



AGENDA ITEM: 11

MEETING DATE: December 3, 2014
TO: Board of Directors
FROM: Hardy Bullock, Director of Aviation and Community Services
SUBJECT: Request for Proposal for Primary Management and Compliance Documents for the Truckee Tahoe Airport District (Minimum Standards and Rules & Regulations)

RECOMMENDATION:

Approve the release of the attached Request for Proposal for Primary Management and Compliance Documents for the Truckee Tahoe Airport District.

DISCUSSION:

Primary Management and Compliance Documents at the Truckee Tahoe Airport are currently handled through a detailed set of approved policy instructions. Primary Management And Compliance Documents (PMCD) are a set of documents including minimum standards rules and regulations leasing/rents fees policy development standards and other related governing documents that outline acceptable airport practices. Minimum standards apply to aeronautical tenants engaged in aeronautical business on the airfield. Rules and regulations apply to all airport users both aeronautical and non-aeronautical. Leasing/rents fees policy outline acceptable methods for appraising aeronautical and non-aeronautical airport property and may include a detailed assignment of fees for certain types of activities and commercial operating permits. Development standards govern design construction and modification of general aviation improvements at the airport and also air side non-aeronautical assets.

It is widely accepted that periodic audit adjustment modification and deletion of certain policies or primary management and compliance documents is recommended for airports from a best management practices standpoint. Staff discussions with industry experts have identified potential areas of improvement for the district. The attached request for proposal outlines the potential scope of work that will develop a comprehensive set of Primary Management and Compliance Documents for the airport district that is current and relevant given the recent completion of the master plan. The Primary Management and Compliance Documents will also assist the Board in decision making processes related hangar construction and business activity. Minimum Standards, Leasing/Rents and Fees Policy, and Development Standards all play an integral role in the Districts ability to control future activity related to development and use of executive/box hangars.

Particularly, Leasing/Rents and Fees Policy will outline the Districts regulatory behavior with all types of aeronautical and non-aeronautical hangar uses.

FISCAL IMPACT:

Staff estimates a program cost of \$75,000-\$100,000 over a 9 to 12 month.

PUBLIC COMMUNICATIONS:

In an effort to produce maximum transparency, staff recommends a multifaceted approach to public communications regarding this request for proposal. FreshTracks PR and the selected consultant will help develop a public outreach strategy and will include print, website, e-blast, and radio advertising for public comment periods, public workshops, staff question-and-answer sessions, airport community advisory team meetings, Board meetings, and open houses. Particular emphasis will be placed on aeronautical users, pilots, fee payers, and operators who traditionally will be affected by policy changes.

ATTACHMENTS:

REQUEST FOR PROPOSAL FOR PRIMARY MANAGEMENT AND COMPLIANCE DOCUMENTS FOR THE TRUCKEE TAHOE AIRPORT DISTRICT.

REQUEST FOR PROPOSAL
FOR
DEVELOPMENT OF PRIMARY MANAGEMENT AND COMPLIANCE DOCUMENTS.
FOR THE TRUCKEE TAHOE AIRPORT
(Minimum Standards / Rules & Regulations)

Truckee Tahoe Airport District

10356 Truckee Airport Road
Truckee, CA 96161
(530) 587 4119 EXT 106
www.truckeetahoeairport.com

The Truckee Tahoe Airport District (District or TTAD) is interested in securing the services of a qualified professional consulting firm and/or team of consultants to develop Primary Management and Compliance Documents for the Truckee Tahoe Airport. Firms and/or teams responding to this Request for Proposal (RFP) are expected to have extensive experience in airport planning, consulting, policy development, and stakeholder outreach. Firms may present project teams consisting of the responding Firms and appropriate Sub-Consultants to insure the teams have the necessary experience appropriate for the project. The anticipated Scope of Services for the proposed project is attached for your consideration. **Firms interested in being considered for the project are requested to submit two (2) copies of their response in an envelope marked “RFP for Professional Consulting Services – Primary Management and Compliance Documents.” by 5:00 PM (Pacific), December 31, 2014.** Response must include the following information:

