

**AGENDA**  
**REGULAR SESSION OF THE**  
**BORDER COAST REGIONAL AIRPORT AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**Thursday, January 5, 2017 at 2:00 P.M.**

**FLYNN ADMINISTRATIVE CENTER – BOARD OF SUPERVISORS CHAMBERS**  
**981 H STREET, SUITE 100**  
**CRESCENT CITY, CALIFORNIA**

*Items may be taken out of sequence to accommodate the public and staff availability. Items followed with a  
\*\* indicate material will be provided to the Board.*

**2:00 P.M. Call the meeting to order and take roll.**

- Pledge of Allegiance.

**REGULAR AGENDA**

- **COMMENT PERIOD:** Members of the public may address the Board on matters that are within the jurisdiction of the board. If you are addressing the Board regarding a matter listed on the agenda, you may be asked to hold your comments until the Board takes up that matter. Please limit your comments to three minutes or less.
1. Border Coast Regional Airport Authority Board of Commissioners election of new chair.
  2. Consider and approve the minutes of the December 5, 2016 Special Session of the Border Coast Regional Airport Authority. \*\*
  3. Review and approve staff recommendation to award the 5 year As-Needed Engineering Services contract. \*\*
  4. Review and approve staff recommendation to award the 5 year As-Needed Environmental Services contract. \*\*
  5. Approve and adopt the proposed Crescent City Airport Capital Improvement Plan (ACIP) for 2017-2022 and direct staff to submit annual ACIP as finalized to the FAA. \*\*
  6. Review, approve and authorize Chair to sign Resolution #2017-01 authorizing execution and submission of Airport Improvement Grant pre-applications, applications and award documents for the federal fiscal year 2017-18. \*\*
  7. Pen Air presentation on local service.
  8. Vanir Construction Management, Inc. presentation regarding Terminal Phase II bid status.

9. Capital Projects Update:
  - Construction – Matthew Leitner, Airport Director
  - Environmental – Susan Daugherty, Program Manager
  - Financial – Susan Daugherty, Program Manager
10. Airport Director's Report – Informational Only.
11. Reports from Commissioners regarding Border Coast Regional Airport Authority business, request clarification, information or that items be included in the future agendas. No action will be taken but direction may be given to staff and items scheduled for future agendas.
12. Adjourn to the next regular meeting on Thursday, February 2, 2017 at 2:00 p.m. at the Del Norte County Board of Supervisors Chambers.

*Anyone requiring reasonable accommodation to participate in the meeting should contact the Border Coast Regional Airport Authority Office at (707) 464-7288, at least five (5) days prior to the meeting. For TTY/TDD use for speech and hearing impaired, please call (707) 464-2226.*

Heather Holt, Clerk of the Board

Date Posted: January 3, 2017

**MINUTES**  
**SPECIAL SESSION OF THE**  
**BORDER COAST REGIONAL**  
**AIRPORT AUTHORITY BOARD OF COMMISSIONERS**  
**Monday, December 5, 2016 at 2:00 P.M.**

**FLYNN ADMINISTRATIVE CENTER – BOARD OF SUPERVISORS CHAMBERS**  
**981 H STREET, SUITE 100**  
**CRESCENT CITY, CALIFORNIA**

**PRESENT:** Chairman Finigan  
Commissioner Fearing  
Commissioner Inscore  
Commissioner Hemmingsen  
Commissioner Woods  
Commissioner Hedenskog  
Commissioner Thompson

**ABSENT:** Commissioner Brown

**ALSO PRESENT:** Matthew Leitner, Airport Director  
Susan Daugherty, Airport Program Manager  
Heather Holt, Clerk of the Board  
Bob Black, Counsel

**2:00 P.M. Call the meeting to order and take roll.**

- Clerk took roll and all were present with the exception of those noted above.
- Pledge of Allegiance.

**Action:** Chairman Finigan led the Pledge of Allegiance.

**CONSENT AGENDA**

- **COMMENT PERIOD:** Members of the public may address the Board on matters that are within the jurisdiction of the board. If you are addressing the Board regarding a matter listed on the agenda, you may be asked to hold your comments until the Board takes up that matter. Please limit your comments to three minutes or less.
1. Consider and approve the minutes of the November 3, 2016 Regular Session of the Border Coast Regional Airport Authority.
  2. Consider and approve the minutes of the November 17, 2016 Special Session of the Border Coast Regional Airport Authority.

3. Review, approve and authorize Chair to sign budget transfer to set up the AIP 34 grant revenues and expenses in the current year budget.
4. Review, approve and authorize Chair to sign budget transfer to set up the CalTrans loan for AIP 30 matching fund proceeds in the current year budget.
5. Review, approve and authorize Chair to sign budget transfer to set up the Del Norte County Loan for match and ineligible costs in AIP 34.

**Action:** On a motion by Commissioner Hedenskog and seconded by Commissioner Fearing, the Board unanimously approved items 1 through 5 of the Consent Agenda.

**Motion:** Motion to Approve

**Move:** Commissioner Hedenskog

**Second:** Commissioner Fearing

**Vote Yea:** 6 Fearing, Inscore, Finigan, Woods, Hedenskog, Thompson

**Vote Nay:** 0

**Vote Abstain:** 0

## PRESENTATIONS

\*Commissioner Hemmingsen joined the meeting at 2:04pm

6. Certificates of appreciation read by Chairman Finigan for Kathryn Murray & Susan Brown for services to the BCRAA Board.
7. Approve and adopt resolution 2016-04 recognizing David Finigan for his years of service as Chairman to BCRAA Board.

**Action:** On a motion by Commissioner Hedenskog and seconded by Commissioner Fearing, the Board unanimously approved and adopted Resolution 2016-04 recognizing David Finigan for his years of service as Chairman to BCRAA Board. Commissioner Hemmingsen read aloud and presented a copy of Resolution 2016-04 to Chairman Finigan.

**Motion:** Motion to Approve

**Move:** Commissioner Hedenskog

**Second:** Commissioner Fearing

**Vote Yea:** 7 Fearing, Inscore, Hemmingsen, Finigan, Woods, Hedenskog, Thompson

**Vote Nay:** 0

**Vote Abstain:** 0

## SPECIAL SESSION AGENDA

8. Direct staff to negotiate with low bidder, Danco Builders, to effect a negative change order, reducing the overall costs to meet available funding, upon approval of negotiation action by the FAA.

**Action:** On a motion by Commissioner Hemmingsen and seconded by Commissioner Fearing, the Board directed staff to engage in conversation with URS, Inc., Vanir Construction, Inc. and low bidder, Danco Builders, to discuss value engineering sufficient to reduce the overall costs to meet available funding, upon approval of negotiation action by the FAA.

**Motion:** Motion to Approve

**Move:** Commissioner Hemmingsen

**Second:** Commissioner Fearing

**Vote Yea:** 7 Fearing, Inscore, Hemmingsen, Finigan, Woods, Hedenskog, Thompson

**Vote Nay:** 0

**Vote Abstain:** 0

9. Review, approve and authorize advertisement of Request-For-Qualifications (RFQ) and contract, as drafted, for 5 year as-needed engineering services.

**Action:** On a motion by Commissioner Fearing and seconded by Commissioner Hedenskog, the Board approved and authorized advertisement of Request-For-Qualifications (RFQ) and contract, as drafted, for 5 year as-needed engineering services.

**Motion:** Motion to Approve

**Move:** Commissioner Fearing

**Second:** Commissioner Hedenskog

**Vote Yea:** 7 Fearing, Inscore, Hemmingsen, Finigan, Woods, Hedenskog, Thompson

**Vote Nay:** 0

**Vote Abstain:** 0

10. Review, approve and authorize advertisement of Request-For-Qualifications (RFQ) and contract, as drafted, for 5 year as-needed environmental services.

**Action:** On a motion by Commissioner Hedenskog and seconded by Commissioner Woods, the Board approved and authorized advertisement of Request-For-Qualifications (RFQ) and contract, as drafted, for 5 year as-needed environmental services.

**Motion:** Motion to Approve

**Move:** Commissioner Hedenskog

**Second:** Commissioner Woods

**Vote Yea:** 7 Fearing, Inscore, Hemmingsen, Finigan, Woods, Hedenskog, Thompson

**Vote Nay:** 0

**Vote Abstain:** 0

11. Capital Projects Update:

- Construction – David Bose, Vanir Construction, Inc.
  - Phase I Update – over 90% complete with expected completion by Dec. 31<sup>st</sup>, 2016.
  
