County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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Third District

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MICHAEL D. ANTONOVICH
Fifth District

December 18, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

DEPARTMENT OF PUBLIC WORKS:
APPROVE THE BRACKETT FIELD AIRPORT, NORTH SIDE HELIPADS PROJECT, AND AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO APPLY FOR AND ACCEPT A FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT AND A STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION CALIFORNIA AID TO AIRPORTS PROGRAM FOR AN AIRPORT IMPROVEMENT PROGRAM MATCHING GRANT CAPITAL PROJECT NO. 69303; AND APPROVE APPROPRIATION ADJUSTMENT (FIFTH DISTRICT) (4 VOTES)

SUBJECT

Approval of the recommendations will allow the Department of Public Works to apply for and accept a Federal and State Grant to complete the Brackett Field Airport, North Side Helipads Project, in the City of La Verne.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the Brackett Field Airport, North Side Helipads Project is categorically exempt from the California Environmental Quality Act because the Project includes repair, maintenance and replacement of existing facilities, and minor public alterations in the condition of land for the reasons stated in this letter and in the record of the Project.

2. Approve the proposed Brackett Field Airport, North Side Helipads Project, Capital Project No. 69303, with a total proposed Project cost estimate of $900,000.

3. Approve the appropriation adjustment to transfer $750,000 from the Department of Public Works, Aviation Enterprise Fund to the proposed Brackett Field Airport, North Side Helipads Project, Capital Project No. 69303.

4. Authorize the Director of Public Works, or her designee, to apply for a Federal Aviation Administration Airport Improvement Program Grant; and a State of California Department of Transportation California Aid to Airports Program for an Airport Improvement Program Matching Grant for the proposed Brackett Field Airport, North Side Helipads Project.

5. Approve an exception to the County of Los Angeles Grant Policy by delegating authority to the Director of Public Works, or her designee, to timely accept the Federal Aviation Administration Airport Improvement Program Grant and the State of California Department of Transportation California Aid to Airports Program for an Airport Improvement Program Matching Grant for the proposed Brackett Field Airport, North Side Helipads Project.

6. Authorize the Director of Public Works, or her designee, to conduct business with the Federal Aviation Administration and the State of California Department of Transportation on all matters related to the grant funds for the proposed Bracket Field Airport, North Side Helipads Project, including execution of the grant agreements and signing requests for reimbursement.

7. Authorize the Director of Public Works, or her designee, to undertake all actions to carry out designs for the proposed Bracket Field Airport, North Side Helipads Project, including any amendments, extensions of time, and minor changes in Project scope.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to find the proposed Brackett Field Airport, North Side Helipads Project (Project) exempt from the provisions of the California Environmental Quality Act (CEQA), approve an appropriation adjustment and authorize the Department of Public Works (Public Works) to apply for and accept a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant and a State of California Department of Transportation (Caltrans) California Aid to Airports Program (CAAP) AIP Matching Grant for design and construction costs of the proposed Project.

The proposed Project consists of the relocation of the Brackett Field Airport helicopter operating area to provide a buffer to avoid potential conflicts between fixed-wing aircraft and helicopters. The proposed Project is on the north side of the airport, approximately 300 feet away from the runway area, between the Airport Traffic Control Tower and the Automated Weather Observing System equipment. Currently, a concrete helicopter parking pad exists on the north side of the airport and is in close proximity to the aircraft run-up area for Runway 26R. Helicopters currently park in various areas and approach the airport for landing by using Runway 26R.

The existing helicopter parking pad will be replaced by three paved helicopter parking pads with paved ground-access roads of approximately 24 feet wide by 287 feet long for ground support vehicles. One parking pad will be for small helicopters up to 35 foot rotor diameter, and the other two pads will accommodate helicopter up to 72 foot rotor diameter. The objective for the proposed Project is to more efficiently and safely accommodate existing airport activities, which include disaster-relief, such as fire and air rescue, air ambulance and law enforcement activities, helicopter flight training, and other general aviation activities. The proposed Project is consistent with the FAA-approved Airport Layout Plan and the Brackett Field Airport Master Plan adopted by the Board on September 29, 1992.

