

# AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 06/16/2020

Need Date: 06/30/2020

**PROCESSING DEPARTMENT:**

Department: Procurement and Contracts

Dept. Contact: Tara Baird

Phone: X5911

Department Head Signature: S. R. Ewert  
Digitally signed by S. R. Ewert  
Date: 2020.06.16 13:34:03  
+07'00'

Sandy Ewert  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Duncan DeLapp

Address: 4385 Puerta Del Sol

Camino, California 95709

Phone: 530-644-2468 or 530-919-8010

Org Code: 3540410

Project #

(if applicable): 35400020 35ADM

Funding Source: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Administration and Finance / Airport Operations

Service Requested: Review and Approve

Description: Placerville Airport Ground Lease Agreement for Rectangular Hangar Space #H-24, 2,016 Square Feet

Contract Term: 10-yr w/two 10-yr lease options Contract Value: \$ 19,837.44

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved:  Disapproved:  Date: 06/17/2020 By: Daniel Vandekoolwyk  
Digitally signed by Daniel Vandekoolwyk  
Date: 2020.06.17 10:29:34 -0700

Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HR APPROVAL:** WILL BE REVIEWED THROUGH WORKFLOW

**RISK MANAGEMENT:** ~~WILL BE REVIEWED THROUGH WORKFLOW~~ *See attached email*

**PLEASE EMAIL FOR PICK-UP** [cao-contracts-newrequests@edcgov.us](mailto:cao-contracts-newrequests@edcgov.us) Thank you!

**Lauri Stutts** <lauri.stutts@edcgov.us>

---

**Re: Airport Hangar Lease Insurance Documentation for Review and Approval /  
Duncan DeLapp PV H-24**

1 message

**Robert Schroeder** <robert.schroeder@edcgov.us>

Tue, Jun 9, 2020 at 1:13 PM

To: Lauri Stutts &lt;lauri.stutts@edcgov.us&gt;

Cc: Creighton Avila &lt;creighton.avila@edcgov.us&gt;, Sherrie Busby &lt;sherrie.busby@edcgov.us&gt;

Lauri,  
I have taken a close look at this and it is approved to move forward.  
Thank you.,  
Rob

Respectfully,

Robert Schroeder

County of El Dorado  
Risk Management  
330 Fair Lane, Placerville, CA 95667  
530-621-6520

On Wed, Jun 3, 2020 at 5:05 PM Lauri Stutts &lt;lauri.stutts@edcgov.us&gt; wrote:

Hello Rob,

I would appreciate your review of the following attachments which provide the aircraft, premises, and motor vehicle liability coverages required for the above referenced hangar at the Placerville Airport.

Please Note: Insurance documentation reflects coverage for Mr. DeLapp as an individual, no longer referencing DeLapp Development Corporation as he is in the process of closing this corporation. He confirmed he has successfully re-registered his aircraft with the FAA, removing it from corporation ownership to private ownership.

Please let me know if anything further is needed for approval.

Thank you!

Lauri

**Lauri Stutts**  
Administrative Technician

**County of El Dorado**  
Chief Administrative Office  
Division of Airports and Cemeteries  
2850 Fairlane Court  
Placerville CA 95667  
(530) 621-7593 / FAX (530) 626-0387  
[lauri.stutts@edcgov.us](mailto:lauri.stutts@edcgov.us)