



Agenda Date: 8/1/2006
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Airport
REPORT BY: Kathy Dubrin, Staff Services Analyst II , 259-8683
SUBJECT: Professional Services Agreement with Mead & Hunt, Inc.

RECOMMENDATION

Director of Public Works/Aviation requests approval of and authorization for the Chair to sign an agreement with Mead & Hunt, Inc. for a maximum of \$45,000 for the term August 1, 2006 through June 30, 2007 for aviation related engineering and planning services.

EXECUTIVE SUMMARY

The proposed action will obtain the services of an aviation consulting firm with the required expertise and knowledge of the Napa County Airport to provide specialized engineering and planning services required by the Federal Aviation Administration for the following purposes:

- | Airport's South Side Infrastructure Development Plan, and
- | Specific proposed leasehold sites.

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:	Aviation engineering and planning services are required to develop an infrastructure analysis and plan for land use development for the south side of the airport as well as specific services for potential tenants who are interested in other specific site locations at the airport.

Is the general fund affected? No

Future fiscal impact: None.

Consequences if not approved: The airport leases and land development of the south side of the airport will be delayed.

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

There has been a steady and increasing demand for aviation leaseholds (that is, ground leases where tenants build hangars either to house aircraft or provide a business in support of the general aviation community) at the Napa County Airport. Mead Hunt prepared a South Side Hangar Site Conceptual Plan Report for Napa County Airport in 1999 as initial guidance for 15 acres of the approximately 120 acre south area of the Airport. This 15 acre area contains 6 corporate aircraft hangars, with an additional hangar under construction and another hangar in lease development. The proposed agreement will provide planning guidance and infrastructure costs to develop the remaining acreage.

Mead Hunt has been selected on a sole source basis because of:

- | its current expertise regarding the Napa Airport because of previous projects, including the update of its Master Plan;
- | staff is familiar with the quality of work performed by Mead Hunt and its performance has been excellent, and
- | the need to expedite the South Side Development Plan to facilitate responding to present needs at the airport.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey