



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: Midwest Air Traffic Control Services, Inc. Summer 2016
UNICOM enhancement service contract**

MEETING DATE: May 25, 2016

PREPARED BY: Hardy Bullock, Director of Aviation & Community Services

RECOMMENDED ACTION: Direct Staff to execute the final contract for services with Midwest Air Traffic Control Services, Inc. to provide enhanced UNICOM services for the period from approximately June 15, 2016 to September 15, 2016 for an amount not to exceed \$93,232.

DISCUSSION: This project directly supports the adopted Truckee Tahoe Airport Strategic Plan Strategy Area 1: Safe Operations, Area 2: Standards of Service/Pilot Services, and Area 3: Annoyance Mitigation.

At the annual Board of Directors workshop held February 2, 2016 staff presented several exploratory options to enhance airfield safety and mitigate noise and annoyance. One option presented for consideration included a temporary seasonal air traffic control tower (tower). Staff was directed to bring forth all supporting material allowing the Board to make a well informed, comprehensive decision regarding the potential deployment of a tower for use in 2016 or 2017. Based on the implementation timeline, a tower deployment in June of 2016 would have been difficult. Staff has focused on completing the required details to secure a tower for the 2017 summer operating season including a robust public outreach process beginning in July with six neighborhood outreach meetings.

Through a policy directed procurement process Midwest Air Traffic Control Services, Inc. has been identified as the most qualified firm, presenting the best overall value, to complete the required services outlined through the RFP process.

The Board discussed the upcoming summer construction season and the anticipated traffic volumes associated with seasonal peak periods at the March and April meetings. Staff was directed to explore an option of bringing a certified tower controller to the airport to provide services in support of an enhanced UNICOM. The Board also had questions related to the available scope of service outlined within current

regulation. The available services are outlined in the attached contract under scope of service. Some components include:

1. Monitoring current UNICOM operations and assist with the development of a Standard operating procedure.
2. Enhance use and understanding of the Airport Noise Abatement Procedures.
3. Establishing an operational baseline for the current level of services; Identifying methodologies, procedures, and good operating practices to enable airport UNICOM staff to improve UNICOM services Airport provides.
4. Conducting site selection activities for temporary tower placement.
5. Preparing Airport staff for a possible transition to a full air traffic control environment beginning in the summer of 2017.

Bill Ellis with Midwest will be available at the May Board meeting to answer specific questions related to the operation of the enhanced UNICOM for this upcoming summer season.

WHAT'S NEXT: Staff will work directly with Midwest ATC to prepare the organization for this work including:

1. Temporary work area configuration.
2. Scheduling.
3. Procedures for informational exchange.
4. Operating policy guidelines.
5. Airfield and airspace orientation.
6. Levels of service and scope of daily practice.

FISCAL IMPACT: \$90,565 - \$93,232.

PUBLIC COMMUNICATIONS: Staff will work diligently to inform all the airport users including home based and itinerant pilots through e-blast, postings, website, and direct communication.

SAMPLE MOTION(S): I move to Direct Staff to execute the final contract for services with Midwest Air Traffic Control Services, Inc. to provide enhanced UNICOM services for the period from approximately June 15, 2016 to September 15, 2016 for an amount not to exceed \$93,232.

ATTACHMENTS:

Midwest Air Traffic Control Services, Inc. Contract.