On November 8, 2011, Agenda Item 20, the Board authorized the Director of Public Works (Director), or her designee, to award and execute as-needed consultant services agreements for aviation design engineering services at the five County of Los Angeles airports to support the Airport Capital Improvement Program. The design for the proposed Project will be completed by a qualified aviation design consultant and a construction contract will be awarded to a qualified construction contractor through a competitive bid process. Upon completion of the proposed Project design, Public Works will return to the Board to request adoption of the plans and specifications and the Board's authorization to advertise for construction bids and, thereafter, Public Works will return to the Board to request award of a construction contract to the lowest responsive and responsible Bidder.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). Implementation of the recommended actions will authorize Public Works to seek grant funds from outside sources to increase the County of Los Angeles' (County) project funding capabilities, will provide an improved and more accommodating facility for airport customers, and will support quality public works infrastructure services to the communities.

FISCAL IMPACT/FINANCING

The total proposed Project cost estimate is $900,000, as detailed in the Project Summary in Attachment I, including construction contract, change order allowance, material testing, topographic surveying, engineering design, construction inspection, and Project administration.

The anticipated FAA AIP Grant of $810,000 will reimburse a minimum of 90 percent of the proposed Project cost. The Caltrans CAAP AIP Matching Grant will fund $40,500, which equates to a maximum of 5 percent of the FAA AIP Grant amount and the remaining $49,500 will be funded with Public Works' Aviation Enterprise Funds (M02 Enterprise Fund). The proposed Project will initially be funded with M02 Enterprise Funds prior to the award of the FAA AIP and CAAP AIP grants.

Approval of the attached appropriation adjustment (Attachment III) will transfer $750,000 from the M02 Enterprise Fund, to the Brackett Field Airport, North Side Helipads Project. In addition, $150,000 in appropriation is encumbered in the Aviation Enterprise Fund (M02) to fund planning and design services.

Upon completion of the proposed Project, the FAA AIP and Caltrans CAAP AIP grants will reimburse the M02 Enterprise Fund via appropriation adjustment.

There will be no impact to the County General Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Public Utilities Code Sections 21681-21684 and Section 4064 of the Caltrans CAAP Regulations, local government approval is required before submitting an application for grant funding.

Following the FAA AIP Grant offer, Public Works typically has less than one week to execute the grant agreement. To meet this short deadline from the FAA, Public Works recommends that the Board approve an exception to the County's grant policy, which requires that all grants are to be accepted by the Board. The proposed exception to the grant acceptance policy would allow the Director, or her designee, to accept the FAA AIP Grant on behalf of the County.

On July 11, 2000, the Board approved guidelines for the acceptance of State and Federal grants in the amount of $100,000 or more. These guidelines include a requirement that a County Department prepare a Grant Management Statement for the Board's review prior to carrying out activities covered under the grant. The attached Grant Management Statement for the FAA AIP Grant, Attachment II, has been prepared to conform to this requirement.

All Grant Agreements will be reviewed and approved as to form by County Counsel prior to execution by the Director.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The proposed Project, which would include replacement of the existing helicopter parking pad and construction of three (3) new paved helicopter parking pads and a paved ground access roadway on existing facilities, is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301(c), 15302(c) and 15303(e) of the CEQA Guidelines, and Classes 1(n), 2(a) and 3(b), and 4(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, which apply to operation, repair, and maintenance of existing facilities, construction of small facilities or structures, and minor public alterations in the condition of land. The proposed Project involves negligible or no expansion of an existing use, the replacement helicopter parking pad will be located on the same site as the existing helicopter pad and will have the same purpose and capacity as the structure replaced and the proposed Project does not include removal of healthy, mature, scenic trees. Additionally, the proposed Project is not in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the proposed Project records.

Upon the Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Completion of the proposed Project will significantly enhance operations at the airport by providing the facilities for disaster-relief activities that would include fire and air rescue, air ambulance services and law enforcement activities, helicopter flight training, and other general aviation operations.

