



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

**AGENDA TITLE:** 2022 Agency Partnership Funding Use - Extension Request  
TDRPD / Truckee Pickleball Courts

**MEETING DATE:** Wednesday, February 28, 2024

**PREPARED BY:** Marc R. Lamb, AVCOM Manager

**PRESENTED BY:** Jeff Menasco, Director of Aviation

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**RECOMMENDED ACTION:** Staff is requesting Truckee Tahoe Airport District (TTAD) Board approval of the Truckee Donner Recreation and Park Department’s (TDRPD) request for a timeline extension in the use of TTAD 2022 Agency Partnership funding of \$50,000 towards Truckee Pickleball Courts.

**DISCUSSION:** The TTAD Board approved an Agency Partnership award with the Truckee Donner Recreation and Park District at TTAD’s October 26, 2022, board meeting in the amount of \$50,000. Per the signed funding agreement, and guidelines of TTAD’s Policy 311, the funds were to be fully expensed by end of year 2023. The TDRPD was unable to do that for the following reasons.

TDRPD mid-year 2023 report to the Tahoe Truckee Community Foundation (TTCF)...

*“Truckee Tahoe Pickleball Club has not yet spent their funding and may not fully utilize it by the close of the funding period due to the lengthy, multi-step approval and permitting process required by the Town of Truckee. Progress to date includes design and planning with conceptual drawings submitted in a pre-application to the Town in March, their response and guidance in May, then contracting with an architect in June, who has sub-contracted three of the five required impact studies (Hydrology, Biology, Forestry, Vehicle-miles Traveled (VMT), and Traffic). These studies will be incorporated into 30%-drawings to be submitted to the Town in late-August with an expected response in October. Once the required milestones have been reached by the architect to substantiate invoices for payment, the total of the \$50,000 TTAD Agency Partnership award is expected to be expensed toward the architect’s \$70,000 contract, with the remaining balance*

*fulfilled by TDRPD's Agency Partner remaining match after conceptual drawings and the application costs".*

Also, more recently from TDRPD's General Manager Sven Leff to TTCF...

*"Being new to the General Manager position after this grant was awarded, I learned in TTCF's mid-year update process that TTAD's 2022 grant was for construction of the courts, not for planning. Permits from the Town of Truckee (TOT) were not received in 2023 and construction didn't start, so the spend was \$0. The design/planning/permit process is taking longer than most would like or expect. Right now the architect is working with the subconsultants on the required studies and will incorporate them into the initial 30% drawings. The results of two studies have required changes in the design and additional studies be initiated. Costs have been incurred, but TTAD funds not used - so far the project planning with architects, surveyors, studies and TOT impact fees totals about \$128,000 paid by TDRPD and Pickleball Club fundraising efforts. The permitting process with the TOT really has yet to get underway, and can take 6 months or more to be completed. There is still hope that construction can begin in 2024. A continuation of the 2022 grant funds for this process would be very appreciated as we continue to work diligently on bringing the facility to reality".*

**WHAT'S NEXT:** If the TDRPD request for a timeline extension is approved by the TTAD Board of Directors, TDRPD and the TTCF will keep the TTAD board updated on the Truckee Pickleball construction progress via future mid-year and end of year reports.

If the extension is not approved, TDRPD would be required to return the funds of \$50,000 to TTAD, per the original signed funding agreement and Policy Instruction 311 guidelines.

**FISCAL IMPACT:** No impact unless request is denied. If the request is denied, the \$50,000 would be returned to TTAD.

**PROPOSED MOTION:** I move to (approve, continue, deny) the Truckee Donner Recreation and Park District timeline extension request in the use of TTAD provided Agency Partnership funding of \$50,000, for the construction of the Truckee Pickleball Courts until the project is completed, as presented in this staff report.