



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 14, 2019

FROM: GENERAL SERVICES DEPARTMENT WARD: 3

SUBJECT: APPROVE A SUPPLEMENTAL AGREEMENT TO THE MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH MEAD & HUNT, INC. IN THE AMOUNT OF \$64,502 TO COMPLETE INDUSTRY SPECIFIC RESEARCH ASSOCIATED WITH THE REDESIGNATION OF RIVERSIDE MUNICIPAL AIRPORT PROPERTY FOR NON-AVIATION USE – SUPPLEMENTAL APPROPRIATION

ISSUE:

Approve a Supplemental Agreement to the Master Professional Consultant Services Agreement with Mead & Hunt, Inc. of Ontario, California to complete industry specific research associated with the re-designation of Riverside Municipal Airport property for non-aviation use in the amount of \$64,502.

RECOMMENDATIONS:

That the City Council:

1. Approve a Supplemental Agreement to the Master Professional Consultant Services Agreement with Mead & Hunt, Inc. of Ontario, California in the amount of \$64,502 to complete industry specific research associated with the redesignation of Riverside Municipal Airport property for non-aviation use;
2. Authorize a supplemental appropriation in the amount of \$64,502 from the Airport Revenue Fund (530) to the Airport Administration Professional Services Account 2245000-421000, and;
3. Authorize the City Manager, or his designee, to execute the Supplemental Agreement with Mead & Hunt, Inc., including making minor and non-substantive changes.

LEGISLATIVE HISTORY:

Chapter 22 of the Federal Aviation Administration (FAA) Order 5190.6B, Airport Compliance Manual, provides guidance to airports that accept federal grant funding for the proper use of land on an airport. Airports are further guided by their FAA approved Airport Master Plan that outlines land use, aviation use for hangars, runway, etc., or non-aviation use, such as commercial activities

not associated with aviation.

BACKGROUND:

On February 7, 2017, City Council awarded a Master Professional Consulting Services Agreement with Mead & Hunt, Inc., of Ontario, California based on Request for Qualifications (RFQ) No. 1650 for on call design, engineering and construction management services associated with miscellaneous Airport Capital Improvement Projects, and other projects included in the Airport Master Plan at Riverside Municipal Airport in an amount not to exceed \$250,000 through January 31, 2022. Consulting Services received from Mead & Hunt, Inc. for the period of February 2017 - February 2019 total \$136,923.

DISCUSSION

As a recipient of Federal grant funding, the City agrees to meet FAA grant obligations. Obligations associated with FAA grants include establishment of an Airport Master Plan and agreement that the Airport will remain financially viable for the 20 year grant obligation period.

The current Airport Master Plan, dated 2008, depicts land on the Airport that will be used for aviation and non-aviation use. Through the update of the Airport Master Plan, the Airport will request the FAA to approve a redesignation of an approximately 2.5 acre parcel on the Airport's northern boundary (see Attachment 2) as non-aviation use and, upon approval of this redesignation, to market this property to the commercial hotel industry. Staff are confident that the redesignation of this parcel to a commercial developer will be significant to the financial sustainability of the Airport and ensure grant compliance.

Staff is coordinating with the City's Community and Economic Development Department to identify economic viability and has identified two potential developers which have expressed interest in submitting a formal proposal to develop a hotel.

To meet the FAA requirements for a request to redesignate airport land use, the Airport will utilize the services of Mead & Hunt, Inc. to conduct all necessary research in the preparation of the documentation to be submitted to the FAA. The scope of the project includes updating the Airport Master Plan, development of the land release package to be submitted to the FAA, preparation of the Documented Categorical Exclusion (CatEx), and making changes to submitted documents as deemed necessary by the Airport or the FAA.

Supplemental Agreement

A Supplemental Agreement for an Assigned Project is required for each specific project under the Master Professional Consulting Services Agreement with Mead & Hunt, Inc. Staff negotiated with Mead & Hunt, Inc., for a contract price of \$64,502 for submission of all documentation necessary to comply with the FAA requirement to formally request approval to redesignate the subject land on the Airport.

Staff is also requesting authority to appropriate funds in the amount of \$64,502 to cover costs associated with this project.

The Purchasing Manager concurs that the recommended actions comply with the City of

Riverside's Purchasing Resolution number 23256.

FISCAL IMPACT:

The fiscal impact of this action is \$ \$64,502. Sufficient funds are available in the Airport Revenue Fund (530) and will be appropriated into the Airport Administration Professional Services Account 2245000-421000.

Prepared by:	Carl Carey, General Services Director
Certified as to	
Availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Moises Lopez, Deputy City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachments:

1. Supplemental Professional Consultant Services Agreement with Mead & Hunt, Inc.
2. Map of Land Redesignation