

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Airport Master Plan – Plan Acceptance Approval of CEQA Scope and Fee			
Purpose	Information:	Guidance:	Decision:	X
Recommendation	Accept Final Draft of Master Plan. Approve CEQA Scope and Fee			
Last Action	The Master Plan process kicked off in January of 2013. The Master Plan Outreach Committee helped guide an effort that involved various outreach meetings throughout the District in April and May of 2013. Staff, the Ad Hoc Committee, and the full Board through various public meetings have worked with the consultant to prepare a final draft for public comment. This draft was presented to the public on May 28, 2014. A public comment period began shortly after and ran through July 14, 2014. The Board reviewed public comment at their July 23, 2014 Board Meeting. The final draft is now ready for consideration of “acceptance” by the Board of Directors.			
Discussion	<p>In order to begin the California Environmental Quality Act (CEQA) compliance review, the Board of Directors must accept the draft Master Plan. Final approval or “acceptance” (FAA term) indicates that the plan is ready for environmental review in preparation for FAA approval and final approval by the Airport District Board.</p> <p>CEQA work will begin as soon as the Board approves the CEQA scope of work and fee proposal. CEQA and environmental compliance review is estimated to take 4 to 6 months to complete. Once CEQA is complete, the Board will adopt final and last draft of the Master Plan.</p> <p>The Master Plan Ad Hoc Committee along with staff reviewed the CEQA Scope and Fee Proposal and found it to be reasonable and in line with expectations for a full review of all the proposed components of the new Master Plan.</p> <p>Dave Dietz of Mead & Hunt will be present to review the different components and parameters of the Scope and Fee proposal with the Board. We can answer any questions from the Board, Staff, or the public regarding the CEQA Scope and Fee and the review process.</p>			
Fiscal Impact	Staff estimates the final cost of the Master Plan before CEQA will be \$385,000. CEQA is estimated to cost approximately \$155,000. A major cost driver for CEQA is the Traffic Study. While it represents almost 50% of the fee proposal, it is a comprehensive study that includes all future proposed land uses, both aeronautical			

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

and non-aeronautical as outlined in the Master Plan.

Staff recommends allocating \$50,000 from our General Operating Contingency Fund (Unrestricted Net Assets) to allow consultants to begin the CEQA review prior to adoption of the FY2015 Budget. The remainder of the funding will be included in the FY2015 Budget.

Attachments

The final draft of the Master Plan can be found at ttadmasterplan.org along with other supporting materials.

CEQA Scope of Services and Fee Proposal

SCOPE OF SERVICES
Mitigated Negative Declaration
to Support Adoption of the
Draft Airport Master Plan
for
Truckee Tahoe Airport

July 15, 2014

I. PROJECT DESCRIPTION

The project will involve preparation of a Mitigated Negative Declaration (MND) to support adoption of the draft Airport Master Plan (AMP) for Truckee Tahoe Airport (Airport). Environmental review of the AMP is required by the provisions of the California Environmental Quality Act (CEQA). Available information indicates that the environmental impacts with the greatest potential to be significant are traffic, biological, and cultural. It appears likely that all plan impacts can be mitigated. An environmental impact report (EIR) is, therefore, not anticipated to be necessary. Should further evaluation indicate that an EIR is required, this Scope of Services and associated budget will need to be amended.

Although noise impacts have been a significant concern to area residents, initial review suggests that existing and future noise effects will not exceed local, state, and federal thresholds of significance. Nonetheless, a number of airfield design modifications and policies in the draft AMP are proposed that would moderate existing and future noise effects. In the interests of full disclosure, these supplemental actions will be identified in the MND. However, it should be understood that these proposed actions are not mitigations as defined in CEQA.

