



Agenda Date: 11/15/2005  
Agenda Placement: 6T

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Airport  
**REPORT BY:** Kathleen Dubrin, Staff Services Analyst II , 259-8683  
**SUBJECT:** Amendment No. 3 to Agreement No. 3370 with R.A. Bridgeford, Inc.

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### **RECOMMENDATION**

Director of Public Works/Aviation requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 3370 with R.A. Bridgeford, Inc. extending the term through May 31, 2006 for retail aviation fuel services.

### **EXECUTIVE SUMMARY**

Fuel Management Agreement No 3370, with the County's "Fuel Manager" R.A. Bridgeford, dba Bridgeford Flying Services (BFS), expires December 1, 2005. Staff recommends approval of Amendment No. 3 of Napa County Agreement No. 3370 which extends the term of the agreement for an additional six months commencing on May 31, 2006.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Airport
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Continued fuel flowage fees will serve as a revenue source for operation and capital improvement needs.
Is the general fund affected?	No
Future fiscal impact:	Fuel flowage fees will serve as a revenue source for the Airport Enterprise Fund past the current fiscal year.

Consequences if not approved: Retail aviation fueling services would not be provided, and fuel flowage fees would not continue as a revenue source for operation and capital improvement needs.

Additional Information: None.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: **Categorical Exemption Class 1:** It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 ("Existing Facilities") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

### **BACKGROUND AND DISCUSSION**

Fuel Management Agreement No. 3370, with the County's "Fuel Manager" R. A. Bridgeford, dba Bridgeford Flying Services (BFS), expired May 31, 2005. Amendment No. 2 was approved on May 24, 2005 in order to provide staff time to work with BFS and the Airport Advisory Commission in developing a new agreement. While progress has been made during the extension time period, an second six month extension is being requested to allow Bridgeford Flying Services and staff additional time to complete work on the agreement.

The agreement for contract fuel services has worked well for both parties over the past 12 years (four - 3 year agreements). It has allowed BFS to provide retail aviation fueling services and to operate as a full-service Fixed Base Operator at the County Airport. With repayment of the 1990 Certificates of Participation, restrictions associated with financing have been lifted, and different agreement provisions may be warranted. The six month extension allows the present retail aviation fuel services to be provided without interruption to the airport's clients.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey