

Via: Electronic Mail

September 26, 2017

Mr. Kevin Smith, General Manager
Truckee Tahoe Airport District
10356 Truckee Airport Road
Truckee, CA 96161

Re: GHG Reduction Plan Development

Dear Kevin:

First Environment, Inc. (First Environment) is pleased to provide this proposal to Truckee Tahoe Airport District (TTAD) for technical assistance services. This proposal identifies our understanding of the project, a proposed approach and schedule, and estimated costs.



Understanding of the Project

TTAD has completed its first greenhouse gas (GHG) inventory of its activities. Recognizing the responsibility for the environmental impacts identified by the inventory and seeking to build upon momentum generated with this study, TTAD is interested in pursuing actions to reduce or mitigate its GHG emissions. Aware that a variety of opportunities exist, TTAD seeks assistance with the evaluation of reduction action options through development of a GHG Reduction Plan that would provide structure implementing these environmental efforts. The plan may also explore a longer-term approach to climate issues by TTAD through the creation of GHG-related policies and identification of an overall emission reduction target or other performance measures.

Approach and Schedule

First Environment proposes the following approach to assist TTAD with the development of its GHG Reduction Plan. This approach is informed by:

- *Transportation Research Board (TRB) Airport Cooperative Research Program (ACRP) Report 56 – Practical Greenhouse Gas Emission Reduction Strategies for Airports.*
- *Airports Council International – Guidance Manual: Airport Greenhouse Gas Emissions Management.*

Identification of Potential Actions

To begin the process, First Environment will identify a list of potential reduction actions that TTAD could pursue to reduce greenhouse gas emissions from its activities. This list would attempt to represent the universe of actions TTAD could undertake and would include:

- reduction actions commonly implemented for TTAD inventory emission sources;



- reduction actions taken by other airports (e.g., SFO, SMF, etc.); and
- actions proposed by TTAD stakeholders.

In addition to the above, the list would also capture projects that TTAD is already undertaking, perhaps for other reasons, but that would also produce greenhouse gas emission reductions.

A preliminary list of potential actions is included in Attachment A.

Determination of Screening Criteria and Ranking

To identify which of the potential actions should be “short-listed” as preferable in the short-term for TTAD to pursue, First Environment will propose a set of screening criteria. These criteria will include, but not be limited to:

- GHG reduction considerations;
- project implementation considerations;
- financial considerations; and
- other stakeholder interests (e.g., local vs non-local actions, direct reductions vs balance sheet adjustment, etc.).

First Environment will use the criteria to prepare a matrix presenting the potential actions.

Plan Development Meeting 1 & Identification of Candidate Actions (10 options)

At a meeting with TTAD stakeholders, First Environment will present the reduction action matrix and, through engagement with attendees, facilitate the selection of “candidate actions” to be considered for implementation. For each of the selected candidate actions a detailed reduction project evaluation will be prepared.

We assume the preparation of reduction project evaluations for no more than 10 candidate actions.

This meeting will also address other GHG Reduction Plan issues including:

- reduction of project budgeting and financing options (e.g., user fees, grants, etc.);
- general TTAD GHG policy considerations (e.g., procurement considerations, etc.);
- airport future emissions projection factors;
- GHG emission reduction target scope (Scope 1 & 2 vs Scope 1, 2 & 3);
- GHG emission reduction target approach (e.g. absolute vs intensity); and
- other performance metrics.

Preparation of Reduction Project Evaluations

For each of the candidate actions, First Environment will prepare a reduction project evaluation identifying:

- project scope and definition;
- implementation cost ranges;
- implementation steps and timeframes;

- GHG reduction estimate;
- GHG reduction calculation methodology; and
- project monitoring plan.

To prepare the reduction project plans, First Environment may need to work with TTAD staff to identify operational, technical, etc. details relevant to the reduction project.

Identification of Reduction Targets

Considering the GHG inventory results, current airport activity and expected future trends, and candidate actions selected, First Environment will structure a challenging but realistic emission reduction target.

Plan Development Meeting 2 & Selection of Initial Actions and Target

At a meeting with TTAD stakeholders, First Environment will present:

- Reduction Project Evaluations and through engagement with attendees facilitate selection of “initial actions” for which TTAD will pursue implementation.
- A proposed GHG Reduction Target for TTAD and through engagement with attendees facilitate discussion on any adjustments or modifications to this goal.

Documentation of Action Plans

First Environment will prepare a GHG reduction plan which:

- summarizes the initial GHG inventory;
- projects expected GHG emission trends;
- identifies a reduction target or other emissions or energy performance measures;
- details initial reduction projects; and
- presents next steps in GHG management activities.

