



**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: November 30, 2016

PREPARED BY: Kevin Smith, General Manager

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. 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 reviewed the first draft of the final Scope at the September 28, 2016 Meeting. The Board consensus at that meeting was to ask the Ad Hoc Committee to further refine the Scope and return at a later meeting with the final draft. The Ad Hoc Committee has meet regularly in Oct. and Nov. with EPS to draft the final scope. Attached to this report is the final Scope of Work and Fee proposal from EPS. The Ad Hoc Committee and Staff recommend 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 as presented at the Sept. 28, 2016 Board meeting was \$63,690 with an “optional task” option up to \$73,020. The new fee proposal based on the revised scope is \$95,770. The increased costs is primarily due to additional detail regarding the Supplemental Questions, lodging conditions, impact of resort land uses, total spending and Gross Regional

Product analysis, among other items. Attached to this staff report is the original Cost Proposal from Sept. 2016 and the new Proposal as recommended by the Ad Hoc Committee and Staff. The FY2017 Budget include \$65,000 to accommodate the revised range of EPS services plus a small contingency. To move forward with this project, the Board will need to authorize an additional \$30,770 to complete the study per the proposed fee.

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, deny, continue) 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

- 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.