the development project design beginning and the official predesign meeting occurring. Long lead-time issues are highlighted in bold in the document to call the reader's attention to them.

Special Note: To access the most current Regional Guidance, please visit the ANM Sponsor Guide website: https://www.faa.gov/airports/northwest_mountain/sponsor_guide.

FAA Northwest Mountain Region Airports Division

620-03: STANDARD HANDOUT FOR PREDESIGN CONFERENCE AGENDA

AGENDA:

This should include, but is not limited to, the following sections as needed:

Grant

1. Project Overview
2. Funding
3. Consultant Procurement
4. Grant Application
5. Disadvantaged Business Enterprise (DBE)
6. Project Schedule
7. Project Closeout Requirements

Design Phase – Development Project

1. Applicable Guidance
2. FAA Project Coordination within Obstruction Evaluation/Airport Airspace Analysis (OE/AAA)
3. FAA Airports Division Safety Assessment Process
4. AGIS Survey Requirements (AC 150/5300-16/17/18, current versions)
5. Instrument Flight Procedures (IFP)
6. Navigational Aids (NAVAIDS)
7. Reimbursable Agreements (RAs)
8. Flight Inspection of Air Navigation Services
9. Design Phase Specifics
10. Project Closeout for Design-Only Grants
11. Other

Bidding Phase – Development Project

1. Applicable Guidance
2. Pre-Bid Meeting
3. Buy American
4. Other

Construction Phase – Development Project

1. Applicable Guidance
2. Pre-Construction Conference
3. Construction Management Program (CMP)
4. Contractor Quality Control Program (CQCP)
5. Construction Safety and Phasing Plan (CSPP)
6. Temporary Flight Procedures
7. NAVAIDS
8. FAA/ATO Strategic Event Coordination Form (SEC)
9. Notice to Air Missions (NOTAMs)
10. Change Orders
11. Federal Contract Requirements
12. Construction Progress Reports
13. Project Closeout

Design and Bidding – Equipment Project

1. Applicable Guidance
2. Equipment Specifics
3. Project Closeout
4. Other

PREDESIGN CONFERENCE AGENDA

Airport:	Quillayute Airport (UIL)
Location (City/State):	Quillayute, WA
Grant Number(s):	TBD (<i>Ph 1 design/env is covered by AIP 3-53-0168-015-2026</i>)
Grant Description:	Terminal Rehabilitation (PH 2 final design)
Date:	9/18/2026

Attendees

Sponsor:	Rod Fleck – City Attorney/Planner;
Consultant:	Matt Inpanbutr, Matt Hamel – SHKS Architects
FAA:	Craig Merchant, Chelsea Branchcomb – Seattle ADO
Other:	Melanie Johansen – Century West

Grant

1. Project Overview

1.1 Project description

- a. Briefly describe project, including major work components and phasing
 1. Distinguish federally funded and non-federally funded work.
 2. Discuss process for design/bid/construction.
 - (a) Sequencing relative to grants
 - (b) Anticipated delivery method
 3. Provide sketch(s) as appropriate.

The project includes selective roofing, siding and window replacement, structural stabilization and repairs to the 1944 Hangar building. Project also includes restoration of hangar sliding doors to operability and asbestos abatement. These components are covered by federal funding.

Anticipate two grants in FY27. One will cover design (Nov 2026 submittal, AIG funds only); the second will cover construction and construction management (April 2027 submittal, AIG/AIP companion grants).

Project delivery is anticipated to be design-bid-build.

- b. Identify key stakeholders/project team.
 1. Verify consultant has active agreement.

SHKS Architects was selected by City of Forks through competitive RFQ process for the terminal rehabilitation project.

SHKS was previously contracted for Predesign services. Scope/fee for final design through construction phase services is still required.

2. Verify that project is in the scope of a multi-year consultant selection. City of Forks is the project sponsor, Rod Fleck is the Project Manager.

FAA Northwest Mountain Region Airports Division

620-03: STANDARD HANDOUT FOR PREDESIGN CONFERENCE AGENDA

SHKS Architects is the selected consultant, to be contracted to the City of Forks. This project was listed in RFQ scope.

1.2 Review of the Airports Capital Improvement Plan (ACIP) and Airport Layout Plan (ALP)

a. Compare scope of project to ACIP

Project is on the Airport's CIP for FY27 funding.

b. Ensure that it is shown on the ALP.

Project involves repairs to the existing hangar that is shown as "Hangar Renovation" on the January 2024 ALP.

1.3 Project purpose and need.

a. Justification

b. Eligibility

Severe deterioration of the building's south façade due to deferred maintenance and subsequent water infiltration have resulted in an unsafe condition and should be repaired and stabilized to protect this historic resource. Project scope associated with restoration of the hangar doors is intended to permit limited storage occupancy as a revenue source.

Project elements including selective demolition, asbestos abatement, and reconstruction of exterior walls, and repairs to historic materials are eligible for federal funding.

1.4 FAA Line of Business (LOB) coordination

a. Airports Geographic Information Systems (AGIS) Survey

b. Flight Procedures

c. Reimbursable Agreements

d. Flight Inspections

AGIS survey not anticipated to be needed.

Flight inspection/reimbursable agreement not anticipated to be required. Not applicable.

1.5 Environmental

a. Ensure proper environmental has been completed or initiated.

b. Discuss any other items from the environmental process that need to be considered for this project.

Documented CATEX was completed for the proposed project. Project was determined to be Categorically Excluded per Order 1050.1G, Appendix B-2.4.aa and ff (NEPA approved 9/23/2025).

Hazardous materials survey has been completed, cultural resource assessment and APE have been submitted to and accepted by SHPO (Washington State Department of Archaeology and Historic Preservation). Building Permit-level documents with material cut sheets will be submitted to SHPO when appropriate for SHPO approval.

FAA Northwest Mountain Region Airports Division

620-03: STANDARD HANDOUT FOR PREDESIGN CONFERENCE AGENDA

2. Funding

2.1 Project funding sources

- a. Entitlements
- b. State Apportionment
- c. Discretionary

Note: discretionary funding is not guaranteed until receipt and execution of grant agreement that includes discretionary funding.

- d. Passenger Facility Charge (PFC)
- e. Other funding sources

Note: Competitive funding sources should not be planned for in the ACIP. Sponsor should be prepared to ensure project completion without dependence on competitive funding sources.

- f. Local Share

2.2 Grant Setup (multi-year, phasing, etc...)

FY27 design grant will be funded by AIG funds. Application to be submitted by November 1, 2026.

FY27 construction grant will include AIG and State Apportionment funding. (Anticipate two companion grants.) Application to be submitted by May 1, 2027.

3. Consultant Procurement

- 3.1 Scope of work in accordance with AC 150/5370-12, current version, and AC 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, current version. Both ACs speak to activities normally performed during these projects.

- 3.2 Consultant fees must be developed, and accepted by the ADO, in accordance with AC 150/5100-14, current version, to be eligible for federal participation.