II. CONSULTING SERVICES TO BE PERFORMED

A. SCOPING

In cooperation with the Truckee Tahoe Airport District (District), Mead & Hunt, Inc. (Consultant) will develop a Scope of Services to prepare a MND to support adoption of the Master Plan for the Airport. This MND will utilize the Environmental Checklist Form contained in Appendix G of the current CEQA Guidelines unless an alternate version is provided by the District.

B. PREPARE DRAFT MITIGATED NEGATIVE DECLARATION

Project Description

The Consultant will prepare a draft project description that will be used in the CEQA documentation. This project description will summarize changes to the Airport proposed in the draft AMP. The draft project description will be provided to the District for review and concurrence.

Impact Categories

The MND will analyze potential project impacts in each of the categories that follow. Where appropriate, mitigation measures will be defined to mitigate any potentially significant impacts of implementation of the AMP.

Aesthetics

The draft Master Plan provides sufficient information to characterize the visual qualities of proposed new development. These visual qualities will be examined to document the effect on views from adjacent properties.

Assumptions and Limitations:

- The District will provide access to the site for photographic documentation.

Deliverables:

- Provision of an element of the draft MND.

Agriculture and Forestry Resources

There are no agricultural or forestry leaseholds on the Airport. Nor would any off-airport agricultural or forestry resources be affected by this project. This will be documented in the MND.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Air Quality

The Airport is located in an area that is in attainment or unclassified for all emissions, except that it is in non-attainment for state standards for ozone and particulate matter (PM10). The air quality issues specific to the Airport District area will be evaluated based upon the policies of the Placer County Air Pollution Control District (PCAPCD) and Northern Sierra Air Pollution Control District. The following tasks will comprise this analysis:

- **Assess Project Operation-Period Impacts.** The proposed project has the potential to generate new vehicular trips to and from the project site. Emissions associated with long-term operations from vehicle trips will be calculated with the CalEEMod model. Project trip generation and other traffic data will be developed in consultation with the District.
- **Compile Emissions Inventory for Activities at the Airport.** An emissions inventory will be prepared using the Emissions and Dispersion Modeling Systems (EDMS) model. Modeling will be based upon operational data contained in the draft AMP.
- **Describe Construction Procedures to Minimize Air Quality Impacts.** Based on PCAPCD guidelines, quantification of construction emissions may be required. PCAPCD's CEQA handbook will be utilized to determine whether the proposed project would exceed PCAPCD thresholds of significance. If additional modeling is required, a new budget for this work will be prepared.
- **Mitigation Measures.** Feasible mitigation measures, as contained in Appendix A of PCAPCD's CEQA handbook, will be defined for any potentially significant impacts identified during the analysis. Significant impacts to air quality would be evaluated based on the implementation of the proposed Master Plan.

At this time, a dispersion analysis is not expected to be needed. However, should such dispersion modeling be needed, it will be scoped and budgeted separately.

Assumptions and Limitations:

- The District will provide all available data on vehicle and aircraft use.

Deliverables:

- Provision of an element of the draft MND.

Biological Resources

The following tasks will be undertaken to assess the likelihood of occurrence of special-status plants and animals on or adjacent to the site, and to assess the presence of sensitive plant communities on or near the site.

- **Desktop Review**

The Consultant will perform a desktop biological review of available environmental resources information for the 345 acre project site including: a literature review for known occurrences of federally listed species, state-listed species, other sensitive plant and wildlife species, wetlands, and unique and significant natural communities. Sources of information will include:

- California Natural Diversity Database data (CNDDB),
- U.S. Geological Survey quadrangle maps,
- aerial photographs of the site,
- California Native Plant Society (CNPS) Inventory,
- United States Fish and Wildlife Service (USFWS) data, and
- National Wetlands Inventory (NWI).

The Consultant will identify and document these environmental resources within three miles of the Project. The Consultant will prepare maps identifying locations of known biological resources such as wetlands and riparian areas, special status plant and animal locations, and other areas that may contain special status species.

