



## TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

**AGENDA TITLE:** Action Item to Approve Final Scope and Fee for Airport Economic Impact Study.

**MEETING DATE:** September 28, 2016

**PREPARED BY:** Kevin Smith, General Manager

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**RECOMMENDED ACTION:** Consider approval of the attached Scope of Work and Fee for the Airport Economic Impact Study from Economics & Planning Systems (EPS).

**DISCUSSION:** The District issued the Request for Proposals (RFP) on April 23, 2016 with proposals due on June 3, 2016. The Board formed the Airport Economic Impact Study Ad Hoc Committee at the May 25, 2016 Board Meeting. The Board authorized the Ad Hoc Committee and Staff to review the proposals and recommend a consultant to the full Board of Directors. At the August 24, 2016 Board Meeting the Ad Hoc Committee recommended EPS as the preferred consultant subject to a final interview and refinement of the Scope of Work. The Board approved the selection of EPS at that meeting with the condition that the final Scope of Work be brought back to the Board at the September 28, 2016 Meeting for final review by the full Board of Directors. Attached to this report is the final Scope of Work and Fee proposal from EPS. Staff recommends approval of the final Scope and Fee and seeks authorization from the Board for the Board President to sign the Contract documents.

**WHAT'S NEXT:** The finalized Scope and Contract will be submitted to the Board President for final signatures. Staff and EPS will schedule a Kick-Off meeting soon after final contracts are signed.

**FISCAL IMPACT:** The EPS proposal is \$63,690. The District originally budgeted \$50,000 for the Economic Impact Study for fiscal year 2016. The District has not expended any of these funds this fiscal year. The FY2017 Budget will include \$65,000 to accommodate the revised range of EPS services plus a small contingency. It should be noted that EPS has included 2 Optional Tasks

based on the District's interest in the Supplemental Question. Please review sections 4.6 – *Impact of Ceased Airport Operations*, and 4.7 – *Carbon Emissions Impacts*. They propose and additional fee of \$9,330 if the Board would like an in-depth review of these items.

**PUBLIC COMMUNICATIONS:** Staff will work with Marc Lamb to notify the public of this important project through our regular channels. We will also communicate with neighboring agencies and organizations both private and public that have completed similar studies to assure we are not duplicating work already performed.

**SAMPLE MOTION(S):** I move to approve the final Scope of Work and Fee for the Airport Economic Impact Study for the Truckee Tahoe Airport and move to authorize the Board President to sign final contract documents.

**ATTACHMENTS:**

Final Scope of Work, Fee, and Timeline

**Attached for Reference Purposes from the August 24, 2016 Board Meeting**

- EPS Board Staff Report (August 24, 2016)
- EPS RFP submittal
- Supplemental Question Responses
- Note: The Board previously received hard copies of all 3 proposals. These are available to the public for review upon request.