- 3.3 Any work performed prior to FAA acceptance is at consultant's/sponsor's own risk.

- 3.4 Sponsor must provide to the ADO sufficient information to review and accept the negotiated fees. At a minimum, this information will include:

- a. Detailed scope of work.
- b. Draft engineering contract.
- c. Consultant fee estimate.
- d. Independent fee estimate (IFE).
- e. Cost analysis comparing estimate and the recommendation that the FAA accept the statement and analysis as evidence of cost reasonableness (see The AIP Handbook FAA Order 5100.38, current version, Table 3-67 Sponsor Requirements for Cost Reasonableness).
- f. Record of negotiations.

- 3.5 The contract must clearly delineate the division of responsibility and authority between the sponsor, the design consultant, and any other parties involved.

Concur. SHKS will provide final design scope for FAA (Craig Merchant) review/approval, then develop fee estimate and coordinate with the Airport to provide info needed to complete IFE and record of negotiations.

Contract will include current federal contract provisions.

FAA Northwest Mountain Region Airports Division

620-03: STANDARD HANDOUT FOR PREDESIGN CONFERENCE AGENDA

4. Grant Application

- 4.1 Order 5100.38, current version, lists required documents to include in the application. In addition to those items listed, include the following:
- a. Project sketch
 - b. Detailed project narrative and cost breakdown. In cost breakdown, show costs for each major project component (i.e., runway, taxiway, lighting, etc.)
 - c. Exhibit 'A' (if requested by the ADO)
 - d. Sponsor certifications Airports Forms | Federal Aviation Administration
The sponsor is responsible for completing and submitting signed Sponsor Certifications as listed below prior to receipt of a grant offer:
 1. Sponsor Certification of Disclosure Regarding Potential Conflicts of Interest (required for all grants).
 2. Sponsor Certification of Drug Free Workplace (required for all grants).
 3. Sponsor Certification of Selection of Consultants (required for all grants).
 4. Sponsor Certification of Selection of Consultants (required for all grants).
 5. Sponsor Certification of Project Plans and Specifications. (required only for construction and equipment grants).
 6. Sponsor Certification of Equipment and Construction Contracts. (required only for construction and equipment grants).
 7. Sponsor Certification of Construction Project Final Acceptance. (required only for construction grants).
 8. Sponsor Certification of Real Property Acquisition. (required only for land grants).

Concur. Grant application will include all applicable forms and sponsor certifications.

Century West is scoped to provide grant application preparation as sub to SHKS.

5. Disadvantaged Business Enterprise (DBE)

- 5.1 In accordance with 49 CFR §26.45, grant recipients for airport planning or development who will award prime contracts with a cumulative value exceeding \$250,000 in FAA funds in a federal fiscal year must have an approved DBE Program Plan on file with the Office of Civil Rights (ACR). An approved plan is valid for all DOT-assisted programs and must remain active until all financial assistance is expended. To maintain program compliance, the sponsor should review their program plan yearly, and submit an amended plan if there are significant changes in the sponsor's DBE program or the DBE Program Plan does not meet current regulations.
- 5.2 The sponsor's overall DBE Goals must be submitted to ACR for review by August 1st at three-year intervals.
- a. Verify that it is posted in the "FAA Civil Rights Connect" on-line module.
- 5.3 Ninth Circuit Court of Appeals requires sponsors in Idaho, Montana, Oregon, and Washington to provide sufficient evidence of discrimination or its effects (e.g. Disparity Study) to establish a race-conscious and/or race-neutral DBE program.
- 5.4 Tenth Circuit Court of Appeals does not require sponsors in Colorado, Utah, or Wyoming to provide evidence to establish a race-conscious and/or race-neutral DBE program.
- 5.5 For additional guidance, contact the current Equal Opportunity Compliance Specialist for the ANM Region through the ACR.

FAA Northwest Mountain Region Airports Division

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DBE status as of 8/27/25:

DBE/O: Bud Fleck
Title VI:
ADA/Sec. 504:
Notes: 500 EAST DIVISION ST.
FORKS, WA 98321

FAA NW/MR: Debra L. Pelt
FAA Title VI: Jan Tomaszewska
FAA ADA/Sec. 504: Jan Tomaszewska
[GO TO TO DO](#)

Status																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">DBE</th> </tr> <tr> <td>Program</td> <td>Alert</td> </tr> <tr> <td>Goals</td> <td>Alert</td> </tr> <tr> <td>Reports</td> <td>Alert</td> </tr> </table>	DBE		Program	Alert	Goals	Alert	Reports	Alert	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>ACDBE</th> </tr> <tr> <td>No ACDBE Program</td> </tr> </table>	ACDBE	No ACDBE Program	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Title VI</th> </tr> <tr> <td>No Title VI records</td> </tr> </table>	Title VI	No Title VI records	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>ADA/Section 504</th> </tr> <tr> <td>No ADA records</td> </tr> </table>	ADA/Section 504	No ADA records
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Reports	Alert																
ACDBE																	
No ACDBE Program																	
Title VI																	
No Title VI records																	
ADA/Section 504																	
No ADA records																	

Alerts

❗ DBE Program Not Received
 ❗ DBE Report Returned (FY 21)
 ❗ DBE Goal Not Received (FY 24-26)

DBE Part 26 Program

FY 21-23	DBE Goal:	3.40% RC	0.00% RN
❗ Not Received	11/22/2017	11/22/2017	Comments: 6/2022: Reminder sent to Recipient, Status: NON COMPLIANCE 2022: updated DBE Program Plan is required, Reminders sent to recipient, status NON Compliance

Goal Status	FY	Submitted	Approved	Goal %	Documents & Comments
✅ Approved	18-20	11/9/2018	11/13/2018 by Sonia Cruz	3.04%	Part 26 Goal Methodology Document (City of Forks - Qulayute Airport - DBE Plan 2017) Part 26 Goal Methodology Document (Forks - Qulayute Airport - Attachment 3 - DBE Goal Rev 110818) Part 26 Goal Methodology Document (DBE Goal - Attachment 5) Part 26 Goal Methodology Document (City of Forks - Qulayute Airport DBE Goal)
✅ Approved	21-23	12/7/2021	12/9/2021 by Sonia Cruz	3.40%	
❗ Not Received	24-26				

Uniform Report Status	FY	Submitted	Approved	Award %	Status
Report Not Required	20				
❗ Returned	21	12/7/2021 by Luanantha Peterson Last revised 12/7/2021	Date Not Reported	0.00%	Below Goal
Report Not Required	22				
Report Not Required	23				
❗ Not Started	24				

No ACDBE Part 23 Program

Title VI Program

Waiting for Washington UCP (OMWBE) to complete recertification process before DBE program and goal updates can be completed.

Should we include DBE program and/or goal updates in scope of work for terminal design?

