

REVIEW AND APPROVAL REQUESTED FOR:

Contract Amendment Resolution Ordinance Policy Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 10/21/25

Need Date: 10/29/25

PROCESSING DEPARTMENT

Department: CAO - Airports Division
Dept Contact: Sherrie Busby
Phone: x5984
Dept. Signature: Laura Schwartz
Title: Assistant CAO

Org Code: 3540410
Funding Source: PV Airport Enterprise Fund
PL String: 35400020-35FUEL
Legistar #: 25-1823

CONTRACT INFORMATION

CONTRACT #: _____ CONTRACT AMENDMENT #: _____

Contracting Department: CAO - Airports Division
Contractor/Vendor Name: QTpod, LLC
Contract Term: 1 yr w/ 1 yr renewals Contract Value: \$1,195.00 per year

Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.

ORDINANCE/RESOLUTION/POLICY INFORMATION

TITLE / SUBJECT: _____
NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Please review QTpod Subscription Service Agreement for credit card processing services for fuel purchases at PV Airport, which has an initial one-year term with one-year renewals. It's a perpetual agreement; however, there are exit options. See additional notes in email. Thank you!

COUNTY COUNSEL

Approved Disapproved Date: 2/4/26
Approved Disapproved Date: _____

By: Daniel Vandekoolwyk Digitally signed by Daniel Vandekoolwyk
Date: 2026.02.04 17:27:12 -08'00'
By: _____

COMMENTS

CONTRACT AMENDMENT ONLY

HR APPROVAL

Compliance with Human Resources requirements? Yes: No:
Compliance verified by: _____

RISK APPROVAL

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

COMMENTS