



## Legislation Text

---

**File #:** 2021-0441, **Version:** 1

---

**To:** Board of Supervisors

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:** Johannes J. Hoevertsz 707-565-2231

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Award of Agreement for Air Service Development at Charles M. Schulz - Sonoma County Airport

**Recommended Action:**

Approve and authorize the Chair to execute an agreement with Crawford, Murphy, & Tilly, Inc. for an Air Service Development solution at Charles M. Schulz - Sonoma County Airport

**Executive Summary:**

The Department of Transportation and Public Works - Airport Division (Airport) is requesting the Board of Supervisors approve and authorize the Chair to execute an agreement with Crawford, Murphy, & Tilly, Inc. for an Air Service Development solution at the Charles M. Schulz - Sonoma County Airport for an amount of \$429,059. Cost of multi-year provider services will be financed via reimbursement from the Coronavirus Aid, Relief and Economic Stimulus (CARES) Act grant and/or the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) Act submission process. CRRSA is very similar to the CARES Act and is the second generation of that funding.

**Discussion:**

The Charles M. Schulz - Sonoma County Airport is a non-hub, commercial service airport, owned and operated by the County of Sonoma. The Airport is located approximately seven miles northwest of the center of Santa Rosa, California and accommodates all phases of air transportation, including scheduled air service and general aviation. The Airport has been experiencing rapid growth in commercial air service. The Airport is in the process of a terminal expansion in order to accommodate the increasing passenger traffic. The terminal expansion is scheduled to be completed in summer 2022. Passenger numbers increased from 440,644 in 2018 to 488,179 in 2019, and dropped to 195,303 in 2020 during the COVID-19 pandemic. There are between 1,500 and 2,500 passengers moving through the terminal on a peak day at the Airport. Additionally, the Airport manages over 488 leases, operating agreements, hangars, concessions, and other landlord/tenant relationships.

The Airport's current contract with its air service development provider, Landrum & Brown, Inc., including the exercise of a one-year extension, expires at the end of FY 2020-21. Landrum & Brown originally assumed an agreement that was initially issued between the County and Trillium Aviation on August 1, 2018. That agreement was originally approved by the Board on December 15, 2018. A new agreement was issued to Landrum & Brown on July 28, 2020 and was extended to June 30, 2021 to allow for enough time for the Request for Proposal process to be completed for this agreement. As part of Purchasing requirements for

formal solicitations, the Airport released a formal Request for Proposals (RFP) in the fall of 2020. This RFP sought out interested parties able to provide an air service development solution for the Airport, including general airport marketing and business planning; airport operations plans; economic analysis; and other related services. The RFP listed two primary desirables:

- Effective air service development program
- Enhanced or expanded air service at STS

Proposals were due on November 9, 2020. Five interested parties submitted proposals. An impartial scoring committee composed of various County staff and a representative from an outside airport evaluated all five interested parties. Evaluation was based on several determining factors including: a demonstrated ability to perform the services described, airport experience, qualifications, expertise, work schedule, testing, costs relative to the scope of services, and a willingness to accept the County's standard contract terms. A second impartial scoring committee composed of various County staff to determine a final recommendation interviewed the three highest scoring proposals. The second scoring committee recommended Crawford, Murphy, & Tilly, Inc. as the best and most qualified company providing the greatest value for the Airport.

The Airport recommends the Board approve and authorize the Chair to execute an agreement with Crawford, Murphy, & Tilly, Inc. for an Air Service Development solution, for a term of three years in an amount not to exceed \$429,059.

**Prior Board Actions:**

None

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	\$143,020		
Additional Appropriation Requested		\$143,020	\$143,019
<b>Total Expenditures</b>	<b>\$143,020</b>	<b>\$143,020</b>	<b>\$143,019</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$143,020	\$143,020	\$143,019
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$143,020</b>	<b>\$143,020</b>	<b>\$143,019</b>

**Narrative Explanation of Fiscal Impacts:**

The total contract amount of \$429,059 will be divided equally across the three-year term of the agreement. Annually, the expense is approximately \$143,020 and appropriations were included in the FY 2021-2022 recommended. Ongoing costs will be included in future fiscal year budget request. Once paid for out of normal budgetary funds, those funds will be reimbursed in full through the CARES Act grant and/or CRRSA Act

submission process. CRRSA is very similar to the CARES Act and is the second generation of that funding. CARES Act provided our initial \$19,661,086 funding allowance and CRRSA is providing an additional \$2,108,751 in similar funding. This funding is intended to offset the Airport's operating expenses and debt service to help insure a successful transition from the effects of the COVID-19 pandemic. CARES Act reimbursement may be requested through the Federal Aviation Administration (FAA) and CRRSA reimbursement may be requested through FAA as well.

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

None

**Related Items "On File" with the Clerk of the Board:**

Air Service Development Agreement