- Environmental – Susan Daugherty, Program Manager
  - Bay Meadows Mitigation Update
  - Pacific Shores Mitigation Update
  
- Financial – Susan Daugherty, Program Manager
  - State loan executed documents for AIP 31 matching funds for the mitigation work at Pacific Shores were received.
  
  - New county loan update - 2.8 million
  - Repayment of first county loan will come from three sources and should be paid in full this month.
  - Annual outside audit completed successfully.

12. Airport Director's Report – Informational Only.

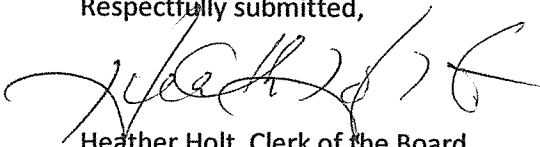
- Airport Capital Improvement Project (ACIP) update.
- McBeth and Ward Obstruction Removal update.
- CEC Obstruction Removal update.
- Airline reliability and schedule update.
- Enplanement update.

13. Reports from Commissioners regarding Border Coast Regional Airport Authority business, request clarification, information or that items be included in the future agendas. No action will be taken but direction may be given to staff and items scheduled for future agendas.

14. Adjourn to the next regular meeting on Thursday, January 5, 2017 at 2:00 p.m. at the Del Norte County Board of Supervisors Chambers.

**Action:** Chairman Finigan adjourned the meeting at 3:01pm, to the Regular Session meeting on Thursday, January 5, 2017 at 2:00 p.m. at the Del Norte County Board of Supervisors Chambers.

Respectfully submitted,



Heather Holt, Clerk of the Board  
Border Coast Regional Airport Authority

BOARD MEMO

DATE: December 30, 2016

AGENDA DATE: January 5, 2017

MEMO TO: Border Coast Regional Airport Authority Board of Commissioners

FROM: Matthew Leitner, Airport Director

SUBJECT: Consultant Selection, 5-Year As-Needed Engineering Services

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**RECOMMENDATION FOR BOARD ACTION:** *Review and approve staff recommendation for WH Pacific to provide 5-year as-needed BCRAA engineering services and award contract, authorize Chair to sign.*

**DISCUSSION/SUMMARY:** Statements-of-qualification (SOQ) were recently solicited from qualified consultants to provide 5-year as-needed engineering services for BCRAA. A qualifying SOQ was received from the following firm:

- WH Pacific

A review committee comprised of BCRAA staff (Airport Director & Program Manager) along with two engineering representatives from Del Norte County Community Development reviewed the SOQ submitted by WH Pacific and assigned a numerical value derived from numerous criteria, including but not limited to; qualifications of firm and project team, local response capability, references and SOQ adequacy/supporting data. The average of these four scores came to 89% which is consistent with all four evaluators considering WH Pacific to be very well qualified.

**ALTERNATIVES:** 1.) Do not approve staff recommendation, request further solicitation for SOQs.

**OTHER AGENCY INVOLVEMENT:** BCRAA/FAA

**SIGNATURES REQUIRED:** Airport Director

**FINANCING:** N/A

**ADMINISTRATIVE SIGN-OFF:**

County Auditor: N/A

JPA Counsel: Yes

County Administrative Officer: N/A

County Personnel: Yes

Other Department: DNCO Community Development Department

Cc: Susan Daugherty, Airport Program Manager

BOARD MEMO

DATE: December 30, 2016

AGENDA DATE: January 5, 2017

MEMO TO: Border Coast Regional Airport Authority Board of Commissioners

FROM: Matthew Leitner, Airport Director

SUBJECT: Consultant Selection, 5-Year As-Needed Environmental Services

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**RECOMMENDATION FOR BOARD ACTION:** *Review and approve staff recommendation for GHD, Inc. to provide 5-year as-needed BCRAA environmental services and award contract, authorize Chair to sign.*

**DISCUSSION/SUMMARY:** Statements-of-qualification (SOQ) were recently solicited from qualified consultants to provide 5-year as-needed environmental services for BCRAA. An SOQ was received from the following three firms:

- Galea Wildlife Consulting
- Coffman Associates, Inc.
- GHD, Inc.

