



## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Kim Henderson for Robert Peterson - Director  
Public Works  
**REPORT BY:** Kathleen Dubrin, Staff Services Analyst II , 259-8683  
**SUBJECT:** Professional Services Agreement with Mead & Hunt

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### **RECOMMENDATION**

Director of Public Works/Aviation requests approval of and authorization for the Chair to sign an agreement with Mead & Hunt for a maximum of \$38,804 for the term April 19, 2005 through June 30, 2005 for aviation related engineering services with an automatic one year renewal at the end of each Fiscal Year.

### **EXECUTIVE SUMMARY**

Staff recommends approval of and authorization for the Chair to sign a Professional Services Agreement with Mead Hunt to provide engineering services to include a property map required by the Federal Aviation Administration.

### **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:	The Federal Aviation Administration (FAA) requires Exhibit A Property Maps to be updated when property has been acquired and/or when fencing is installed on airport boundaries. An Exhibit A Property Map has not been completed on the Napa County Airport within the past decade if not longer. However, Napa County has recently acquired land and is currently in Phase II of the Perimeter Fencing. Per FAA guidelines, the current fencing grant will cover the procurement of the required Exhibit A Property Map.
Is the general fund affected?	No

Future fiscal impact: The Agreement provides for an automatic one year renewal at the end of each Fiscal Year. Staff is anticipating for the contractor to complete the scope of services no later than December 31, 2005. Any remaining funds from the current fiscal year will be rebudgeted in next Fiscal Year's Budget until the project has been completed.

Consequences if not approved: The Exhibit A Map will not be completed and the Airport will lose current and future FAA grant funding.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

As of October 4, 2004 the Federal Aviation Administration (FAA) is requiring all airports to submit Exhibit A Property Maps to reflect a true surveyed airport boundary, any recent land acquisitions and/or airport fencing projects. The County recently acquired land for the Runway 18R-36L Safety Zone and is currently in Phase II of its perimeter fencing.

Staff selected Mead Hunt (formerly known as Shutt Moen Associates) based on their specific and extensive expertise on Airport and aviation issues; its high standing within the aviation industry; and the fact that Mead Hunt has developed an expertise regarding the Napa Airport because of previous projects, including the update of its Master Plan.

The Airport Improvement Program (AIP) Grant 17 for the perimeter fencing was granted August 19, 2003 in the amount of \$618,889. The existing AIP 17 funds can provide the surveying and map services without impeding the funds expended for the fencing construction.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Michael Stoltz