6. Project Schedule

- 6.1 Develop a project schedule to set milestones for grant accomplishment (see sample project schedule at the end of this document). The schedule should be referenced regularly and updated as the schedule changes.

See attached preliminary schedule.

Scope of work will include development of a more detailed schedule and updates as needed.

7. Project Closeout Requirements

- 7.1 Review project closeout requirements per Regional Guidance 620-05: Standard Handout for Final Reports including:
 - a. Summary of test results (projects with pavement structure greater than \$500,000).
 - b. Provide a pdf copy of the final FAA pavement design program "FAARFIELD" output for as-constructed pavement.
 - c. Updated Airport Master Record (FAA Form 5010).
<https://adip.faa.gov/agis/public/#/airportSearch/advanced>
 - d. Revised or Updated ALP/Exhibit A Property Map/Sign and Marking Plan.
 - e. Non-expendable personal property form (equipment).

Concur, scope of work will include closeout for a design-only grant per RG 620-05.

Closeout for construction grant to be covered under future construction management scope.

Updated ALP and Form 5010 will be included in future construction management scope of work if necessary.

Design Phase - Development Projects

The design and bidding phase for development projects includes all activities required prior to and including the award of a construction contract. The design phase includes all activities required to accomplish a complete project design, including surveying, geotechnical work, and preparation of plans and specifications, as well as coordination with FAA lines of business. It also includes conducting this Pre-Design meeting in accordance with AC 150/5370-12, current version.

1. Applicable Guidance

- 1.1 Project must use the current FAA Advisory Circulars Required for Use in AIP Funded, Bipartisan Infrastructure Law (BIL) Funded, and PFC Approved Projects found on the FAA website. https://www.faa.gov/sites/faa.gov/files/aip-pfc-checklist_0.pdf
- 1.2 If advisory circulars are updated during the course of the project, contact your FAA project manager, and refer to FAA Order 5100.38, current version, for guidance on the timing of Advisory Circular releases relative to project execution.

Concur. Design will use current advisory circulars.

2. FAA Project Coordination within Obstruction Evaluation/Airport Airspace Analysis (OE/AAA)

The FAA requires all public use airports to file notice under 14 Code of Federal Regulations (CFR) Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace, for projects funded under the Federal grant assistance programs identified in the Applicability paragraph of AC 150/5300-20, Submission of On-Airport Proposals for Aeronautical Study, current version,

The FAA's Office of Airports is responsible for processing, coordinating with other FAA LOBs, and reviewing all on-airport proposals. The LOBs (and their respective Divisions, Branches, Sections and Units) have varying responsibilities specific to their area of expertise.

2.1 Who needs to file?

- a. Identify projects that require filing an aeronautical study in OE/AAA by referring to AC 150/5300-20, current version, and/or going to this website:
<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

2.2 What needs to be filed?

- a. On-airport aeronautical studies fall into one of these categories. Note that these case types are captured in AC 150/5300-20, current version.
 1. Permanent Construction or Alteration
This type of study applies to any structure, object, earthwork, or other permanent improvement that once constructed, modified, installed, or placed on or above the ground will make permanent changes to the existing topography.
 2. Temporary Construction or Alteration
This type of study applies to construction activity within a defined project area and may also include staging areas, construction employee parking, material stockpiles, concrete batch plant, cranes, or drill rigs.

Submit 7460 for temporary construction impacts, including haul routes/staging areas.

FAA Northwest Mountain Region Airports Division

620-03: STANDARD HANDOUT FOR PREDESIGN CONFERENCE AGENDA

7460 for permanent condition not anticipated to be required as hangar improvements will not change the height or footprint of the existing hangar.

3. Construction Safety and Phasing Plans (CSPPs)

The project's funding source and its location on the airport determine the requirements to prepare and/or submit a CSPP, and that submittal to the FAA occurs by filing an on-airport aeronautical study with the CSPP attached.

- (a). CSPP should be routed as an independent case and as a CSPP component type.
- (b). Refer to Section 9, Design Phase Specifics, for more information about CSPPs.

4. Planning (includes Feasibility Studies).

Feasibility studies are used for permanent construction or alteration, and for temporary construction or alteration. AC 150/5300-20 recommends their use as early as 5 years out, but they could be used for early project coordination as late as the early stages of design as needed. AC 150/5300-20 suggests routing this as a single point for the study, however, it is recommended to use Points of Interest (POIs) even if they are preliminary. See additional discussion in Section 2.3 Timing, Item c, below.

CSPP will be prepared for project. CSPP will be submitted to OE/AAA as separate CSPP case.

Submit to Craig for review/approval prior to uploading to OE/AAA.

- b. Potential items to be considered in these airspace cases include:
 - 1. Issues affecting the ATCT Line of Sight (LOS) to the airport movement areas. N/A
 - 2. Construction projects that may impact FAA facilities. N/A
 - 3. Work in critical areas or changes to grading near equipment such as VOR, ILS Glide Slope and Localizer, Runway Visual Range (RVR), or any other equipment.

No FAA-owned utilities. No work in critical areas.

- 4. Temporary construction, discussed in AC 150/5370-2, Operational Safety on Airports During Construction, current version, which include, but are not limited to:
 - (a) Cranes, concrete pumps, drill equipment, or other equipment taller than typical construction equipment.
 - (b) Batch Plants, haul routes, staging areas.

CSPP and 7460 for construction impacts will address anticipated equipment, haul routes, etc.

Anticipate a crane will be needed for roof improvements.

5. Modification of Standards (MOS).

Conduct OE/AAA review of project and its proposed non-standard condition before approval of MOS that may impact existing or future aircraft operations, instrument flight procedures, navigational aids, or facilities associated, per FAA Order 5300.1, current version. Input airspace case number(s) into MOS Tool in ADIP.

FAA Northwest Mountain Region Airports Division

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No Modification of Design Standards is anticipated.

No MOS for construction specifications is anticipated either, but will be submitted through ADIP, if determined to be needed during design.

6. A safety review through the FAA Airport's Division Safety Risk Management (SRM) process may require that a Project Proposal Summary be circulated in OE/AAA to various lines of business (see Section 3, FAA Airport Division Safety Assessment Process). *N/A – No SRM needed.*

2.3 Timing

- a. **The airspace process may take 90 days for each airspace case.**
- b. Complex projects and projects involving runways, taxiways or navigational aids may require filing earlier than 90 days before construction because of the consideration required by LOB reviewers.
- c. Recommend coordinating complex projects and those that require specific consideration by FAA LOBs much earlier in the design process than the point at which the cases typically get submitted when the design is finalized.
 1. Where there is a question about project viability that the FAA LOBs need to weigh in on and early coordination with other LOBs is needed, consider inputting airspace cases for temporary and permanent construction as "Feasibility Studies" for early project coordination.
 - (a) Recommend that these Feasibility Studies in OE/AAA follow the level of detail described in AC 150/5300-20, current version, for permanent construction or alteration or temporary construction or alteration, including providing POIs and information for aircraft location and tail heights where appropriate, instead of the one point that is suggested in that AC's Appendix C, Feasibility Studies, because the FAA LOBs need this more detailed level of information to make their evaluation.
 - (b) Indicate that it is a Feasibility Study in the Remarks Section.
 - (c) Explain project background and preliminary nature of submittal in the Remarks Section.
 - (d) Provide additional detail about the project as an attachment, consider using ANM Early Project Coordination form, or similar outline.
 - (e) Refer to Feasibility Study in the later final case Remarks Section.
- d. CSPP should be routed when it's ready for LOB review and no appreciable changes are expected. (See section e.3 below)

CSPP will be submitted as early as possible in the design process, and no later than 90 days prior to bidding. (Typically upload to OE/AAA at the 90% design level.)