- **Field Assessment**

A Consultant team of biologists, including one botanist, one wetlands specialist, and one wildlife biologist, will conduct a three-day site visit (including travel time) to assess and document any potential biological resources and project constraints. A preliminary assessment of wetlands will be conducted.

- **Biological Constraints Report Preparation**

The Consultant will prepare a report documenting the results of the desktop study and field surveys. This report will be formatted for inclusion in a MND, will identify existing and potential constraints due to biological resources, and will include maps. Recommendations for focused surveys, a jurisdictional wetland delineation, mitigation measures, and a discussion of potential project permitting requirements will be included, if/as necessary. Focused plant and wildlife surveys will be recommended based on the habitat analysis, but would not be conducted during this task. A formal jurisdictional wetland delineation is not included in the Scope of Services.

Assumptions and Limitations:

- The District will provide access to the site
- The District will be responsible for issuance of NOTAMS and provision of escorts if needed.
- The District will arrange access to the parcels proposed to be acquired.

Deliverables:

- Draft report in MS Word with appendices in PDF format.
- Final report with appendices in PDF format.

Cultural Resources

The cultural resources analysis will satisfy the requirements of CEQA: Public Resources Code (PRC), Division 13 (Environmental Quality), Chapter 2.6 '21083.2 (Archaeological resources) and '21084.1 (Historical resources); and the Guidelines for CEQA (as amended July 11, 2006), California Code of Regulations (CCR) Title 14, Chapter 3, Article 5 '15064.5 (Determining the Significance of Impacts on Historical and Unique Archaeological Resources). The area of potential will be determined in consultation with the District. The immediate vicinity of the project area is highly sensitive for both historic and prehistoric/Native American sites. There is a likelihood that cultural sites will be identified within the Airport's project area.

- **Records Search.** The Consultant will conduct an archaeological and historical records review and literature search through the North Central Information Center (NCIC) of the California Historical Resources Information System located at California State University, Sacramento. The NCIC houses the pertinent archaeological and historic site and survey information necessary to determine whether cultural resources are known to exist within the property. The objectives of this archival research will be: 1) to establish the extent and status of cultural resources previously documented within the project area; and 2) to note what site types might be expected to occur within the project area based on the existing data from known cultural resource sites located within a one-quarter mile radius. Other existing studies, historic maps, and similar resources will also be examined.
- **Field Survey.** A crew of three (3) experienced archaeologists will conduct the field survey and record any historical or archaeological resources within the project limits. They will also revisit any previously recorded resources identified during the prefield research, and will update the existing site records as necessary. All resources will be recorded (or re-recorded) on standard forms produced by the California Department of Parks and Recreation (Form DPR 523). The crew will use a survey-grade GPS unit to map the sites and their locations, and will photo-document the sites using a high-quality digital camera.
- **Report.** Once the fieldwork is done, the Consultant will provide a preliminary letter report and map, summarizing our methods and results. This will be followed by a full technical report that includes descriptions of each task, preliminary assessments (not formal evaluations) of the significance of these resources, and recommendations for any additional work that may be necessary for full CEQA compliance. For example, if we identify resources that are potentially eligible for listing on the California Register of Historical Resources, the Consultant will make recommendations for avoidance of impacts or, if avoidance is not feasible, formal evaluations of these resources.

Assumptions and Limitations:

- The survey area will not exceed 345 acres in size.
- The survey area will be open and accessible to the field crew.
- No more than nine (9) cultural resources (sites, features, isolated artifacts) will be found and recorded (including previously known resources to be re-visited).
- A copy of the final technical report (with site records) will be provided to the North Central Information Center of the CHRIS.
- The District will provide access to the site.
- The District will be responsible for issuance of NOTAMS and provision of escorts if needed.
- The District will arrange access to the parcels proposed to be acquired.
- The Consultant will respond to one round of review and comments on the draft report and incorporate those comments into a final report.

Deliverables:

- Draft report in MS Word with appendices in PDF format.