- A. Name, size, description, and history of firm.
- B. Location of main office and office where work will be accomplished.
- C. Executive Summary of one (1) page or less, which gives in brief concise terms, a summation of the submittal.
- D. Qualifications and previous experience, including a list of former airport clients on similar projects within the past five years; and on-time/within budget performance of the similar projects. Information regarding work performed in communities with population less than 30,000 and in resort communities is welcomed.
- E. Provide a listing of all sub-consultants to be used, including responsibilities and qualifications for each sub-consultant.
- F. As part of experience, list participation levels of citizens, stakeholders, residents, pilot, aircraft operator etc. which you were able to successfully engage in various consulting projects?
- G. Provide any additional comments, which you may believe to be relevant.

The Truckee Tahoe Airport District reserves the right to waive any irregularities or formalities and award the contract in the best interest of the District; and to reject any or all proposals. If a firm is selected by the District, the selected firm shall execute an agreement with the District within thirty (30) days after notification of selection, unless the time for execution has been extended for good cause at the sole discretion of the District. Failure of the selected firm to meet agreement submission requirements (i.e. insurance) or failure to timely execute an agreement with the District may result, in the sole discretion of the District, in a decision to select from the remaining proposers or to advertise for a new Request for Proposal. The District reserves the right to approve all proposed Sub-Consultants, modify roles of proposed Sub-Consultants and/or require additional Sub-Consultants in the performance of this contract.

This Request for Proposal is a Best Value Acquisition and conforms to Policy Instruction #303 of the Truckee Tahoe Airport District. The District will select the offeror who creates the best overall value using the criteria listed below.

- 1. Past Performance with other airports.
- 2. Experience with projects that include similar deliverable, scope of services, or consultation.
- 3. Technical approach.
- 4. Performance period and timeline for completion.

5. Cost.

Submission of questions concerning this Request for Proposal should be directed to:

Hardy S. Bullock

Director of Aviation & Community Service

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SCOPE OF SERVICES

Develop Primary Management and Compliance Documents for the Truckee Tahoe Airport District. CONSULTANT will develop (new) primary management and compliance documents (PMCDs) for the Airport. An overview of each PMCD is provided in this section. When developing PMCDs, CONSULTANT will ensure that its recommendations are:

1. Consistent with the Airport Sponsor Assurances outlined by the Federal Aviation Administration.
2. Consistent with all other applicable airport compliance-related directives issued by the FAA including FAA Advisory Circular No. 150/5190-7 (Minimum Standards for Commercial Aeronautical Activities), FAA Advisory Circular No. 150/5190-6 (Exclusive Rights at Federally Obligated Airports), and FAA Order 5190.6B (Airports Compliance Manual).
3. Appropriate, reasonable, and relevant for the Airport, the market, and the activities taking place (or reasonably anticipated to take place) at the Airport.

As such, the unique characteristics of the Truckee Tahoe Airport, the market, and the activities will be considered by CONSULTANT when developing PMCDs. In addition to being clear, concise, and well organized (structured), the Airport's PMCDs will complement (not duplicate) the District's other policy (and/or governing) documents for the Airport.

Example of PMCD #1 "Minimum Standards"

By definition, Minimum Standards are the minimum requirements that need to be met by an entity as a condition for conducting commercial general aviation aeronautical activities at an airport. The purpose of Minimum Standards is to provide a fair and reasonable opportunity, without unjust discrimination, to applicants to qualify, or otherwise compete, to occupy available airport land and/or improvements and engage in authorized commercial general aviation aeronautical activities at an airport.

In essence, by providing consistent threshold requirements for engaging in such activities at an airport, Minimum Standards “level the playing field” and promote “fair competition” among operators. Beyond providing the basis for the fair, equitable, and uniform treatment of operators, Minimum Standards reduce the potential for (and provide a platform for resolving) conflicts, complaints (informal and formal), and disputes (including lawsuits). Consistent with the objectives established by the FAA, Minimum Standards should promote safety, protect airport users, maintain and enhance the availability of services, promote the orderly development of an airport, and ensure operational efficiency.