- e. Encourage the following additional coordination with FAA LOBs who may not have a review role in OE/AAA:
 1. Construction projects that may impact FAA facilities—coordinate with ATO NAS Planning and Integration. *N/A – no FAA facilities at UIL*
 2. Geometry changes at towered airports (Runway Safety and local Air Traffic Control Tower (ATCT). *N/A*
 3. Airport Sponsor must contact the ATCT Manager and inform them of the project. This outreach should be done early in the design phase and should include information on the approximate dates of construction. The ATCT may initiate an ATO-led SRM evaluation of the proposed change to the end state and/or to the operational conditions on the airfield during construction. *N/A*

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- (a) The ATO-led SRM process is done on the 100% design/CSPP because they don't want to have to revisit it by reconvening the panel if any changes occur. *N/A*
- (b) Because the process is done on the completed design and CSPP, and not sooner, ensure coordination with the ATCT early and often to ensure that consideration is given to their operational needs for the end state facility and during construction. *N/A*
- (c) Projects where direct line of business communication is needed. *N/A*

3 FAA Airport Division Safety Assessment Process

- 3.1 Refer to FAA Order 5200.11, FAA Airports (ARP) Safety Management System (SMS), current version, and FAA SMS Desk Reference, for safety assessment requirements and process. Work with SMS Program Manager as needed.
- 3.2 Conduct a Safety Assessment for small, medium, and large hub airports where the project has an approval action as listed below:
 - a. Approval of new or updated ALP.
 - b. Approval of CSPP.
 - c. Approval of Modification of Design Standards (MOS).
- 3.3 Complete a Safety Assessment Screening (SAS) form. Use responses from project airspace review to complete the Safety Impact Checklist.
- 3.4 If an action will have an impact beyond ARP which warrants further discussion in a facilitated forum, ARP may move forward with doing a SRM Panel.
N/A – SRM not needed.

4 AGIS Survey Requirements (AC 150/5300-16/17/18, current versions)

- 4.1 Review latest AGIS Survey Policy Guidance Letter (PGL), for information about AGIS survey requirements. This is found on the FAA website here:
https://www.faa.gov/sites/faa.gov/files/2022-09/PG_Airport_Geospatial_Survey_Update_2022.pdf.
- 4.2 Type of project matters and will determine the applicable workflow in ADIP AGIS Survey module; contact Regional Program Manager for assistance.
- 4.3 Projects need to account for sufficient timing for the survey process.
- 4.4 **2 years: All Safety-Critical data features and attributes identified within AC-18B, Chapter 4.1.3. are required to be collected and delivered to the FAA.**
 - a. Safety Critical including design data (for IFPs): required for all runways with established or planned instrument flight procedures where a threshold, or displaced threshold, location and/or elevation changes by more than: ±1-foot longitudinally (along the runway centerline), ±1-foot transversely (left or right of runway centerline), or ±6-inches vertically from its existing/published position.
 - b. Safety Critical not including design data (no IFPs): the collection and verification of Safety-Critical data where data was collected that doesn't involve construction or the need for advanced Safety-Critical data required by the Instrument Flight Procedures Design Team, prior to As-Built conditions being established.
- 4.5 **1 year: Non-Safety Critical Data** These types of AGIS Survey projects do not involve National Geodetic Survey (NGS) data verification; rather, verification is complete with sponsor submission of the design or as-built data into AGIS Survey indicating the sponsor accepts the data as a true and accurate representation.

N/A –AGIS Survey not anticipated to be needed.

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5 Instrument Flight Procedures (IFP)

Instrument flight procedures (IFP) specify standard routings, maneuvering areas, minimum and/or procedural altitudes, and visibility minimums for instrument flight rules (IFR) operations.

- 5.1 Work with ADO PM to contact Flight procedures team (FPT) to determine if there are any impacts or flight procedure needs for proposed final state as well as to facilitate construction phasing.
- 5.2 **If a procedure request is needed, coordinate this with FPT 2-3 years ahead of desired publication.**
- 5.3 IFP requests are initiated by the sponsor through the IFP Gateway.
Link: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/ifp_form/
- 5.4 Flight Procedures Team (FPT) will begin pre-screening process which includes:
 - a. Do airport standards line up with request?
 - b. Completing necessary environmental review.
 - c. Ensuring AGIS survey data is available and sufficient.
- 5.5 If the request meets FPT requirements it is submitted to the Instrument Flight Procedures Validation Team (IVT) for review and validation after which it goes through the IVT Prioritization team at a national level.
 - a. Analyze the procedure request.
 - b. Identify possible conflicts (e.g., RA, funding, data, etc.)
 - c. Consider procedure implementation timing.
 - d. Approve or disapprove the procedure request.
 - e. Determine the priority of each request.
 - f. ADO Planner completes the IVT Validation request form via the FPT KSN site to ensure request is consistent with the Airports planning. ,
- 5.6 Once the procedure is validated and prioritized, continue to work with FPT in order to ensure that the publication date does not change.

N/A – Runway is visual. No existing instrument flight procedures, no changes proposed.

6 Navigational Aids (NAVAIDS)

See National Navigation Program website for additional information:

https://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/techops/navservices

- 6.1 Contact ATO NAS Planning Team (NPT) to identify ownership and impacts (non-FED/ airport owned or FAA owned). In addition, to look up ownership for facilities, the ADO can access the following FAA ATO resource: Facility Service and Equipment Profile (FSEP) website: <https://technetrm1sb.faa.gov/fsep/>
- 6.2 If FAA owned, ADO would coordinate with ATO NPT to determine if project will impact existing or proposed NAVAIDS. See Section 7, Reimbursable Agreements (RA).
- 6.3 If non-FED owned, ADO to contact the FAA Western Service Area (WSA) non-FED Program Implementation Manager (PIM). Refer to the Airports Division Non-Federal NAVAIDS website for the point of contact information and other resources:
https://www.faa.gov/airports/planning_capacity/non_federal

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- 6.4 Refer to Section 7 Reimbursable Agreement, and Section 8 Flight Inspection for additional information related to NAVAIDS.
- 6.5 If the project requires new or relocated Visual Glide Slope Indicator (VGSI) or Runway End Identifier Lights (REILS), there are specific requirements for these airport visual aids. Refer to Order 8200.1, United States Standard Flight Inspection Manual and AC 150/5340-30, Design and Installation Details for Airport Visual Aids, current version.
- 6.6 Automated Weather Reporting System (AWOS)
 - a. Refer to AC 150/5220-16, Automated Weather Observing Systems (AWOS) for Non-Federal Application, current version, for requirements.
 - b. In general, an AWOS III or better may require a Benefit-Cost Analysis.
 - c. Coordinate with Service Center Non-Federal Program Implementation Manager (PIM) for commissioning process. See Section 6.3 above related to contacting the Non-Fed PIM.
 - d. For AWOS III or better, a reporting contract with Weather Message Switching Center may be needed.

