

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> September 20, 2022	<b>ITEM TIME:</b>
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<b>FROM:</b>	Kevin Booth
<b>TODAY'S DATE:</b>	September 11, 2021
<b>AGENDA TITLE:</b>	Amendment #17 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 for the General Aviation Rent Study in support of the ongoing Primary Management Compliance Documents project.

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Consideration for approval and authorization for the Chair to sign the attached Amendment #17 to the Professional Services Agreement between Routt County and Mead & Hunt for the FY 2022 General Aviation Rent Study in support of the ongoing Primary Management Compliance Documents project.

<b>II. RECOMMENDED ACTION:</b>
Approval and authorization for the Chair to sign the attached Amendment #17 to the Professional Services Agreement between Routt County and Mead & Hunt for the FY 2022 General Aviation Rent Study in support of the ongoing Primary Management Compliance Documents project.

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE:</b> NA
<b>PROPOSED EXPENDITURE:</b> \$6,200
<b>FUNDING SOURCE:</b> YVRA reserve funds

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>
None expected

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### **V. BACKGROUND INFORMATION:**

This General Aviation Rent Study was added to Mead & Hunt's scope to support our current PMCD project; this study provides us with updated/recommended lease rates that will be used for existing lease renewals and new lease agreements associated with our GA Development Project.

PMCDs consist of Rules and Regulations, General Aviation Minimum Standards, Leasing Policy, Rents and Fees Policy, Development Standards, and related documents (i.e., General Aviation Operator and Lessee Application, General Aviation Operator Permit, and General Aviation Self-Fueling Permit). YVRA currently has Minimum Standards, and Rules and Regulations last updated in 2003 and has not published any of the other PMCDs listed above. Recent increases in private party interest in development of the General Aviation (GA) area on the east end of the airfield have made it clear that an update and supplemental PMCD documents as listed above will help ensure GA development is well planned and executed.

I have opted to add this scope to Mead & Hunt's Professional Services Agreement with the understanding that their on-call PMCD specialist Aviation Management Consulting Group (AMCG) out of Denver will be doing the work. I have interviewed twice with AMCG's owner and have high confidence we will get quality products that will serve the airport well for the foreseeable future. The project is expected to take 6-9 months to complete.

### **VI. LEGAL ISSUES:**

None expected.

### **VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None expected.

### **VIII. SUMMARY AND OTHER OPTIONS:**

NA