



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: JANUARY 13, 2026
DEPARTMENT: ADMINISTRATION
FROM: LISA MURPHY, ASSISTANT CITY MANAGER
BY: MATT NELSON, AIRPORT MANAGER
TITLE: AMENDMENT TO THE SERVICE AGREEMENT FOR ON-CALL AIRPORT PLANNING CONTRACT WITH KIMLEY-HORN AND ASSOCIATES, INC.

RECOMMENDED MOTION:

A motion to approve resolution:

1. Authorizing the City Manager to execute an Amendment to the Agreement for Professional Services with Kimley-Horn and Associates, Inc. for airport planning and environmental consultant services to increase the total not-to-exceed amount from \$400,000 to \$750,000 and extend the term to January 31, 2027; and
2. Authorizing the appropriation of \$350,000 from the Airport Enterprise Fund Balance.

EXECUTIVE SUMMARY:

The City of Salinas entered into an agreement on February 1, 2021, with Kimley-Horn and Associates, Inc. to provide airport planning services which include studies under the broad headings of airport system and master planning, airport noise compatibility planning, environmental assessments, and other related studies.

Due to additional requests within the scope of the on-call planning contract, the airport staff is now requesting additional appropriation totaling \$350,000 to continue with tasks related to these requests. As the City goes through the process of a Request for Qualifications to select an on-call consultant for the next five years, Kimley-Horn and Associates will be able to complete work-in-progress with a 1-year extension to January 31, 2027.

BACKGROUND:

The Airport has employed consultants in the past to assist with various airport-related capital projects. The Airport requires the use of on-call consultants for their design and planning expertise and knowledge of frequently changing Federal Aviation Administration (FAA) regulations and standards.

On November 30, 2020, a Request for Qualifications for services related to Airport Planning and Environmental Consultant Services was issued. After reviewing the applications based on the City procurement policy and FAA guidance, Kimley-Horn was selected, and the City entered into an

agreement on February 1, 2021, with a termination date of January 31, 2027. The City is currently in the process of releasing a new Request for Qualifications for the next five years, but the process will not be complete prior to January 31, 2026.

CEQA/NEPA CONSIDERATION:

The City of Salinas has determined that the proposed action is not a project and, therefore exempt as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

Yes, this item does apply to California Government Code §84308/Levine Act.

STRATEGIC PLAN INITIATIVE:

This item relates to the Council’s Goal of Infrastructure and Environmental Sustainability and Public Safety by investing in the Salinas Municipal Airport.

DEPARTMENTAL COORDINATION:

The process of administering these particular projects involves Finance and the Legal Departments. The Finance Department will administer the proper disbursement of funds, and the Legal Department will review pertinent documents/contracts to ensure compliance with applicable laws and regulations. The majority of the coordination is within the City Manager’s Department to execute the agreement.

FISCAL AND SUSTAINABILITY IMPACT:

The funding for this contract will come from the department’s Airport Enterprise Fund Balance to complete this work.

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
6100	50.5340-63.5900	Other Professional Services	\$19,511	\$350,000

ATTACHMENTS:

- Resolution