There are no existing NAVAIDS at UIL and none intended to be added as part of the proposed project.

Project will not impact existing NOAA equipment onsite.

7 Reimbursable Agreements (RA)

- 7.1 When do you need a RA?
 - a. Actions that impact ATO facilities. These will require coordination and a subsequent reimbursable agreement. These include but are not limited to:
 - 1. Runway dimensional changes (refer to guidance including but not limited to: FAA AC 150/5300-13: NAVAID siting criteria Siting Criteria FAA JO 6850.2C Visual Guidance Lighting Systems; FAA JO 6750.16E Siting Criteria for Instrument Landing Systems, current versions).
 - 2. Airfield grading (physical impacts and impacts to signal in space)
 - 3. Airfield development (impacts to signal in space).
 - 4. Runway lighting projects (Tech Ops has equipment in airport lighting vaults; Runway Visual Range (RVR) and Runway End Light siting in relation to Approach Lighting System (ALS) threshold lights).
 - 5. Operational impacts (NAVAID shutdowns due to runway closures and work in NAVAID critical areas).
 - 6. Joint investment (Airport Sponsor helps fund existing FAA requirement to accelerate deployment of new equipment).
 - 7. Runway Status Lights (RWSL) (Airports with RWSL often have impacts due to taxiway reconstructions/realignments).
 - 8. Coordinate with ATO NPT to determine if any FAA-owned navigational aids need to be installed, moved, or altered as part of construction or any other evaluation needs to be done based upon the aforementioned list; these efforts to evaluate and take action may require a FAA reimbursable agreement.

N/A – No impacts to ATO facilities. RA is not be needed.

- b. Installation of VGSI and REILS

N/A – project does not include VGSI or REILS

- c. When a flight inspection is required (refer to Section 8, Flight Inspection).

N/A – no flight inspection needed.

- d. Utilities installation potentially conflicts with FAA owned lines and needs to be reviewed.

No FAA-owned lines in project area.

7.2 The Process for an RA

- a. **Coordinate with NPT on projects 3 years in advance to ensure ATO can adequately plan for resources.**
- b. Participate in Discovery Meeting organized by ATO NPT.
- c. Sponsor must initiate a reimbursable agreement with ATO NPT
- d. If a Sponsor needs a flight inspection (only) RA, they will need to contact Flight Inspection in OKC NLT 4 months ahead of the need for flight inspection to begin development of that RA. Please contact NPT if the Sponsor needs flight check contact information.
- e. Typically, two reimbursable agreements are needed. The preliminary engineering reimbursable agreement should be in place at least 24 months in advance of planned construction. The second reimbursable agreement is typically design and construction.
- f. Reimbursable agreements require advance payment to the FAA prior to starting work. Any remaining funds at the completion of the project will be refunded to the sponsor.
- g. Note that if ATO needs to bid work, NPT requires at least 6 to 8 months in advance to get reimbursable agreement contract in place.

N/A – no reimbursable agreement needed for this project.

8 Flight Inspection of Air Navigation Services

According to Order 8200.1, current version, Flight Inspection is the quality assurance program which verifies that the performance of air navigation services and associated instrument flight procedures conform to prescribed standards. It can also be described as the operation of a suitably equipped aircraft for the purpose of calibrating ground-based NAVAIDS.

- 8.1 In accordance with Order 8200.1, current version, all new and revised instrument flight procedures are subject to flight inspection and flight validation requirements, and a commissioning flight inspection is required for all airport lighting systems, including approach lights, REILS, runway lights, and radio control of lights, that support a public-use instrument approach procedure.
 - a. For information on instrument flight procedures (IFPs), refer to Section 5, Instrument Flight Procedures (IFP).
 - b. A commissioning flight inspection is required for all new VGSIs with an associated IFR procedure, including circling approaches.
 - 1. Refer to AC 150/5340-30, current version, for additional information on the flight check requirements and process.
 - 2. Coordinate with NPT or non-Fed PIM, depending on whether it is federally owned or non-federally owned equipment. See Section 6, NAVAIDS and Section 7, Reimbursable Agreements.
 - c. Other Airport Visual Aids need to be considered for a flight inspection as well. Airfield lighting types such as runway edge lights are listed in Order 8200.1. The need for those inspections must be discussed with Western Service Area Flight Procedures Team (WFPT), and if needed, paid for using a RA. Coordinate with NPT. Refer to Section 7, Reimbursable Agreements (RA).

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1. Note that existing airfield lighting installations that are being replaced in-kind at these airports with instrument flight procedures may or may not require a flight inspection, depending on whether an existing flight inspection report is on file.
- d. Order 8200.1, current version, Chapter 4, Item 3, Commissioning, also mentions runway painting being completed prior to flight inspection. Coordinate with NPT for project requirements.
- 8.2 The commissioning flight inspection is done through a reimbursable agreement (see Section 7 Reimbursable Agreements), and requires advance payment to the FAA prior to starting work. Scheduling of the flight inspection will be handled under the reimbursable agreement.

N/A – Flight inspection not needed for this project.

9 Design Phase Specifics

9.1 Soils Investigation and Evaluation

Conduct a soils investigation and evaluation in accordance with AC 150/ 5320-6, Airport Pavement Design and Evaluation, current version.

Anticipate a soils investigation is not required, no ground disturbance is proposed.

9.2 Local Construction Environment

a. Material Availability/Properties

1. The engineer should investigate the local availability and properties of construction materials. This includes contacting potential material suppliers to determine if sufficient material will be available for the project. Consider cement availability in accordance with FAA Engineering Brief 106, Guidance for the Implementation of Changes in Industry Cement Standard Specifications.
2. Consider use of state highway materials where appropriate. Refer to AC 150/5100-13, Development of State Aviation Standards for Airport Pavement Construction and AC 150/5370-10, Standard Specifications for Construction of Airports, current versions.

All materials anticipated to be available locally.

b. Testing Availability

1. Marshall vs. Gyratory Method
2. Hamburg Wheel vs. Asphalt Pavement Analyzer (APA)

No testing needed for hangar building repairs.