A review committee comprised of BCRAA staff (Airport Director & Program Manager) along with the Director of Natural Resources for the Tolowa Dee-ni' Nation reviewed the SOQs submitted by these three firms and assigned a numerical value (0-100) derived from numerous criteria, including but not limited to; qualifications of firm and project team, local response capability, references and SOQ adequacy/supporting data.

After careful and comprehensive consideration the review committee deemed GHD, Inc. to be the most qualified firm with an average rating of 99%. The other two firms came in at 93% for Coffman Associates, Inc. and 72% for Galea Wildlife Consulting.

**ALTERNATIVES:** 1.) Do not approve staff recommendation, request further solicitation for SOQs.

**OTHER AGENCY INVOLVEMENT:** BCRAA /FAA

**SIGNATURES REQUIRED:** Airport Director

**FINANCING:** N/A

**ADMINISTRATIVE SIGN-OFF:**

County Auditor: N/A

JPA Counsel: Yes

County Administrative Officer: N/A

County Personnel: Yes

Other Department: Tolowa Dee-ni' Nation Department of Natural Resources

Cc: Susan Daugherty, Airport Program Manager



BOARD MEMO

DATE: December 27, 2016                      AGENDA DATE: January 5, 2017  
MEMO TO: Border Coast Regional Airport Authority Board of Commissioners  
FROM: Matthew Leitner, Airport Director  
SUBJECT: CEC Airport Capital Improvement Plan (ACIP) 2017-2022

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**RECOMMENDATION FOR BOARD ACTION:** *Approve and adopt the proposed CEC ACIP for 2017-2022 as reviewed with FAA ADO Planner and Program Manager. Direct BCRAA staff to submit annual ACIP, as finalized, to FAA Airport District Office (ADO) and Caltrans Division of Aviation.*

**DISCUSSION/SUMMARY:** Attached to this memo you will find CEC's ACIP covering 2017-2022 as formulated during our meeting at the San Francisco FAA Airports District Office October 24th. This ACIP secures federal funding to satisfy numerous future needs post-terminal; namely runway rehabilitation, installation of taxiway lighting, Part 77 obstruction removal and a new Master Plan/ALP. The only grant being applied for this year is the obstruction removal design and environmental.

**ALTERNATIVES:** N/A

**OTHER AGENCY INVOLVEMENT:** FAA, Caltrans Division of Aviation

**SIGNATURES REQUIRED:** N/A

**FINANCING:** N/A

**ADMINISTRATIVE SIGN-OFF:**

Auditor: N/A  
JPA Counsel: N/A  
County Administrative Officer: N/A  
County Personnel: N/A  
Other Department: N/A

Cc: Susan Daugherty, Program Manager

**CEC AIRPORT CAPITAL IMPROVEMENT PLAN**  
**FISCAL YEAR 2017-2022**

AIRPORT NAME: Del Norte County Regional Airport, Jack McNamara Field/CEC      DATE: 29-Dec-16  
 ASSOCIATED CITY: Crescent City      NPIAS NO.: 06 0057  
 STATE: California

			95%	5%	Total	
1	P	2017	Part 77 Obstruction Clearance - Environmental/Project and Mitigation Design	403,750	21,250	425,000
2	D	2018	Part 77 Obstruction Clearance and Environmental Mitigation Construction - Land Purchase	1,520,000	80,000	1,600,000
3	P	2019	Design and Environmental Only - Runway 18/36 Pavement Rehab/Overlay With Markings	570,000	30,000	600,000
4	P	2019	Design and Environmental Only - Runway 18/36 and Taxiways Lighting Replacement	399,000	21,000	420,000
5	D	2019	ARFF Truck	475,000	25,000	500,000
6	D	2020	Construct Runway 18/36 Pavement Rehab & Overlay	6,650,000	350,000	7,000,000
7	P	2020	Design and Environmental Runway 18/36 and Taxiway Lighting Replacement	399,000	21,000	420,000
8	D	2021	Runway 18/36 and Taxiways A/B Markings and Lighting	2,565,000	135,000	2,700,000
9	D	2022	Design Runway 12/30 Pavement Rehab & Overlay	7,600,000	400,000	8,000,000
10	P	2022	Master Plan with ALP and AGIS	475,000	25,000	500,000
			<b>AIRPORT CAPITAL IMPROVEMENT PROGRAM TOTALS</b>	<b>\$ 21,056,750</b>	<b>\$ 1,108,250</b>	<b>\$ 22,165,000</b>

