



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Review, Discussion, and Potential Action regarding Request for Proposal to update the 2015 Airport Master Plan.

MEETING DATE: March 24, 2021

PREPARED BY: Kevin Smith, General Manager

RECOMMENDATION: Review and consider approval of Airport Master Plan Update Request for Proposals (RFP) and provide direction to staff regarding next steps with this project.

DISCUSSION: As part of the 2021 Budget discussion, funding was included to conduct an update of the 2015 Master Plan. The Board discussed this project at their February 11, 2021 Workshop. Direction was given to staff to prepare an RFP and Scope of Work for this project and return to the Board for further discussion.

Background: In December of 2012 the District issued an RFP and retained the services of Mead & Hunt to complete an update to the previous 1998 Airport Master Plan. Mead & Hunt was tasked with working with Staff, the Board of Directors and most importantly, District constituents to complete a comprehensive new 10 year (2015 to 2025) Master Plan. After much effort by all, the District adopted the current Master Plan in August 2015. As the plan is now 5 years old, in 2019 and 2020 staff requested and received funding from the Board to make various updates to this document to account for changing conditions which is common with any planning document. In 2019 the Board approved funding to complete a 5-year update of the Airport Layout Plan (ALP), as well as updates to Chapter 1 – Inventory, and Chapter 2 – Aviation Forecasts. The Board will be receiving a report and presentation on these updated items in Spring 2021 (likely May). The ALP and Forecast are the more costly components of a Master Plan project and are almost complete. With the Inventory, Forecast, and ALP Chapters updated, and to meet the stated goals of the Board, staff recommends proceeding with updates to the Facility Requirements (Chapter 3) and Alternatives Analysis (Chapter 4) as well

as updating Adoption and Implementation (Chapter 6). Staff also recommends the Board consider the creation of a new Sustainability Chapter not currently included in the Master Plan.

As noise and annoyance mitigation, flight procedures, ADS-B, Tower, and other impact reduction strategies have been a frequent topic of interest by the Board, Staff, and public, staff recommends a comprehensive fresh look, review, and update of Facility Requirements and Alternatives Analysis Chapters. These chapters, particularly Alternatives Analysis (Chapter 4) are key documents to assist the District in finding solutions to reduce impact while meeting the aviation needs of the District. Staff would like to note that much of the information in the current Chapter 4 is important, relevant, and valuable to consider and keep in the Master Plan. That said, a fresh look at Chapter 4 may greatly assist in identifying new strategies that may not have been known or considered in 2014 and 2015 when the previous master Plan effort was underway.

In that the Master Plan is still relatively current due to its adoption in 2015, staff does not recommend a costly full Master Plan rewrite or redo of this document. Staff recommends updating the remaining chapters mentioned above to account for the past 5 years and then look forward for the next 10 years. Staff is confident this can be completed along with a significant public outreach effort for the amount budgeted. When this project is complete, it will update our Master Plan to 2030.

Consultant Selection: There was some Board interest in seeking a new planning consultant to complete this Master Plan work. It was staff's understanding that the purpose of this was to have a fresh set of eyes review current conditions as it relates to the Master Plan and to offer solutions to the issues we are currently confronted with. The RFP is drafted to accommodate this request.

Staff would also offer and ask the Board to consider that we are currently contracted with Mead & Hunt for Airport Planning, GIS, and Master Planning Services through March of 2022. Per our service agreement, we could seek a proposal and fee from Mead & Hunt and immediately begin work on this project. It is staff opinion that there would be significant time and cost savings by continuing this Master Plan update effort with our current consultant. In order to have a fresh look and a new set of eyes on the project, we could require a project team of new planners, engineers, and environmental specialists from within Mead & Hunt's Aviation Group to work on this update, particularly as it relates to Chapter 4 - Alternatives Analysis. Staff has been pleased with the products and services of Mead & Hunt through the term of their Contract.

While Staff's recommendation is to seek a proposal first from our current contracted consultant Mead & Hunt and consider their proposal, staff will also fully support the Board if there is

interest in looking at proposals from other aviation engineering and planning firms to complete this important work.

Another option is to wait to issue the Master Plan RFP until the General Services Planning, Engineering, and GIS RFPs are issued in the fall and winter of 2021/2022 to see who we select and complete the project at that time.

Public Outreach: Staff plans for a significant outreach effort with various workshops similar to the workshop format conducted for the 2015 Master Plan. Staff feels it is important to be able to conduct workshops in person or a combination of in person and virtual outreach meetings. It may benefit the District to schedule outreach meetings when we are able to host them in person. Our outreach expectations are outlined and highlighted in the RFP and Scope of Work.

FISCAL IMPACT: The current funding allocated for this project is \$200,000. The budget also includes an additional \$60,000 to complete the remaining work on the ALP, Inventory and Forecast Chapters.

What's Next: Provide direction to staff regarding issuing the RFP to the general aviation planning and engineering community or seek a fee proposal from Mead & Hunt to complete the work.

SAMPLE MOTION: I move to (approve, continue, deny) the proposed RFP and scope of work with the following amendments (if any) and direct staff to:

Option 1 – Seek a fee proposal from Mead and Hunt to complete the tasks in the Scope of Work.

OR

Option 2 – issue the RFP and seek proposals from all interested Aviation Planning and Engineering firms.

OR

Option 3 – Other options as determined by the Board.

ATTACHMENTS:

Master Plan RFP and Scope of Work