

Counsel please include this information in your billing description.	>	-16-54434	Legistar #: N/A	P&C #: N/A
	>	Index Code: 306500	Project #: 25000	Charge To #: 25000
	>	Project	Review and Approve Amendment I to the Previously Approved Airport Ground	
	>	Description:	Lease Template - Used for new contract development; Template Date: 04/13/16. Includes "Approved as to Form" contract approval.	

## CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Community Development Agency  
 Division: Administration & Finance  
 Dept Contact: Sandy Ewert  
 Phone: x5102

*This CRS will be used for all Airport Ground Lease Board items.*

Authorized Signature: *Michele Weimer*  
 Michele Weimer  
 Administrative Services Officer  
 Contracts & Procurement Unit

Date Submitted: 04/14/16  
 Date Needed: 04/28/16  
 Funding Sources: N/A

**CONTRACTING DEPT: CDA**

Service Requested: Review & Approve

Contract Term:

Contract/Amendment Amount: \$0.00

Compliance with Human Resources Requirements: Yes: X No:     

Compliance verified by:                      Contract Notification Sent:                      HR Response Received:                     

Ok Per: N/A - Review of Template

**COUNTY COUNSEL:** (must approve all contracts and MOUs)

Approved: ✓ Disapproved:      Date: 5/27/16 By: *JBF*  
 Approved:      Disapproved:      Date:      By:     

*Approved with revisions provided on May 27, 2016 by email and attached hereto. Please make sure Exhibit C is updated to reflect applicable grant assurances by County to be incorporated into Lease. Call w/ questions. Council provided an additional review of the*

**Please forward to Transportation upon approval.**

*template for compliance with the final FAA policy. Airport ground lease*

**RISK MANAGEMENT:** (All contracts and MOUs except boilerplate grant funding agreements)

*template approved by Council on 07/28/16.* Approved:      Disapproved:      Date: 07/29/16 By: *S.R. Ewert*  
 Approved:      Disapproved:      Date:      By:     

*See attached email with Risk Management approval.*

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract)

Approved:      Disapproved:      Date:      By:       
 Approved:      Disapproved:      Date:      By:



Julianne Melchor &lt;julianne.melchor@edcgov.us&gt;

**Fwd: Insurance for Placerville Airport Hangar Lease for SP-14 with Steven Van Den Broeke, Ebix Account 383838**

1 message

**Kady Leitner** <kady.leitner@edcgov.us>  
To: Julianne Melchor <julianne.melchor@edcgov.us>

Thu, Oct 20, 2016 at 10:15 AM

----- Forwarded message -----

From: **Marco Sandoval** <marco.sandoval@edcgov.us>

Date: Thu, Oct 20, 2016 at 10:14 AM

Subject: Re: Insurance for Placerville Airport Hangar Lease for SP-14 with Steven Van Den Broeke, Ebix Account 383838

To: Kady Leitner &lt;kady.leitner@edcgov.us&gt;

Kady:

Per our telephone conversation a moment ago I checked Ebix and it appears the appropriate Certificates are in the process of being uploaded which meet the lease requirements. As such approved from my end.

Marco Sandoval  
Risk Manager  
El Dorado County  
330 Fair Lane  
Placerville, CA 95667  
(530) 621-6084  
(530) 642-9815, fax  
marco.sandoval@edcgov.us

On Wed, Oct 19, 2016 at 3:42 PM, Kady Leitner &lt;kady.leitner@edcgov.us&gt; wrote:

Hi Again Marco,

I am wondering if you'd had a chance to review the insurance for the subject Hangar Lease Agreement? Just a reminder, this type of lease agreement gets approved via email. There is no blue Contract Routing Sheet or hard copy that goes with these. These leases have to be approved by the Board of Supervisors (BOS), and the Airport Unit has a Legistar Item slated for the November 15, 2016, BOS meeting. They're hoping to get necessary departmental approvals prior to that date. The subject insurance has been flagged deficient by Ebix; however, I believe this is an error and will be happy to discuss it if you'd like.

On Tue, Oct 18, 2016 at 11:14 AM, Kady Leitner &lt;kady.leitner@edcgov.us&gt; wrote:

Hi Marco,

The insurance documents were uploaded to Ebix. It appears the Ebix reviewer flagged deficiencies; however, when you click on the first deficiency which identifies aircraft liability, they are showing the hangar insurance instead of the aircraft insurance when you click on the deficiency. I don't know if there is some confusion there or what, which is why I requested you check the documents uploaded in the last 45 days. I just need you to waive the deficiencies if you feel they are incorrect and let me know if you approve the insurance or not.

On Tue, Oct 18, 2016 at 10:53 AM, Marco Sandoval &lt;marco.sandoval@edcgov.us&gt; wrote:

Kady:

I am assuming the lease requirements are the standard for the Airport Hangar Lease - I do see a copy of the lease attached.

If so I checked Ebix and it looks like the insurance documents are in line to be uploaded.

Marco Sandoval  
Risk Manager

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