**BORDER COAST REGIONAL AIRPORT AUTHORITY**

**BOARD MEMO**

**DATE:** December 27, 2016 **AGENDA DATE:** January 5, 2017

**MEMO TO:** Border Coast Airport Authority Board of Commissioners

**FROM:** Susan Daugherty, Program Manager

**SUBJECT:** Review, adopt and authorize Chair to sign Resolution 2017-01 to facilitate application and execution of Airport Improvement grants

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**RECOMMENDATION FOR BOARD ACTION:** Review and adopt Resolution 2017-01 authorizing filing of applications for AIP grants as listed on the approved Airport Capital Improvement Program for the federal fiscal year 2017-18 and authorize execution of grants awarded.

**DISCUSSION/SUMMARY:** We have been requested by the FAA ADO office to submit preliminary grant applications for our 2017 project, based on estimates to serve as place holders on grant funds. Once final scope and budgets are established, the grant applications will be refined and submitted as final.

The FAA grant funding works on a tight timeline and, by preapproving the execution of the grant applications and grant acceptance, BCRAA grant funds can be secured without the requirement of additional meetings.

BCRAA staff will continue to keep the board apprised of all pending grant awards.

**OTHER AGENCY INVOLVEMENT:** None

**SIGNATURES REQUIRED:** BCRAA Chair

**FINANCING:**

**ADMINISTRATIVE SIGN-OFF:**

Auditor: N/A

JPA Counsel: N/A

County Administrative Officer: N/A

Personnel: N/A

Other Department: N/A

cc: Matthew Leitner

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RESOLUTION NO. 2017-01

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE BORDER COAST REGIONAL AIRPORT AUTHORITY AUTHORIZING EXECUTION AND SUBMITTAL OF PRE-APPLICATIONS, APPLICATIONS AND GRANT ACCEPTANCE DOCUMENTS FOR FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT GRANTS FOR THE FEDERAL FISCAL YEARS 2017-18

WHEREAS, the Border Coast Regional Airport Authority (the Authority) is a public entity established under Government Code §§ 6500 *et seq.*, the "Joint Powers Authority Law," and

WHEREAS, the Del Norte County Regional Airport, Jack McNamara Field (CEC) is owned by the County of Del Norte and operated and managed by the Authority by virtue of the County's approval of the Authority's Joint Powers Agreement and a Master Lease with County as lessor and Authority as lessee; and

WHEREAS, as part of its application for federal Airport Improvement Program (AIP) grant funding, the Authority submitted an Airport Capital Improvement Plan (ACIP) to the Federal Aviation Administration (FAA) for the federal fiscal years (FY) 2017-18 through 2021-22; and

WHEREAS, the ACIP is used by the FAA to determine and allocate AIP grant funds to those projects for which grant applications have been submitted; and

WHEREAS, the FAA makes airport improvement grants available to local airport sponsors for approximately ninety-five (95%) of the total eligible costs for Airport projects; and

WHEREAS, the Authority certifies that matching funds (5%) are available for FY 2017-18 ACIP projects through reserve funds of the Border Coast Regional Airport Authority; and

WHEREAS, the BCRAA desires to submit grant applications to the FAA to obtain AIP grant funds as they may become available for certain ACIP projects; and

WHEREAS, the FAA requires pre-applications in addition to final applications after bid for each AIP project; and

WHEREAS, the FAA requires acceptance of grant funds within a very limited time frame;

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners for the Border Coast Regional Airport Authority hereby:

1. Authorizes submittal of pre-application(s) and final application(s) for FAA Airport Improvement Program (AIP) grant(s) for Federal Fiscal Year 2017-18, to include all required documents.
2. Authorizes the Chairman of the Authority board, the Airport Director or his designee to execute on behalf of the BCRAA any other documents associated with the application

and acceptance of the grant funds from the Federal Aviation Administration.

PASSED AND ADOPTED this 5th day of January, 2017, by the Board of Commissioners of the Border Coast Regional Airport Authority, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Chair

ATTEST:

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Heather Holt, Clerk of the Board