- Final report with appendices in PDF format.

Paleontological Resources

A review of available paleontological mapping and literature will be conducted to determine whether resources are known to be present on-site. This review will also provide information about fossiliferous formations that might exist on the project site. The Consultant will develop a paleontological resources report that will summarize the results of the review of available data. If a high potential for paleontological resources is identified, additional budget may be required for a field investigation.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Geology / Soils

Available soils and geologic data, including seismic, will be used to identify potential constraints to implementation of the plan. The District will provide any relevant data developed as part of past engineering design projects. If appropriate, relevant design requirements or site modifications will be identified.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Hazards and Hazardous Materials

The EnviroStor Data Base maintained by the California Department of Toxic Substances Control will be searched for known contaminated sites on or near the Airport. The District will provide documentation of any known hazardous material sites. A Phase 1 report is not proposed to be prepared as a part of this study. Potential hazards that might be associated with implementation of the AMP will be identified. Mitigation measures will be identified for any existing or anticipated hazards.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Hydrology / Water Quality

Available information on the Airport's drainage system will be utilized to characterize its hydrologic system. Potential sources of contamination will be identified based upon the AMP. Mitigation measures will be identified for any existing or anticipated drainage or water quality impacts.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Land Use / Planning

Existing and proposed land uses in the vicinity of the Airport will be documented. Consistency between proposed airport improvements and the adopted airport compatibility plan will be assessed. The need for amendment of any existing land use policies will be determined.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Mineral Resources

Existing data from State of California and the general plans of the Town of Truckee and Counties of Nevada and Placer will be used to document existing mineral resources. Potential effects of implementation of the AMP will be documented.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Noise

Noise contours contained in the draft AMP will be used to assess noise impacts. Compatibility policies in the adopted Airport Compatibility Plan and the California Airport Land Use Planning Handbook will be used to evaluate noise impacts. If appropriate, noise mitigation measures will be developed. Supplemental noise reduction measures proposed by the District will also be documented.

Assumptions and Limitations:

- Data from the draft AMP will be utilized. No new modeling or field measurements will be undertaken.

Deliverables:

- Provision of an element of the draft MND.

Population / Housing

The effect on existing housing supply will be documented. The potential for Master Plan implementation to generate additional housing demand will be analyzed. If needed, appropriate mitigation measures will be defined.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Public Services

The potential for proposed improvements to require additional public services will be investigated. Data will be gathered through telephone interviews with appropriate staff from the Town of Truckee and Placer and Nevada counties. If needed, appropriate mitigation measures will be developed.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Recreation

A majority of the aircraft based at the Airport are used for recreational purposes. Many of the proposed additions to the Airport that will further this recreational use will be documented. Proposed parking facilities that would support use of nearby trails will be documented. Other impacts of the project on recreational facilities will be evaluated. If needed, appropriate mitigation measures will be developed.

Assumptions and Limitations:

- Data will be gathered from existing sources. No field investigations will be made.

Deliverables:

- Provision of an element of the draft MND.

Transportation / Traffic

Based upon recent input from Town of Truckee staff, and consistent with other recent traffic studies in the area, the following study intersections will be analyzed:

- SR 89 North/Donner Pass Road
- SR 89 North/I-80 Westbound Ramps
- SR 267/I-80 Eastbound Ramps
- SR 267/Brockway Road/Soaring Way
- SR 267/Airport Road/Schaffer Mill Road
- SR 267/Northstar Drive
- SR 267/SR 28
- Soaring Way/Airport Road
- Soaring Way/Potential Airport Office Driveway(s)
- Soaring Way/Joerger Drive
- Brockway Road/Martis Valley Road
- Brockway Road/Palisades Drive
- Bridge Street/West River Street
- Bridge Street/Donner Pass Road
- Donner Pass Road/Glenshire Drive
- West River Street/Mclver Crossing

In addition, the following roadway segments will be analyzed:

- SR 89, North of I-80
- SR 267, I-80 to Brockway Road
- SR 267, Brockway Road to Town Limit
- SR 267, Town Limit to Airport Road
- SR 267, Airport Road to Northstar Drive
- SR 267, Northstar Drive to Brockway Summit
- SR 267, Brockway Summit to SR 28
- Soaring Way, Airport Road to Potential Airport Office Driveway(s)
- Soaring Way, Potential Airport Office Driveway(s) to Joerger Drive
- Soaring Way, Joerger Drive to SR 267
- Brockway Road, SR 267 to Martis Valley Road

- Brockway Road, Martis Valley Road to Palisades Drive
- Brockway Road, Palisades Drive to West River Street
- Bridge Street Across Railroad Tracks
- Donner Pass Road, East of Bridge Street
- Donner Pass Road, West of Bridge Street
- Airport Way, Soaring Way to County Line
- Airport Way, County Line to SR 267

Traffic analysis will be limited to PM peak-hour only, consistent with the standard of practice in the area regarding similar traffic studies. Within the Town of Truckee, analysis will be limited to summer only, consistent with the Town's Circulation Element policies. Placer County requires traffic analyses to consider both summer PM peak-hour and winter 30th-highest PM peak-hour traffic volumes. Therefore, The Consultant will analyze the summer weekday PM peak-hour at all study intersections and roadways. Winter 30th-highest PM peak-hour conditions will be analyzed at intersections and roadways within Placer County. Finally, school season conditions will be analyzed at the Soaring Way/Joerger Drive intersection, which provides access to the Tahoe Truckee Unified School District (TTUSD) Transportation Center.

- **Review Project Plans and Traffic Conditions**

The Consultant will initiate this element of the study by collecting and reviewing the following data:

- The current project plans will be reviewed, especially with regards to the potential office space. It is assumed that the potential office floor area or estimated number of employees will be provided, as well as the potential office driveway location(s) along Soaring Way.
- Recent summer traffic count data is available at the following intersections:
 - SR 89 North/Donner Pass Road (2009)
 - SR 89 North/I-80 Westbound Ramps (2009)
 - SR 267/I-80 Eastbound Ramps (2009)
 - SR 267/Brockway Road/Soaring Way (2009)
 - SR 267/Airport Road/Schaffer Mill Road (2009)
 - SR 267/Northstar Drive (2011)
 - SR 267/SR 28 (2010)
 - Way/Joerger Drive (2009)
 - Brockway Road/Martis Valley Road (2009)
 - Brockway Road/Palisades Drive (2009)
 - Bridge Street/West River Street (2012)
 - Bridge Street/Donner Pass Road (2009)
 - Donner Pass Road/Glenshire Drive (2009)
 - West River Street/Mclver Crossing (2009)
- A new summer weekday PM peak-hour traffic count will need to be conducted at the Soaring Way/Airport Road intersection, as turning-movement counts are not available at this intersection. The count data at the intersections in Truckee will be adjusted to reflect 10th-highest summer weekday PM peak-hour conditions, based upon hourly directional traffic volumes collected along Donner Pass Road for the entire summer season as a part of the 2009 Truckee summer count program. In addition, historical trends in traffic volumes will be reviewed in order to adjust the traffic volumes to reflect Year 2014 conditions.
- We propose to collect traffic data at the Soaring Way/Joerger Drive intersection and along Joerger Drive during the school season, considering the high level of school bus traffic generated by the TTUSD Transportation Center on Joerger Drive. Specifically, a peak-hour turning-movement count will be conducted at the intersection on a weekday with typical school bus operations. During this count period, the number of heavy vehicles (such as school buses) entering/exiting Joerger Drive will also be counted. In addition, a continuous 48-hour traffic volume count will be conducted (using pneumatic road tubes or a radar counter) at a point on Joerger Drive immediately north of Soaring Way. These counts are necessary in order to identify the peak periods of school bus-related activity

on Joerger Drive, and to evaluate the project impact on traffic operations at the Soaring Way/Joerger Drive intersection during the peak periods.

