



## TRUCKEE TAHOE AIRPORT DISTRICT STAFF REPORT

**AGENDA TITLE:** Flight Tech Engineering (FTE) Procedure Development Contract

**MEETING DATE:** 04/28/2021

**PREPARED BY:** Hardy Bullock, Director of Aviation & Community Services

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**RECOMMENDED ACTION:** Approve a contract with Flight Tech Engineering for consulting services to deliver flight procedures for the District.

**DISCUSSION:** In October of 2020 Flight Tech Engineering (FTE), completed a feasibility study to develop new flight procedures at the airport with the goal of reducing community annoyance, enhancing safety, and dispersing traffic. The Board directed Staff to pursue all the design alternatives outlined in the *Truckee Tahoe Airport Instrument Flight Procedure (IFP) Feasibility Study*.

The attached contract outlines the scope of service and cost for developing the flight procedure design alternatives. As the airport sponsor there are significant responsibilities placed upon the airport when creating, sponsoring, and maintaining special flight procedures. The following sections outline the responsibilities of the Truckee Tahoe Airport District:

- Agreement:
  - ARTICLE 5. AIRPORT ENVIRONMENT CHANGE NOTIFICATIONS
  - ARTICLE 12. OPERATOR RESPONSIBILITIES
  - ARTICLE 13. INDEMNIFICATION
- Exhibit A – Scope of Work:
  - F. Commissioning Flight Validation
  - ONGOING MAINTENANCE Areas A, B, C
  - NOTICES & LIMITATIONS Area B, C, D, F

Exhibit B - FEE SCHEDULE outlines the cost structure. Section 1 – IFP Consulting Services are an estimate payable as an element of each procedure if that procedure is made into an FAA certified procedure not a special procedure. The one-time development costs for all the notional procedures range from \$157,850 to \$198,850 plus charting and flight check costs not associated with FTE. Staff anticipates these costs to range from \$12,000-\$18,000. The recurring annual cost is approximately \$39,500 to maintain the procedures plus pilot outreach cost. The project timeline spans multiple years, the costs conform to FY2021 budget year. Staff feels confident the airport can support the annual maintenance and outreach requirements. The FTE Contract has been reviewed by District Counselors, Josh Nelson and Peter Kirsch. Staff recommends the Board Chair sign the final contract to commence work on the flight procedures initiative.

**WHAT'S NEXT:** Approve the contract and direct the General Manager and Board President to complete final contract details and commence with work outlined in the agreement.

**FISCAL IMPACT:** \$157,850 - \$198,850 plus flight check and charting cost estimated to range from \$12,000-\$18,000 plus an annual maintenance expense of approximately \$39,500.

**PUBLIC COMMUNICATIONS:** Flight Procedure updates are provided every month in our regular Board Meetings. We will also provide updates through the public meeting notification system. More detailed public outreach for this project is postponed until the flight procedure development work is closer to completion and the District has better information regarding the specifics of the procedure work. The outreach micro site is anticipated to be completed in April which will be a great resource for the community to find information on this program and stay updated. Radio, newsprint, and e-blasts have described the flight procedure initiative over the past three years. We will continue to utilize these outreach tools.

**CONSENT MOTION:** Approve by Consent. I move to approve the attached contract with Flight Tech Engineering for consulting services to deliver flight procedures for the District.

**ATTACHMENTS:**

Truckee Tahoe Airport Instrument Flight Procedure (IFP) Master Services Agreement *including:*

- *Exhibit A - Flight Tech Scope of Work*
- *Exhibit B – Flight Tech Cost Structure*