



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Selection of Master Plan Consultant to provide services to update the 2015 Truckee Tahoe Airport District Master Plan.

MEETING DATE: December 10, 2021

PREPARED BY: Kevin Smith, General Manager

RECOMMENDATION: Staff and the Ad Hoc Committee recommend selecting Mead & Hunt to provide master plan services to update the 2015 Truckee Tahoe Airport District Master Plan. Specifically, Staff and The Ad Hoc Committee recommend the following:

1. Select Mead & Hunt to provide Master Plan services.
2. Authorize the Ad Hoc Committee and Staff to work with Mead & Hunt to refine the scope of Work and project schedule. (see attached scope to be further refined and revised)
3. Authorize the Ad Hoc Committee and Staff finalize final Service Agreement to include Scope of Work and authorize the Board President to sign 2021 Master Plan Update Service Agreement with Mead and Hunt.

DISCUSSION: Staff issued the RFP at the end of October with request for proposals due Dec. 3, 2021. The District received one proposal from Mead & Hunt. Staff posted the RFP on the District Website as well as with the Aviation Consultants Council which has broad reach to Aviation consultants. We are not sure why there was not more interest in submittals. We did have a unique RFP with an accelerated timeline that was not typical of most master plan RFPs which staff feels was a contributing factor to the lack of submittals. That said, staff feels Mead & Hunt is well positioned, based on past work completed for the District, to complete this project in the accelerated schedule we have proposed.

The Ad Hoc Committee and staff have reviewed the proposal in detail and are working with Mead & Hunt to answer the following questions raised in our review of their proposal. The issues and questions we seek further clarification on are as follows:

- There is some concern by the ad hoc committee of a potential conflict of interest with the current proposed public relations Firm, East River PR as they have a business relationship with a firm that is owned by an airport tenant. The ad hoc committee sought further clarity on that relationship as well as recommended the District consider other local public relations firms to lead public outreach meeting and other master plan update PR.
- We need a clear breakdown of the \$101,000 for Public Outreach Program and what services will be provided for that price.
- We need additional clarity from Mead & Hunt as to why Presentation Materials and attendance of public workshops may involve an extra fee.
- We would like to see the first draft of the ALP with new runway 16/34 by end of April. As part of our final scoping process, Staff will work with Mead & Hunt to revise
- We need additional clarity regarding why there is an extra fee (\$5,000) per Airspace Assessment when the proposal indicates that this will be completed as part of the study.
- The District would like to pursue its own cultural and biological assessments early in the process to identify any potential issues.

While some of these questions may be answered prior to or during the Dec. 5, 2021 Board Meeting, staff and the Ad Hoc Committee propose to work out these questions and concerns as part of the Scope and Work conversation that will immediately commence with the ad hoc committee and staff should the Board authorize the selection of Mead & Hunt to provide these services.

Project Timeline: At the Top of page 35 is a proposed project schedule. As part of the final scoping process, the ad hoc committee and staff will seek a few modifications to that schedule such as receiving a draft of the ALP in April.

FISCAL IMPACT: The 2022 budget includes \$400,000 for the Master Plan Update. There is an additional \$200,000 for the Flight Procedure project. The public outreach component for Flight Procedures will overlap and be part of the Master Plan workshops planned for March. The Mead Hunt Proposal was \$402,000. Please review page 35 of the proposal Budget. There are also various supplemental fees proposed in Mead & Hunt Budget. We do not expect to need most of these supplemental services as part of the project. Mead & Hunt has also indicated that the price proposed is negotiable based on the work we want to complete. Through the final scoping process, we may be able to reduce the price if it is determined that certain fees proposed are unnecessary.

SAMPLE MOTION: I move to (approve, continue, deny) the request to select Mead & Hunt to provide master plan services to update the 2015 Truckee Tahoe Airport District Master Plan. Specifically, Staff and The Ad Hoc Committee recommend the following:

1. Select Mead & Hunt to provide Master Plan services.
2. Authorize the Ad Hoc Committee and Staff to work with Mead & Hunt to refine the scope of Work and project schedule per the issues and items raised above as well as any additional comments from the Board. (see attached scope to be further refined and revised)
3. Authorize the Ad Hoc Committee and Staff to finalize the Service Agreement to include Scope of Work and authorize the Board President to sign 2021 Master Plan Update Service Agreement with Mead and Hunt.

Note: Staff and Ad Hoc Committee hope to have the final Scope of Work and Agreement for Service completed by the end of December 2021 or first week of January if there is any delay due to holiday schedules.

ATTACHMENTS:

Master Plan Proposal from Mead & Hunt

Master Plan Scope of Work.