- Future cumulative summer no-project conditions will be identified based upon the town's TransCAD model forecasts. Specifically, the future cumulative traffic volumes recently developed as a part of the PC-3 Joerger Ranch EIR ('future cumulative with PC-3' scenario) will be utilized in this study. The TransCAD model assumes no future office use in the Airport zone, although an increase in aviation activity is assumed. The Consultant will interview the client with regards to the proposed change in aviation activities, in order to identify whether the future volume forecasts need to be adjusted for site-generated traffic. Note that the volume forecasts in the PC-3 study were adjusted to reflect the diversion of traffic from the downtown area identified in the Railyard EIR, as well as the diversion of traffic in the immediate downtown area due to the extension of Donner Pass Road to Glenshire Drive as part of the Railyard project.
- As the town's TransCAD model does not include a winter scenario, future cumulative winter no-project conditions will be identified based upon the traffic volume forecasts recently developed as a part of the Northstar Mountain Master Plan EIR.

- **Evaluation of Traffic Generation, Distribution and Assignment**

Daily and peak-hour trip generation analysis for nonaviation elements of the proposed project will be developed based upon standard trip rates provided in the Institute of Transportation Engineer's Trip Generation Manual, 9th Edition. Trip generation data for aviation uses will be based upon data from comparable airports and interview of District staff and fixed base operators. Trip distribution will be evaluated based upon observed turning movement patterns in the area and the site's location relative to residential and commercial uses in the region, as well as regional access patterns. Using the trip generation estimates and traffic distribution pattern, traffic assignments will be estimated for the peak hours of traffic activity. These volumes will be added to forecast no-project traffic volumes to identify conditions with the proposed use.

A memorandum documenting trip generation, distribution, and traffic assignments will be prepared and provided to the District for review and approval. This will ensure that the remainder of analysis can be conducted based upon approved assumptions.

- **Assessment of Transportation Impacts and Mitigation**

Full transportation analyses will be conducted for the following scenarios:

- Year 2014 without the project.
- Year 2014 with full build-out of the project.
- Year 2034 with full build-out of the Truckee General Plan, with the current PC-3 development proposal, without the AMP project.
- Year 2034 with full build-out of the project.

The following transportation analyses will be conducted for the project alternative and the no-build alternative:

- A Synchro/Simtraffic analysis will be conducted for the SR 267 corridor between the I-80 interchange (westbound ramps) on the north and Airport Road on the south. This will address Caltrans' desire to evaluate corridor Level of Service (LOS) using a simulation. This simulation will identify intersection LOS for the four study intersections along this corridor.
- LOS impacts for other study intersections will be evaluated based on methodologies presented in the Highway Capacity Manual, as incorporated into the Synchro software package. Note that traffic impacts at the Soaring Way/Joerger Drive intersection will be evaluated for both summer conditions and school season conditions (when the TTUSD Transportation Center on Joerger Drive is in operation).
- Queue length analysis will be conducted for pertinent intersections to identify the potential for queuing issues.
- Roadway LOS will be conducted for the other study roadway segments, applying Truckee standards within the Town and Placer County standards within Placer County.