9.3 Pavement Classification Rating (PCR).

- a. Review Advisory Circular 150/5335-5, Standardized Method of Report Airport Pavement Strength – PCR, current version, for Pavement Classification Rating (PCR) reporting requirements.

1. Airport Sponsor Letter on AC/150-5335-5, Standardized Method of Reporting Airport Pavement Strength – PCR, dated April 29, 2022, states that the FAA requires that all airport sponsors/operators assign gross weight and PCR data to airport pavements as part of projects funded with federal grant monies that include pavement management, rehabilitation, or reconstruction. This

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data will be reported in the Airport Master Record. (For statewide pavement management programs, the matter of generating PCRs will be considered on a case-by-case basis when scoping these efforts).

Note this exemption taken directly from AC 150/5335-5, current version: "The use of the standardized method of reporting pavement strength applies only to pavements at public use airports with bearing strengths of 12,500 pounds (5,700 kg) or greater. The method of reporting pavement strength for pavements of less than 12,500 pounds (5,700 kg) is to only report the gross weight and gear configuration of the aircraft that can be accommodated."

https://www.faa.gov/documentLibrary/media/Advisory_Circular/Airport-Sponsor-Letter-on-AC-150-5335-5D-PCR-Reporting.pdf

2. Effective with the publication of AC 150/5335-5, current version, the FAA requires all public use paved runways at all 14 CFR Part 139 certificated airports to be assigned gross weight and PCR data by September 30, 2024. This due date was updated to November 28th, 2024, with an airport sponsor letter posted on AC 150/5335-5 website. Where the AC 150/5335-5, current version, requirements require reporting, the airport will update the appropriate Airport Master Record/Form 5010 data elements.

N/A. Scope of work does not include pavement management, rehabilitation, or reconstruction.

9.4 Non-Standard Conditions

- a. Non-standard conditions related to the project and affected areas must be evaluated. When the project involves work on a runway, for example, consider the runway environment as well. Discuss if the non-standard conditions can be fixed in the project or if they may require a Modification of Standards (MOS) or separate non-standards conditions evaluation.
- b. Use current version of applicable FAA Advisory Circulars. Any MOS must be approved by FAA through the AGIS MOS Tool.
- c. FAA Order 5300.1, current version, outlines the process and requirements for submitting a MOS. Allow at least 90 days for FAA review and coordination of a MOS.
- d. A design MOS requires prior airspace coordination, direct coordination with Flight Standards, and is subject to the Airports Division SRM process (see Section 3(j) for more information).
- e. Existing non-standard conditions to remain, may require a non-standards conditions evaluation and not a MOS.

We are not aware of any non-standard conditions associated with the project. No design or construction MOS's are anticipated.

9.5 RSA Determinations

- a. Consider whether this will need to be prepared in accordance with FAA ARP SOP 8.00, Standard Operating Procedure for Runway Safety Area Determination.

N/A – project does not include runway work.

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9.6 Revised Sign and Marking Plan

- a. For Part 139 airports, a revised Sign and Marking Plan from the Airport Certification Manual (ACM) must be submitted to the ADO project manager for approval by the certification inspector prior to project bid. The Sponsor should contact their certification inspector to update the ACM with the revised Sign and Marking Plan.

N/A – airport is not Part 139.

9.7 Plans and Specifications

- a. Prior to advertising, submit the following as a package for FAA review:
 - 1. Bid Documents, including plans and specifications.
 - 2. Engineer's Design Report.
- b. Ensure bid documents include current Federal Contract Provisions, Federal Wage Rates, and Buy American Provisions.

Plans, specs, and design report will be submitted at 90% and 100% levels.
Bid documents will include Federal contract provisions (including Buy American) and federal wage rates.

9.8 Construction Safety and Phasing Plan (CSPP)

- a. Refer to AC 150/5370-2, current version, and Airports Standard Operating Procedures (SOPs) 1.00, FAA Evaluation of Sponsor's Construction Safety and Phasing Plans Funded by the AIP or PFC Programs, for information on projects for which there is a need to prepare and submit a CSPP.
- b. Provide a CSPP in accordance with AC 150/5370-2, current version. The final CSPP must be approved by the FAA.
 - 1. Submit a pdf copy of the CSPP to the ADO project manager for review. Refer to Section 2, FAA Project Coordination within Obstruction Evaluation/ Airport Airspace Analysis (OE/AAA), regarding the need to submit the CSPP as an airspace case.
- d. Refer to Section 3., FAA Airport Division's Safety Assessment Process, for SRM requirements.
- e. Discuss timing of submittal with ADO PM related to coordination with other FAA lines of business. ATO can call for an SRM panel related to operational considerations during construction and would be basing that effort on the final CSPP. See also the discussion about this in Section 2, 2. FAA Project Coordination within Obstruction Evaluation/Airport Airspace Analysis (OE/AAA).

CSPP will follow requirements of AC 150/5370-2 and will be submitted to Craig for review prior to uploading to OE/AAA.

9.9 Security

- a. The airport must meet any Transportation Security Administration requirements in accordance with 49 CFR part 1542. Items exceeding the minimum requirements of 49 CFR part 1542 are not eligible for AIP funds.

N/A

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9.10 Engineer's Design Report

- a. Review the Engineer's Design Report requirements in Order 5100.38, current version, Table 3-20.
- b. Review Northwest Mountain Regional Guidance 620-04: Standard Handout for Engineer's Design Report for recommended report contents and format.

Concur. Design Report will follow requirements of Order 5100.38 and 620-04.

10. Project Closeout for Design-Only Grants

- a. Perform project closeout in accordance with regional guidance 620-05, Standard Handout for Final Reports.

Design scope will include task for design-only grant closeout per 620-05.

11. Other

- a. _____
- b. _____

Bidding Phase – Development Projects:

The bidding phase includes all activities required to support the bidding process and the award of the construction contract that were not addressed in the design phase.

1. Applicable Guidance

- a. Project must use the *Current FAA Advisory Circulars Required for Use in AIP Funded, BIL Funded, and PFC Approved Projects* list found on the FAA website. https://www.faa.gov/sites/faa.gov/files/aip-pfc-checklist_0.pdf
- b. If advisory circulars are updated during the course of the project, contact your FAA project manager, and refer to FAA Order 5100.38, current version, for guidance on the timing of Advisory Circular releases relative to project execution.

[Concur. Project will use current ACs.](#)

2. Pre-Bid Meeting

- a. Conduct pre-bid meeting in accordance with AC 150/5370-12B, current version.

[Scope will include bid support services including a pre-bid meeting.](#)

1. Buy American

- a. Ensure that Build American, Buy American requirements for construction projects have been met by the contractor.

1. Note that temporary products used to support the completion of a project are not subject to FAA Buy American requirements. Only the components and subcomponents required to complete the final assembly should be included.
2. Note as well that applicants must certify in the Federal Contract Provisions section of the airport sponsor's procurement that the project bid is or not 100% composed of domestically sourced iron, steel, manufactured products, or construction materials. If the project is not 100% domestically sourced, the applicant must contact the FAA within 15 days of becoming the winning bidder, to seek the appropriate waiver.

