

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Modifications to Lobby and Flight Crew Lounge – Funding Request

Purpose Information: Guidance: Decision: **X**

Recommendation Approve flight crew lounge and lobby modifications, including a not to exceed \$15,000 budget to make modifications.

Last Action In the original building design and programming, a flight planning room along with a flight crew lounge was included in the design. From staff's perspective, and with more than two years of operating experience as well as interviews with flight crews, too much space is dedicated to these uses. It is proposed that we combine these two uses into the current flight planning room.

Discussion During the last two years as the new administration building has been introduced to the community, it has become a popular meeting place for community members as well of pilots. Staff would like to modify the lobby, opening up space for more community use, as well as a space for local pilots to enjoy.

The current flight crew lounge is not popular with flight crews. The space is too large and too exposed to the general public. A flight crew rest area is a critical component of any FBO, but should be off the beaten path and not visible to the general public. In staff's conversations with multiple flight crews, we find that they prefer a smaller room, out of the way, with some visibility to public areas.

Attached to the staff report is the Administration Building layout plan, outlining where these modifications are proposed.

New Flight Crew Lounge Modifications

The current Flight Planning Room with some slight modifications can serve as both flight planning as well as the crew rest area. Staff proposes to modify the fixtures and furniture in that room to include comfortable chairs and television, along with the current flight planning computer and printer in the room. The glass will be frosted to provide some privacy. Pilots like that space as it is out of public view but maintains great visibility of the entrance of the building where they can see and observe when their passengers arrive. Moving flight crews to this space allows the District to open up the rest of the building for public use.

Specifically, staff is proposing to do the following:

New Lobby Modifications

It staff's recommendation to remove the glass in the current Flight Crew Lounge, and incorporate all of the space into the general lobby of the administration building. We will also move furniture,

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purchase some new furniture, move the television, and orient the focus of that room more around the fireplace. We feel this is a great space and is underutilized by both our local pilot community and the public.

It is staff's goal to continue to encourage pilot and public use of the administration building. Informal meetings and gatherings in the building lobby are common place by various groups and community members as well as local pilots. Opening up the lobby and expanding this area will help further this goal.

Fiscal Impact

The cost to remove the glass, add some additional Alder trim on the posts, add flooring transition strips, along with some other ancillary items just under \$5000. This will include crating the existing glass in case the District decides to reinstall it in the future. Staff anticipates an additional \$5000 to \$7000 to purchase additional furniture for the lobby as well as modifications and furniture for the new Flight Crew Lounge. We anticipate total cost to be approximately \$12,000 but would like a not to exceed \$15,000. We do not have firm pricing on furniture for the lobby. All the existing furniture in both rooms will be utilized and/or repurposed.

Staff recommends the Board allocate the \$15,000 from unrestricted net assets. \$7500 from community outreach, along with \$7500 general operating fund contingency. These funds combined have \$3,500,000.