- Summer PM peak-hour Vehicle Miles Traveled (VMT) in the Truckee region will be estimated based upon rates provided in the town's Traffic Impact Fee Program. The effect of the project on winter and summer daily VMT generated in the Lake Tahoe Basin will be estimated based upon the locations of estimated project trip origins/destinations within the basin.
- The Consultant will provide the traffic volumes and VMT inputs to other members of the study team as a basis for the air, noise, and climate change assessments.
- The Consultant will conduct an analysis of construction traffic impact, focusing on periods of peak construction traffic activity (such as site grading). Based on the construction schedule and planned haul routes (provided by others), the Consultant will identify peak day and peak-hour traffic volumes.
- As necessary based upon impacts, the Consultant will identify and assess potential mitigation measures, such as roadway modifications. Per adopted town plans, additional roundabouts will be assessed as appropriate, but new signals within the town will not be evaluated. If widening of the existing SR 267/Brockway Road/Soaring Way, SR 267/I-80 Eastbound Ramps and/or SR 267/I-80 Westbound signalized intersections are required, the Consultant will also evaluate roundabouts at these locations. The Consultant will identify the general geometric requirements of future roundabouts or signals sufficient to accommodate future cumulative plus project conditions, although roundabout design/layout plans are not included in this scope.
- The project's fair-share percent contribution to intersection and roadway improvement locations that are not included in an adopted traffic impact fee program will be estimated, if necessary. Note that construction cost estimates are not included in this work scope.

- **Bicycle / Pedestrian / Transit Impact Assessment**

An assessment of non-auto travel conditions will be conducted and presented in the Transportation Report, as follows:

- Existing bicycle and pedestrian facilities within the immediate vicinity of the site will be reviewed.
- Proposed bicycle/pedestrian improvements associated with the project will be compared against the Town of Truckee Trails and Bikeways Master Plan, current plans for the Legacy Trail and Martis Valley Trail, as well as related goals and policies in the Circulation Element of the General Plan to identify consistency with these adopted documents.
- Existing transit service to the project site will be reviewed. The impacts of a potential "transit hub" at the airport will be discussed.
- As necessary to address impacts, potential mitigation measures will be identified. These may include changes to proposed bicycle/pedestrian improvements, measures to improve highway crossing safety for bicyclists and pedestrians, improvements to bus stops, or expansion in transit services.

- **Assessment of Project Alternatives and Phasing**

Once significant transportation-related impacts have been identified, the Consultant will prepare assessments of the following:

- Evaluation of a land use scenario or scenarios that eliminates key significant impacts, or substantially reduces the scope of the mitigation measure(s) required to address significant impacts.
- Evaluation of the phase of development that would trigger key mitigation measures. This will require that land use quantities by phase be provided by the project applicant.

Note that, given the combination of various phases and possible mitigation measures, there could be a myriad of scenarios that could be evaluated. Our work scope assumes that these scenarios are limited to those that can be assessed within 12 hours of Engineer staff time. The resulting information will be available to the District as the basis for a Board discussion of project alternatives. The information will be presented at a Board meeting.

- **Transportation Study Review**

The Consultant will respond to up to two rounds of comments from the District, reviewing agencies, or others, so long as no additional technical analyses are requested. The Consultant will also be available to

attend one meeting with local staff to present and discuss the findings made in the document. After modification to reflect any comments or corrections, a final version will be prepared.

Assumptions and Limitations:

- Except as specifically noted, data will be gathered from existing sources.
- Only those roads and intersections specifically listed will be evaluated.

Deliverables:

- A memorandum documenting trip generation, distribution and traffic assignments in PDF format.
- Evaluation of a land use scenario or scenarios that eliminates key significant impacts, or substantially reduces the scope of the mitigation measure(s) required to address significant impacts.
- Evaluation of the phase of development that would trigger key mitigation measures. This will require that land use quantities by phase be provided by the project applicant.
- The Consultant will respond to only two rounds of comments on the transportation study.
- All reports will be provided in PDF format.

Utilities / Service Systems

The adequacy of exiting utilities will be assessed based on data provided by the District. The need for improvements to accommodate implementation of the Master Plan will be documented. Service providers will be contacted by telephone to obtain data on requirements for future improvements. Appropriate mitigation measures will be defined, if needed.

Assumptions and Limitations:

- Data will be gathered from existing sources. No testing of utilities will be made.

Deliverables:

- Provision of an element of the draft MND.

