



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/27/2019

Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Airport

**REPORT BY:** Kathy Wagenknecht, Staff Services Analyst II - 259-8683

**SUBJECT:** Amendment No. 3 to Professional Services Agreement No. 170894B with Business Aviation Group, Inc.

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170894B with Business Aviation (BA) Group, Inc. extending the term through June 30, 2021. The extension is needed to facilitate BA Group's continued assistance with staff for the implementation of a Request for Proposals (RFP) for a potential second Fixed Base Operator (FBO) at the Airport.

### **EXECUTIVE SUMMARY**

In late spring 2017, the County hired Business Aviation (BA) Group, Inc. to assist staff with evaluating current airport operations and the potential value that could be realized at the Airport through redevelopment efforts. Part of the outcome of this evaluation was to update the Airport's Primary Management and Compliance Documents and improve the overall use of the Airport, including the solicitation for a potential second Fixed Base Operator (FBO).

The County now wishes to amend the agreement with BA Group to continue their services to assist staff with the remaining phases of the Request for Proposals (RFP) process for a potential second FBO.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Airport Enterprise Fund

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Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The BA Group was originally hired in 2017 for their knowledge and expertise of general aviation airports, with specific experience in operating FBO's. Their skill set allows staff to better understand FBO markets and the overall business aviation industry to formulate a RFP calibrated to the Napa County Airport.
Is the general fund affected?	No
Future fiscal impact:	It is anticipated that the RFP and the subsequent agreement negotiations will be completed in FY 2020-21 and staff will budget accordingly in the Airport's budget.
Consequences if not approved:	If this action is not approved, the County will not be able to take advantage of BA Group's marketing efforts, or benefit from their assistance with the completion of the RFP process that they have been an integral part of thus far.
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**

In late spring 2017, the County hired Business Aviation (BA) Group, Inc. to assist the County with evaluating current airport operations and the potential value that could be realized at the Airport through redevelopment efforts. Amendment No. 2 with the BA Group amended the term and scope of work to assist Napa County throughout the RFP process for a potential second FBO, including contributions towards drafting an RFP document. Additionally, BA Group will be able to assist the County with marketing efforts once the RFP is released through their vast list of industry specific contacts. The term of the agreement expired on June 30, 2019, and the County wishes to amend the term to allow them to complete the remaining scope tasks.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Mary Booher