[Contract documents will include all Federal contract provisions, including FAA's Buy American requirements and forms.](#)

4. Other

- a. _____
- b. _____

Construction Phase – Development Projects:

The construction phase includes all activities required after the award of a construction contract and this includes continued coordination with FAA lines of business as needed. The sponsor must provide and maintain competent technical supervision at the construction site throughout the project to ensure the work conforms to the plans, specifications, and schedules approved by the FAA for the project. Refer to AIP grant Assurance No. 17, Construction Inspection and Approval. The sponsor must provide adequate construction quality assurance inspection for all stages of work. This includes adequate documentation of the quality assurance results and reporting on the contractor's work progress.

1. Applicable Guidance

- a. Project must use the *Current FAA Advisory Circulars Required for Use in AIP Funded, BIL Funded, and PFC Approved Projects* list found on the FAA website. https://www.faa.gov/sites/faa.gov/files/aip-pfc-checklist_0.pdf.

If advisory circulars are updated during the course of the project, contact your FAA project manager, and refer to FAA Order 5100.38 current version, for guidance on the timing of Advisory Circular releases relative to project execution.

- b. Refer directly to AC 150/5370-12, current version, and AC 150/5100-14, for additional construction phase guidance.
- c. Refer to FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification for requirements that will need to be met in order for the Sponsor to certify final acceptance.

[Concur.](#)

2. Pre-construction conference.

- a. Hold prior to construction activities commencing in accordance with AC 150/5370 Quality Management for Federally Funded Airport Construction Projects, current version.

[Task for conducting pre-con will be included in scope of work for construction management.](#)

3. Construction Management Program (CMP)

- a. Sponsor to prepare a CMP, which is required when the cost of the pavement structure (including subgrade, base courses, and surface courses) exceeds \$500,000. The ADO project manager may require the sponsor to provide a CMP for paving projects less than \$500,000. The CMP must be submitted prior to the start of construction. See AC 150/5370-12, Quality Management for Federally Funded Airport Construction Projects, current version, for CMP requirements, including a sample plan. The CMP is a separate document from the Contractor Quality Control Program required by AC 150/5370-10.

[CMP is not needed for this project. Project does not include paving.](#)

4. Contractor Quality Control Program (CQCP)

- a. Contractor to prepare a CQCP and a conduct a Quality Control/Quality Assurance workshop in accordance with AC 150/5370-10, current version, Item C-100. That specification states that for federally funded projects over \$500,000 where paving is the major work item, a (CQCP) is required, and a Quality Control/Quality Assurance workshop must be conducted. (It is strongly encouraged that a CQCP be developed for all projects.)

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- b. Incorporate adequate time for review of the CQCP. Submittal of the written CQCP prior to the CQCP Workshop will allow for the engineer's review and a detailed discussion of the requirements before the NTP is issued. Adequate time should be allowed for the CQCP to be a supplement to the Owner's Construction Management Plan (CMP).

CQCP is not needed for this project. Project does not include paving.

5. Construction Safety and Phasing

- a. Contractor to prepare a Safety Plan Compliance Document (SPCD). The Airport Sponsor must review and approve an SPCD in accordance with AC 150/5370-2, current version.
- b. Notify FAA ADO PM if any major changes occur - resubmit CSPP into OE/AAA for review as needed.
- c. Changes could require reconvening ATO SRM panel – coordinate with ATO as needed.

CSPP will be included in project manual and contractor will be required to submit SPCD.

6. Temporary Flight Procedures

- a. Coordinate any needed for construction phasing – development requires long lead time. See Section 5, Instrument Flight Procedures (IFP).

N/A

7. NAVAIDS

- a. Coordinate any needs for shutdowns or temporary facilities during construction with ATO – may require RA – see section above.

N/A – no FAA-owned NAVAIDS at UIL.

8. FAA-ATO Strategic Event Coordination (SEC) Form

- a. Submit the SEC Form to the Western Service Area e-mail address on the form at least 45 days in advance of any runway closure. The form can be found on the OE/AAA website.
- b. Significant impacts to the NAS due to airport projects require submittal and coordination of the SEC Form. Any event listed below that causes a closure of 4 hours or greater for consecutive days, or a causing a closure greater than 24 hours requires the submission.
- c. Events at large hub airports (DEN, PDX, SEA, SLC) requiring SEC Form submittal:
 - 1. Partial or full runway or taxiway closure.
 - 2. Temporary shutdown of NAVAIDS.
- d. Events at all other airports requiring SEC Form submittal:
 - 1. Partial or full runway closure.
 - 2. Temporary shutdown of NAVAIDS.

Impacts requiring SEC submittal are not anticipated on this project. Work area is outside of ROFA/TOFAs. Airport does not have NAVAIDS.

9. NOTAMs

- a. Airport Construction Notice (through NOTAM Manager) – where applicable:
https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/apt_constr_notices/

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- b. File other NOTAMS related to construction activity as required.

Concur. Airport Manager will file NOTAMs during construction.

10. Change Orders

- a. Coordinate change orders, when possible, with FAA project manager prior to implementation because it is the Sponsor's risk if the eligibility is determined afterwards.

Concur.

11. Federal Contract Requirements.

- a. Ensure the contractor meets federal contract requirements, including but not limited to:
- b. Sponsor/consultant to perform payroll review to ensure contractor is compliant with federal regulations.
- c. Sponsor/consultant to verify that the contractor has Davis-Bacon Act and other federally required posters in place.

Consultant scope of work for construction management will include task for payroll review.

12. Construction Progress Reports

- a. Sponsor and their consultant to maintain FAA Form 5370-1, Construction Progress and Inspection Report, or a form that provides equivalent information during construction and submit to ADO at predetermined intervals.
- b. If problems occur may need to submit at more frequent interval and/or lift off page information for the ADO.
- c. Use of this form is not mandatory, and the sponsor may prepare and use customized forms. A copy of Form 5370-1 is included in Appendix B of AC 150/5370-12, current version. Form 5370-1 is available for download at the FAA Airports website: <https://www.faa.gov/airports/resources/forms>.

Concur. FAA Form 5370-1 will be submitted weekly during construction.

13. Project Closeout

- a. Review ANM closeout documentation requirements for quality assurance data reporting and consider tracking it during construction. Be prepared to submit it as needed during the project if questions or issues arise.
- b. Perform project closeout in accordance with regional guidance 620-05, Standard Handout for Final Reports.

Scope of work for construction management will include task for grant closeout of FY27 construction grant.