Administrative Draft Mitigated Negative Declaration

The Consultant will prepare an administrative draft of the MND incorporating the project description and analyses described above. The administrative draft will be provided to the District for review in PDF format. District comments will be incorporated into the document and a public-review version of the MND will be produced.

C. PUBLIC REVIEW AND ADOPTION

Public Notice

Consultant will prepare the Notice of Intent to Prepare a Negative Declaration. This will be provided to the District along with a memo describing the required distribution.

Review of Project Definition

The results of the traffic, biological, and cultural technical studies will be presented to the District at a meeting of the Board. One (1) CD-ROM with the PDF versions of the studies and up to five (5) printed copies will be provided prior to the meeting. The Consultant will deliver a presentation summarizing the results of the studies. The presentation will include an assessment of whether implementation of the AMP would be likely to create any impacts that cannot be mitigated. Of particular concern is whether traffic generation associated with nonaviation development on the Airport would create significant impacts that cannot be readily mitigated. The Consultant will document whether reducing the number of acres devoted to nonaviation use or changing the permitted nonaviation uses would reduce impacts below a level of significance. The Consultant will assist the Board in evaluating whether modifying the project definition as defined by the AMP is appropriate.

Public Review of Mitigated Negative Declaration

The Consultant will provide the District with up to five (5) printed copies of the MND, five (5) printed copies of the technical appendices, and one (1) CD-ROM with the PDF versions of the MND and technical appendices. The Consultant will also provide the District with a memo describing the required distribution.

At the close of the public review period, the Consultant will prepare responses to any comments received. A maximum of 16 hours of senior professional staff time has been allocated for this task. Additional hours will need to be treated as additional services, which would require prior authorization by the District. The proposed responses will be provided to the District for review. District comments will be incorporated into the response to comments document. This revised version will be provided to the District for use in the adoption process. The Consultant will prepare a mitigation monitoring plan to assist the District in implementing any mitigation measures contained in the MND. One (1) unbound copy of the revised MND with responses to comments and the mitigation monitoring plan will be provided. PDF versions of these two documents will also be provided on CD-ROM.

Approval of Mitigated Negative Declaration

The Consultant staff will participate in the hearing to adopt the MND. The Consultant will make a brief presentation summarizing the key findings of the analysis and any mitigations required.

D. ADMINISTRATION AND MANAGEMENT

The Consultant will prepare necessary contract materials and monitor the work by its subconsultants. Invoices will be prepared on a monthly basis and will include a brief description of work accomplished during the billing period.

E. ADDITIONAL SERVICES

This task is designed to encompass any additional services not originally anticipated or that are specifically excluded. Additional services may include: site visits, participation in meetings, additional specialized analyses (e.g., wetland delineations), additional plan or report revisions, or additional copies of plans and reports. This Scope of Services does not include preparation of any environmental documentation under the National Environmental Policy Act. Additional services (scope, schedule, and fee) must be specifically authorized by the District.

III. DISTRICT RESPONSIBILITIES AND EXCLUSIONS

The District will be responsible for:

- Preparation of all notices except those explicitly listed in this Scope of Services.
- Distribution of notices and reports.
- Meeting arrangements.
- Provision of all readily available data on topics relevant to the MND.
- Review of draft materials on a timely basis.
- Providing access to the Airport.
- Arranging access to parcels proposed to be acquired.

**Truckee Tahoe Airport
Mitigated Negative Declaration
for the
Airport Master Plan
July 15, 2014
Project Budget**

Task	Subconsultants	Mead & Hunt	Total
Scoping		\$4,500	
Draft MND (except specialized studies)		\$24,800	
Transportation Study	\$64,725		
Biological Resources Evaluation	\$26,750		
Cultural Resources Evaluation	\$18,475		
Public Review and Adoption		\$12,400	
Administration and Management		\$3,500	
Additional Services	\$0	\$0	\$0
Total	\$109,950	\$45,200	\$155,150