



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 24, 2026

FROM: CITY MANAGER - AIRPORT WARD: 3

SUBJECT: AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE PROJECT SUPPLEMENTAL AGREEMENTS RELATED TO MEAD & HUNT, INC. MASTER AGREEMENT, INCLUDING THE FIRST AMENDMENT, AS NEEDED, FOR A TOTAL NOT TO EXCEED \$1,000,000 PER FIRM OVER THE AGREEMENT TERM, INCLUDING, BUT NOT LIMITED TO, PRECISION APPROACH PATH INDICATOR (PAPI) CATEGORICAL EXCLUSION, RUNWAY 9-27 RUNWAY SAFETY AREA EROSION DESIGN AND AIRPORT PAVEMENT MANAGEMENT SYSTEM STUDY

ISSUE:

Authorize the City Manager or designee to execute project Supplemental Agreements related to Mead & Hunt, Inc. Master agreement, including the First Amendment, as needed, for a total not to exceed \$1,000,000 per firm over the agreement term, including, but not limited to, precision approach path indicator (PAPI) categorical exclusion, runway 9-27 runway safety area erosion design and airport pavement management system study.

RECOMMENDATION:

That the City Council authorize the City Manager, or designee, to execute project Supplemental Agreements related to the Mead & Hunt Master Agreement, including the First Amendment, as needed, for a total not to exceed amount of \$1,000,000 per firm over the agreement term, in substantially the same form as attached to this report, with subsequent reports back to the City Council from time to time on the addition or deletion of such new panel members.

BACKGROUND:

Every December, the Airport submits a 5-year Airport Capital Improvement Plan (ACIP) to the Federal Aviation Administration (FAA). For fiscal year 2025/26, the ACIP included approximately \$1.2 million of work at the Riverside Municipal Airport over the next five years. Projects proposed within the ACIP may be eligible to receive federal funding and may require professional design, engineering services and administrative services. Compliance with these FAA guidelines may be met by retaining an on-call consultant for project design, engineering, construction management services and administrative services.

On January 11, 2022, City Council awarded a Master Professional Consulting Services Agreement with Mead & Hunt, Inc., Ontario, California based on - Request for Qualifications

(RFQ) No. 2112 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 \$500,000 through January 10, 2027.

On January 11, 2022, City Council also authorized the City Manager, or designee, to execute project Supplemental Agreements as needed, for a total not to exceed amount of \$500,000 per firm over the agreement term.

On January 27, 2026, City Council approved the First Amendment to the Master Agreement amending the agreement amount from \$500,000 to \$1,000,000. There are additional projects, including, but not limited to, the three Supplemental Agreements (PAPI Categorical Exclusion, Runway 9-27 Runway Safety Area Design and Airport Pavement Management System Study), that will total approximately \$500,000 through January 10, 2027. However, this City Council approval did not include an increase in the City Manager, or designee’s authority to execute project Supplemental Agreements. An increase in City Manager, or designee, authority is necessary for the City Manager, or designee, to execute Supplemental Agreements as needed, for amounts over \$500,000 per firm over the agreement.

DISCUSSION:

On January 4, 2022, City Council approved the Agreement with Mead & Hunt for Consulting and administrative services associated with Airport Capital Improvement Projects scheduled through January 10, 2027 for \$500,000.

On January 27, 2026, City Council approved the First Amendment to the Master Agreement amending the agreement amount from \$500,000 to \$1,000,000, to account for additional projects that will total approximately \$500,000 through January 10, 2027, but did not increase the City Manager, or designee, authority to execute Supplemental Agreements for the increased amount.

In order for the City Manager, or designee, to execute project Supplemental Agreements related to the increased amount, from \$500,000 to \$1,000,000, that was approved by City Council on January 27, 2026, the City Manager, or designee, requires an equivalent increase in authority to execute said project Supplemental Agreements.

Planned projects remaining through January 10, 2027 include, but are not limited to, the following:

Federal FY 2025	PAPI Categorical Exclusion	\$12,500
Federal FY 2025	Runway 9-27 Runway Safety Area Design	\$298,280
Federal FY 2025	Airport Pavement Management System Study	\$99,708

Purchasing Resolution 24101 Section 1104 states, “Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval.... (c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000.”

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution 24101.

FISCAL IMPACT:

There is no fiscal impact related to this action for the additional authority requested for the City Manager to execute the project Supplemental Agreements. On January 27, 2026, City Council approved the First Amendment to the Master Agreement amending the agreement amount from \$500,000 to \$1,000,000. Agreements will be charged on an as needed basis to current and future Airport projects based on available budget.

Prepared by:	Daniel Prather, Airport Manager
Approved by:	Daniel Prather, Airport Manager
Certified as to availability of funds:	Julie Nemes, Interim Finance Director
Approved by:	Gilbert Hernandez, Interim Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Master Professional Consultant Services Agreement
2. First Amendment to the Master Professional Consultant Services Agreement
3. PAPI Categorical Exclusion Supplemental Agreement
4. APMS Study Supplemental Agreement
5. 9-27 RSA Design Supplemental Agreement