AGENDA ITEM: 8

TRUCKEE TAHOE AIRPORT DISTRICT

BOARD OF DIRECTOR STAFF REPORT

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

MEETING DATE: April 27, 2022

PREPARED BY: Hardy Bullock, Director of Aviation and Community Services

---

RECOMMENDATION: Staff recommends extending the Aviation Planning Services Agreement with Mead & Hunt, Inc, to January 31, 2023.

DISCUSSION: The District has retained Mead & Hunt, Inc to provide on call airport planning services, and on call Geographic Information Services since 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 services for FAA funded projects. The District is in compliance with this FAA competitive bidding requirement with Mead & Hunt, Inc 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 Planning Services later in the 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 agreements for 8 months.

FISCAL IMPACT: Annually the District budgets $120,000 for airport engineering and planning expenses.

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

ATTACHMENTS:

Agreement to Extend Master Services Agreements with Mead & Hunt, Inc.

   a. Geographic Information
   b. On call planning