CONCLUSION

Please return one adopted copy of this Board Letter to the Chief Executive Office, Capital Project Division; and to the Department of Public Works, Aviation Division.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Office

WTF:RLR:DJT
SW:VM:zu

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Public Works

ATTACHMENT I

BRACKETT FIELD AIRPORT
NORTH SIDE HELIPADS
PROJECT ACTIVITY SUMMARY

I. PROJECT SCHEDULE

Project Activity	Proposed Completion Date
Advertise for Construction Bids	March 2013
Submit Grant Application to the FAA	April 2013
Receive FAA Grant Award	May 2013
Award Construction Contract	June 2013
Construction Start	August 2013
Final Acceptance	December 2013

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	$ 0
Construction	
Low Bid Construction Contract	$600,000
Job Order Contract	0
Change Orders	60,000
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Miscellaneous Expense - Inspections	0
Telecomm Equipment – Affixed to Building	0
Civic Arts	0
Subtotal	$660,000
Programming/Development	$ 0
Plans and Specifications	$ 0
Consultant Services	
Site Planning	0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	0
Material Testing	$10,000
Cost Estimating	0
Topographic Surveys	10,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Design Engineering	120,000
Subtotal	$140,000
Miscellaneous Expenditures	$ 0
Jurisdictional Review/Plan Check/Permit	$ 0
County Services	
Code Compliance Inspection	0
Quality Control Inspection	0
Design Review	0
Design Services	0
Contract Administration	0
Project Administration	$50,000
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	0
Office of Affirmative Action	0
County Counsel	0
Other: DPW Construction Inspection	50,000
Sheriff Job Order Contract Management	0
Subtotal	$100,000
TOTAL	**$900,000**

ATTACHMENT II

Los Angeles County Chief Executive Office

Grant Management Statement for Grants $100,000 or More

Department: Public Works

Grant Project Title and Description

Brackett Field Airport North Side Helipads Project

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
Federal Aviation Administration (FAA)	Airport Improvement Program (AIP)	Less than 1 week after receipt of grant agreement

Total Amount of Grant Funding: $810,000	**County Match: $49,500**	
Grant Period: 6 months (est.)	**Begin Date: 11/12 (est.)**	**End Date: 05/13 (est.)**
Number of Personnel Hired Under This Grant: 0	**Full Time: N/A**	**Part Time: N/A**

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program?	Yes	No N/A
Will all personnel hired for this program be placed on temporary ("N") items?	Yes___	No N/A
Is the County obligated to continue this program after the grant expires?	Yes___	No N/A
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes___	No N/A
b.) Identify other revenue sources (describe below)	Yes	No N/A
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes	No N/A

Impact of additional personnel on existing space:

N/A

Other requirements not mentioned above:

N/A

Department Head Signature _____ Date: 10-21-12

PINK (1)

BA FORM 09/09

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 690

DEPARTMENT OF PUBLIC WORKS

December 18, 2012

AUDITOR-CONTROLLER:
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012-2013

4 - VOTES

SOURCES		USES	
PW - AVIATION ENTERPRISE FUND M02-PW-2000-47000 Services and Supplies DECREASE APPROPRIATION	750,000	PW - AVIATION ENTERPRISE FUND M02-PW-6100-47000 Other Financing Uses INCREASE APPROPRIATION	750,000
PW - AVIATION CAPITAL PROJECTS FUND M01-CP-96-9919-65022-69303 Operating Transfers In INCREASE REVENUE	750,000	PW - AVIATION CAPITAL PROJECTS FUND M01-CP-6014-65022-69303 Capital Assets - B&I INCREASE APPROPRIATION	750,000
SOURCES TOTAL: $ 1,500,000		**USES TOTAL:** $ 1,500,000	

JUSTIFICATION

The adjustment is necessary to provide funding for the Brackett Field Airport North Side Helipads Project, CP69303.

DPW BA13-

AUTHORIZED SIGNATURE Dawn McDivitt, CEO Manager

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR —

☐ ACTION

☑ RECOMMENDATION

☑ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

AUDITOR-CONTROLLER BY Karen Shikuma

B.A. NO. 051 Dec 4 20 12

CHIEF EXECUTIVE OFFICER BY

Dec 4 20 12

SEND 6 COPIES TO THE AUDITOR-CONTROLLER