The following is the proposed schedule for GHG Reduction Plan development:

Step	Target Completion Month
Identification of Potential Actions	December 2017
Identification of Candidate Actions	January 2018
Selection of Initial Actions & Determination of Emission Reduction Target	March 2018
GHG Reduction Plan Report	April 2018

Costs

First Environment offers its services to assist TTAD with development of a GHG reduction plan, consistent with the previously defined scope and approach, for a cost of \$24,840.

First Environment appreciates the opportunity to submit this proposal. If you have questions or wish to further discuss any aspect of this proposal, please do not hesitate to contact us.

We look forward to the chance to support TTAD with its GHG management activities through our Technical Assistance services.

Very truly yours,

FIRST ENVIRONMENT, INC.

A handwritten signature in black ink, appearing to read "Jay Wintergreen". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jay Wintergreen
Senior Associate

Attachment 1 - Preliminary List of Potential GHG Reduction Actions
Attachment 2 - First Environment's Sustainability Policy

Attachment 1. Preliminary List of Potential GHG Reduction Actions

Direct Actions in the Inventory Boundary			
	Scope	Emission Category	Reduction Action
	Scope 1	Stationary combustion	Energy Audits
			Insulation improvements
			Thermostat upgrades
			Fuel switch - gasoline - E10/E15
			Fuel switch - diesel - B5/B20
			Fuel switch - biogas/LFG direct access
			Fuel switch - RNG transfer by displacement
			Cogeneration system
			Central heating
		Geothermal heating	
		Mobile Combustion	Fuel switch - gasoline - E10/E15
			Fuel switch - diesel - B5/B20
			Vehicle upgrade - Increased MPG
			Vehicle upgrade - hybrid technology
			Vehicle upgrade - electric vehicle
	Fugitive emissions	Vehicle upgrade/fuel switch - gasoline - E85	
		Vehicle upgrade/fuel switch - CNG	
	Scope 2	Electricity	Leak detection & reduction program
			Refrigerant switch - Lower GWP
			Energy Audits
			Building lighting efficiency upgrades
			Runway lighting efficiency upgrades
			Other energy efficiency measures (e.g. pump upgrades, etc.)
			Self generation - Solar
			Self generation - Wind
			Self generation - Microturbine
			Green Power PPA
	Scope 3	Tenant Activities	Tenant Policy Development
			Tenant Sub-metering
		Landfilled Waste	Recycling program
			Composting program
			LF gas capture
		Aircraft LTO	Taxi policy and procedures
			Alternative fuels for aircraft
			Push back/taxi tugs
		APU Emissions	Jet engine washing
			APU usage policy and procedures
		GPU services	
"Balance Sheet" actions			
			Offset purchases
			REC purchases
			RNG transfer by renewable attributes
			Sequestration
Actions outside the inventory boundary			
			Priority parking areas for low carbon vehicles
			Public transit promotions
			Alternative fuel rental cars
			Alternative fuel limo and taxi
			Construction policy development
Other			
			Reporting or Accreditation Program Participation

Attachment 2. First Environment's Sustainability Policy

FIRST ENVIRONMENT



SUSTAINABILITY POLICY

Date: 7/11/2005

Revision #: 4

We recognize that the world faces challenges in how we meet the demands of today while securing the future for those who will come after us. We also believe that these challenges can and will be met and that First Environment has a role to play in this. As an organization and as individuals, we have developed a significant body of technical knowledge and experience that we bring to organizations, governments and businesses to assist them in addressing their environmental challenges. It is our responsibility to assist them in resolving these challenges without losing sight of their economic viability.

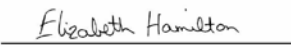
Within our organization, we engender the same values that we support our clients in achieving.

Towards this purpose,

- ⇒ We recognize that what we do today impacts the future and act in accordance with this recognition.
- ⇒ We ask of ourselves what we ask of others.
- ⇒ We commit to continually improve.
- ⇒ We commit carefully and meet those commitments.
- ⇒ We support further education and development of our firm members.
- ⇒ We volunteer our knowledge and resources to local, community, government, non-government and international organizations so as to forward society's goals of a just and clean world.
- ⇒ We commit to ethical and legal behavior and integrity in all of our activities.
- ⇒ We work to protect the environment and prevent pollution.
- ⇒ We strive for accurate and transparent communication with our clients and others who have a stake in our operations.
- ⇒ We recognize the importance of a talented and diverse workforce and strive for an atmosphere of mutual respect.

We believe this will provide a balanced company that will grow and prosper as will the world.


B. Tod Delaney, President


Elizabeth N. Hamilton, Vice President