14. Other

- a. _____
- b. _____

N/A – not an equipment project

Design and Bidding Phases - Equipment Projects

The design and bidding phase for an equipment project includes all activities required prior to and including the award of an equipment contract. The design phase includes all activities required to accomplish a complete project design, including preparation of plans and specifications, as well as coordination with FAA Certification Inspectors for Part 139 Airports. This meeting is in accordance with AC 150/5370-12, current version. Conduct a pre-bid meeting as appropriate. Other support following bidding may be included in the scope, as needed.

1. Applicable Guidance

- a. Project must use the *Current FAA Advisory Circulars Required for Use in AIP Funded, BIL Funded, and PFC Approved Projects* found on the FAA website.
https://www.faa.gov/sites/faa.gov/files/aip-pfc-checklist_0.pdf
- b. If advisory circulars are updated during the course of the project, contact your FAA project manager, and refer to FAA Order 5100.38, current version, for guidance on the timing of Advisory Circular releases relative to project execution.

2. Equipment Specifics

- a. Aircraft Rescue & Fire Fighting (ARFF) Vehicle
 1. The size of the ARFF vehicle is determined by airport index under Part 139. Follow AC 150/5220-10, *Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicle*, current version, for requirements and specifications.
 2. Auxiliary equipment must be pre-approved and procured separately.
- b. Snow Removal Equipment (SRE)
 1. For Part 139 airports, the certification inspector will help determine the type of equipment needed at the airport and include in the airport's Snow and Ice Control Plan. Follow AC 150/5220-20, *Airport Snow and Ice Control Equipment*, and AC 150/5200-30, *Airport Field Condition Assessments and Winter Operations Safety*, current versions, for requirements.
 2. For non-Part 139 airports, refer to Order 5100.38, current version, for eligibility requirements.

3. Project Closeout

- a. Perform project closeout in accordance with regional guidance 620-05, Standard Handout for Final Reports.

4 Other

- a. _____
- b. _____

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AIRPORT IMPROVEMENT PROGRAM (AIP)

PROJECT DEVELOPMENT SCHEDULE

Airport:	Quillayute Airport (UIL)
Location (City/State):	Quillayute, WA
AIP Grant Number:	TBD
Grant Description:	Terminal Rehabilitation (PH 2 design)

ITEM	DATE		COMMENTS
	ESTIMATED	ACTUAL	
1. Environmental Documentation Submitted		June 2025	
2. Environmental Documentation Approved		9/23/2025	
3. Scope of Work and Record of Negotiations Submitted to FAA	Sept. 2026		
4. Consultant Fees Accepted by FAA	Oct. 2026		
5. DBE Plan and Goals Submitted to Civil Rights (if applicable)	TBD		Waiting for OMWBE to complete recertification process.
6. Sponsor submits Grant Application(s)	Oct 30, 2026		FY27 design only grant.
7. Construction Safety and Phasing Plan Submitted for Airspace Review	Jan. 2027		
8. Modification of Standards Submitted	Feb. 2027		If needed
8a. Review and approval by DAHP	Feb. 2027		Requires 1 week
8b. Review and approval for Building Permit	Feb. 2027		
9. Draft Plans, Specifications, and Design Report Submitted for FAA Review (indicate milestones for deliverables)	Early February 2027		90% deliverable
10. Plans/Specifications/Design Report returned to Sponsor w FAA Comments (indicate milestones for deliverables)	Late February 2027		100% deliverable
11. FAA Accepts Plans and Specifications	March 1, 2027		
13. Advertising Date	March 4, 2027		Allows for 4-week bid period.
14. Bid Opening Date	April 1, 2027		NLT April 1
15. Recommendation of Award and Bid Tab Submitted by Sponsor	April 2027		Signed grant app for construction due by May 1, 2027.
16. Grant Issued	June 2027		
17. Notice to Proceed Date	July 2027		
18. Substantial Completion Date	Oct. 2027		
19. Final Inspection	Nov. 2027		
20. Airport Facility Diagram Updated	N/A		
21. Grant Closeout Submitted to FAA	Jan. 2028		FY27 construction grant closeout

CITY OF FORKS
BID TABULATION
Tillicum Park Large Play Field Turf Improvement Project

Bid Opening Date: September 24, 2026

Bid Opening Time: 2:28 PM

BID OPENING SUMMARY	West Peak Construction		Northwest Irrigation Contr.		Pacific Northwest Tree Service		Nonu Inc.		Jerry Leppell Investments	
Bid Opening Result	Completed Bid Form	Total Bid	Completed Bid Form	Total Bid	Completed Bid Form	Total Bid	Completed Bid Form	Total Bid	Completed Bid Form	Total Bid
As recorded at bid opening	✓	\$44,417.40	✓	\$55,130.79	✓	\$33,123.00	✓	\$119,355.00	✓	\$16,182.97
Bid Rank	3		4		2		5		1	
Bid Opening Notes	West Peak Construction: the opening sheet shows an earlier amount crossed out; this tabulation uses the corrected final amount of \$44,417.40. Source: City of Forks Bid Opening Results dated September 24, 2026									

APPARENT LOW BIDDER

Jerry Leppell Investments

APPARENT LOW BID

\$16,182.97

AWARD REVIEW

Apparent low bid only. Award remains subject to review for responsiveness and bidder responsibility.

BID OPENING CHECKS	West Peak Construction	Northwest Irrigation Contr.	Pacific Northwest Tree Service	Nopu Inc.	Jerry Leppell Investments
Completed Bid Form	✓	✓	✓	✓	✓
Bid Rank	3	4	2	5	1

BID PRICE DETAIL / MATH VERIFICATION

WA State Sales Tax Rate

Contractor	Low Area Infill /Topsoil Placement	Harley Raking /Aeration	Seeding / Cleanup	Subtotal Price	Sales Tax 8.6%	Total Price Including Sales Tax	Bid Opening Recorded Total	Math Verification
West Peak Construction	\$25,500.00	\$12,500.00	\$2,900.00	\$40,900.00	\$3,517.40	\$44,417.40	\$44,417.40	MATCH
Northwest Irrigation Contr.	\$28,185.00	\$18,480.00	\$4,100.00	\$50,765.00	\$4,365.79	\$55,130.79	\$55,130.79	MATCH
Pacific Northwest Tree Service	\$23,500.00	\$4,000.00	\$3,000.00	\$30,500.00	\$2,623.00	\$33,123.00	\$33,123.00	MATCH
Nonu Inc.	\$63,000.00	\$23,000.00	\$22,000.00	\$108,000.00	\$9,288.00	\$117,288.00	\$119,355.00	CHECK
Jerry Leppell Investments	\$7,432.50	\$7,000.00	\$468.95	\$14,901.45	\$1,281.52	\$16,182.97	\$16,182.97	MATCH

Enter the three bid-item prices from each contractor's submitted bid form. Subtotal, 8.6% sales tax, total price including sales tax, and math verification will calculate automatically.

CERTIFICATION

I certify that this bid tabulation accurately reflects the bid documents reviewed by the City of Forks.

Certified By (Signature)

Date

Witness (Signature)

Date