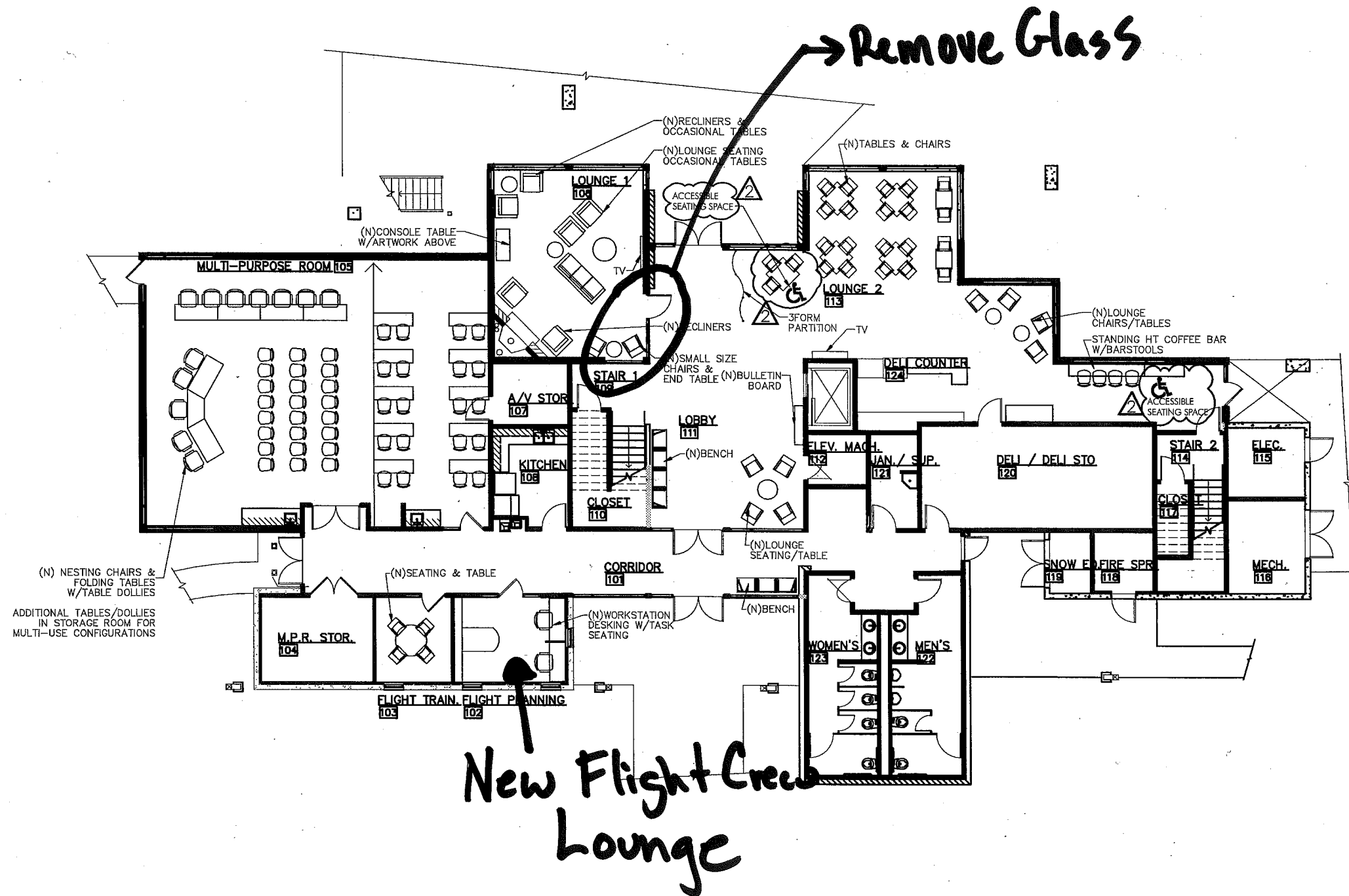
It will take approximately 2 weeks to complete the work. Disruption in the lobby will only occur for a couple of days.

Communication Strategy

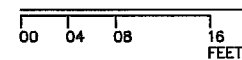
Staff will continue to encourage use of the building by all segments of our community. Staff will continue to publicize and inform our pilot community, as well as the community in general of the tools and resources available to them in the building.

Attachments

Building Floor Plan



LOWER LEVEL FURNITURE PLAN



NOTE:
1. ALL FURNISHINGS TO BE PROVIDED BY OWNER.

WARD YOUNG ARCHITECTURE & PLANNING
 22010 Deppner Pass Road, Suite 201
 Truckee, California 96161
 530 587-3839 voice
 530 587-8908 fax
 woyarch.com

Design TECH
 8520 Erma Avenue
 Sacramento, CA 95819
 916 482-2000
 Fax 482-2880
 INTERIOR DESIGN SERVICES, INC.



ADMINISTRATION BUILDING

REVISIONS

BLDG PERMIT RESUBMITTAL
08-05-10

PROJECT NO.
09010.00

SCALE
1/8"=1'-0"

DRAWN JS CHECKED SJ

DATE BUILDING PERMIT SUBMITTAL
07-13-10

SHEET TITLE
LOWER LEVEL FURNITURE PLAN

SHEET NO.
ID2.1