



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Extension of Agreement with Brandley Engineering, Inc for an 8-month extension to 2018 Agreement to General Services for Aviation Engineering.

MEETING DATE: April 27, 2022

PREPARED BY: Kevin Smith, General Manager

RECOMMENDATION: Staff recommends extending the Aviation Engineering Services Agreement with Brandley Engineering, Inc to January 31, 2023.

DISCUSSION: The District has retained Brandley Engineering to provide on call airport and FAA Airport Improvement Program (AIP) engineering services since November of 2012. In early 2018 the District renewed this agreement after a competitive Request for Qualifications process for an additional 4 years. Staff originally intended on issuing a new RFQ in 2022 for this service to meet the 5-year FAA competitive bidding requirement. The FAA requires Airport Sponsors to issue an RFQ at least every 5 years for consultants to be eligible to provide engineering services for FAA funded projects. The District is in compliance with this FAA competitive bidding requirement with Brandley Engineering until March 31, 2023.

Staff recommends approval of this extension which will provide additional time for progress and/or completion of current projects. The extension will also provide additional time to issue new Request for Qualifications per FAA requirements for Aviation Engineering Services later in the year 2022 fiscal year, and to allow the new General Manager of the District to be part of this important process.

The Attached Extension of Agreement will provide the necessary documentation to extend the current agreement for 8 months.

FISCAL IMPACT: Annually the District budgets \$120,000 for airport engineering and planning expenses. AIP and other capital project engineering expenses are applied to directly to project work and not included in this \$120,000.

SAMPLE MOTION: (Approved by Consent) I move to approve extending the Aviation Engineering Services Agreement with Brandley Engineering, Inc to January 31, 2023.

ATTACHMENTS:

Agreement to Extend Special Services Agreement with Brandley Engineering.