



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 12/14/2021

File ID #: 21-1355

TO: Board of Supervisors
FROM: Steve Lederer, Director of Public Works
REPORT BY: Greg Baer, Airport Manager
SUBJECT: Coffman Associates Inc Agreement

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Agreement No. 220216B with Coffman Associates Inc., with a maximum annual compensation of \$80,000 per fiscal year for the term of December 14, 2021 through June 30, 2022 with an automatic annual renewal not to exceed four additional years to provide on-call airport related planning services.

EXECUTIVE SUMMARY

In the spring of 2021, airport staff conducted a Request for Qualifications (RFQ) process for professional planning, engineering, and construction management services. The RFQ process utilized FAA guidelines where resultant contracts are intended to coincide with the airport's five-year capital improvement program. Coffman Associates Inc., (Coffman) was selected as the airport's planning and environmental consultant to work on FAA and locally funded airport projects, including un-planned or "pop-up" projects.

The proposed on-call agreement with Coffman will provide airport staff with access to a professional aviation planning firm to assist with various un-planned and non-FAA funded projects on an as-needed basis. Separate, project specific agreements with Coffman will be requested as FAA-funded projects are identified.

FISCAL & STRATEGIC PLAN IMPACT

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

Discretionary Justification:	It is typical for airports such as Napa to have on-call contracts with professional aviation firms for unanticipated tasks that require prompt attention and specific airport expertise.
Is the general fund affected?	No
Future fiscal impact:	Funding will be included in the Recommended Budget for the next four years. Staff does not anticipate spending the entire \$80,000 each fiscal year.
Consequences if not approved:	If not approved, the Airport will not be able to obtain the technical advice for unanticipated, time sensitive projects.
County Strategic Plan pillar addressed:	Effective and Open Government

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 April of this year, airport staff undertook a professional services (planning, engineering, and construction management) Request for Qualifications (RFQ) process to identify firms for both FAA and locally funded projects. Coffman Associates Inc., (Coffman) was selected as the airport's planning and environmental consultant.

The proposed Agreement with Coffman will allow the airport to have a professional aviation planning firm to assist with various local funded projects on an as needed basis. Given the complexity of many airport tasks that involve FAA compliance, airport staff needs to have professional assistance in many instances. Coffman Associates has worked with Napa County Airport on various Environmental and Planning projects since 2015. Being entirely focused on Aviation, Coffman specializes in CEQA, NEPA, Master Plans, Noise Abatement studies, and general airport planning tasks.

An example of where the airport anticipates utilizing Coffman's assistance is with airport management's newly formed Noise Working Group whose goal is to create a voluntary noise management program similar to other airports that receive noise complaints. Coffman has assisted other airports (including those in the Bay Area) in developing these plans and creating effective multi-media platforms.

Although the maximum contract amount is \$80,000 per fiscal year, staff does not anticipate encumbering this entire amount in any given year, but would be able to do so if a significant unexpected project arose.