A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/10/2018
Agenda Placement: 6AA

NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO:	Board of Supervisors
FROM:	Bret Prebula for Minh Tran - County Executive Officer County Executive Office
REPORT BY:	Bret Prebula, Principal Management Analyst - 707-253-4826
SUBJECT:	Amendment to a Professional Services Agreement with Business Aviation Group

RECOMMENDATION

County Executive Officer and Director of Public Works request approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170894B with Business Aviation Group, Inc. increasing the amount by $141,400 for a new maximum of $205,000 and extending the term through June 30, 2019, amending the scope of work to include consulting services to assist in the evaluation of the airport principal management and compliance documents and assisting staff with the development and implementation of a Request for Proposal (RFP) for a 2nd Fixed Base Operator.

EXECUTIVE SUMMARY

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 out of the airport development specifically as it relates to the current Fixed Base Operator (FBO). 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 second Fixed Base Operator (FBO).

The County now wishes to amend the agreement with BA Group to include services to assist the County in the development and evaluation of a Request for Proposal (RFP) for a second FBO. The RFP will include the updated primary management and compliance documents and is anticipated to be released to the public sometime in late Summer 2018.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Airport Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Airport in conjunction with the County Executive Office has been completing an updating of its principal management and compliance documents, such as but not limited to, minimum standards, leasing policies, design standards, and rules and regulations. The need to update these documents is twofold 1) to provide the most up to date standards for operating a efficient, modern, customer service based airport and 2) to prepare the County for a Request for Proposal (RFP) for a 2nd Fixed Base Operator (FBO). This contract will allow the County the necessary assistance to complete the principal management and compliance documents, and complete the RFP for a 2nd FBO.
Is the general fund affected?	No
Future fiscal impact:	It is anticipated that the RFP will be completed in FY 2018-19 and staff will budget accordingly in the Airport's FY 2018-19 budget.
Consequences if not approved:	If this action is not approved, staff will not have the industry expertise to complete, score and select the County's 2nd FBO and will put increased demands on staff to facilitate this process without the years of institutional knowledge of the consultant.
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 out of the airport development specifically as it relates to the current Fixed Base Operator (FBO). A summary of this evaluation is as follows:

- the Airport needs to update its primary management and compliance documents, many of which are over 30 years old;
- the Airport has sufficient fuel volumes to facilitate two (2) Fixed Base Operators (FBO), which would improve competition and overall service delivery at the airport;
- the Airport needs to develop a strategic plan to assist in the long range vision for the airport;
- the current airport development and operating plan does not fit the significant destination that is Napa Valley, but with the correct steps taken the potential and opportunity is available to reach these improved levels.

The County wishes to amend the agreement with BA Group to include services to assist the County in the

development and evaluation of a Request for Proposal (RFP) for a 2nd FBO. The RFP will include the updated primary management and compliance documents and will be the start of aligning the strategic vision to redevelop the County Airport to meet its full potential. It is anticipated that the RFP will be released to the public sometime in late Summer 2018.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Minh Tran