Example of PMCD #2 “Rules and Regulations”

By definition, this document sets forth the rules and regulations for the safe, orderly, and efficient operation and use of an airport. The purpose of Rules and Regulations is to protect the public health, safety, interest, and welfare on an airport (and to restrict any activity or action that would interfere with the safe, orderly, and efficient operation and use of an airport).

Example of PMCD #3 “Leasing/Rents and Fees Policy”

By definition, this policy sets forth the parameters for leasing airport land and improvements for general aviation purposes and outlines the process for establishing and adjusting general aviation rents and fees at an airport. The purpose of the policy is to convey an airport’s general aviation leasing (and rents and fees) practices.

The District will be able to utilize this policy to educate existing and prospective lessees about the process the District will utilize to lease airport land and/or improvements for general aviation uses at the Airport. As such, this policy will provide the structure for ensuring that the leasing process is consistent (uniformly applied) and not unjustly discriminatory. Additionally, this policy will convey the approach for establishing and adjusting general aviation rents and fees in a timely manner without undue influence.

Example of PMCD #4 “Development Standards”

By definition, this document sets forth the parameters governing the design, development (construction), and/or modification of general aviation improvements at an airport. The purpose of development standards is to promote and ensure consistent, attractive, and compatible high quality general aviation development at an airport.

Other Related Documents

A. CONSULTANT will develop General Provisions which are those provisions common to all PMCDs. General Provisions will be conveyed in a single document to eliminate redundancy (as opposed to being restated in each PMCD). Key words (and acronyms) will be defined in General Provisions as well.

B. CONSULTANT will develop a General Aviation Operator and Lessee Application (Application) and a General Aviation Operator Permit (Permit) as well. The District will be able to use the Application to obtain information, data, and documentation (for review and evaluation by the District) from parties who are interested in leasing land and/or improvements and/or engaging in commercial or non-commercial general aviation aeronautical activities at the Airport. The District will be able to use the Permit to convey permission to parties (who have completed an Application and been approved by the District) to engage in commercial general aviation activities at the Airport.

**SCOPE OF SERVICE REGARDING COMMUNITY OUTREACH, COORDINATION,
AND DOCUMENTATION**

Fair, open and transparent discussions with our aviation and non-aviation constituents is a District priority. A considerable portion of the process will involve public outreach. Three to five public outreach meetings will be held in connection with the development of the *Primary Management and Compliance Documents*. *Firms shall be prepared to develop outreach strategies and analyze data gathered from a desperate group of stakeholders with competing priorities.*

The Deliverable Shall Contain:

- A. A set of comprehensive *Primary Management and Compliance Documents* outlined in the *scope of work* including:
 - 1. Minimum Standards
 - 2. Rules and Regulations
 - 3. Development Standards
 - 4. Rates and Fees for Leasing and Rental of Airport Property
 - 5. Additional Documents as required

BACKGROUND

Mission Statement

The Truckee Tahoe Airport is a community airport that provides high-quality aviation facilities and services to meet local needs. We strive for low impact on our neighbors while enhancing the benefit to the community-at-large.

The Truckee Tahoe Airport is owned by the Truckee Tahoe Airport District and serves as the primary airport for eastern Placer and Nevada Counties, Truckee, and North Lake Tahoe communities.

Truckee Tahoe Airport is rare among airports in California in that it is owned by a special district rather than by a county, city, or private enterprise. The Truckee Tahoe Airport District (TTAD or District) was created by vote of the District electorate in 1958 in accordance with the California Airport Districts Act. The District covers an area of approximately 485 square miles in eastern Nevada and Placer counties. It is governed by a five-member Board of Directors directly elected by residents of the District. Making recommendations to the Board is an Airport Community Advisory Team (ACAT) comprised of three pilots and three non-pilots from the community. The ACAT delves into a wide range of topics focused mainly on noise and annoyance. The responsibility for carrying out Board directions and administering day-to-day operations of the airport rests with the General Manager and other staff.

The Airport is located in the Martis Valley, an environmental and noise sensitive area, 7 miles north of Lake Tahoe's north shore. The airport is situated among residential neighborhoods on three sides. Currently the Airport has no scheduled air carrier services and no apparent community interest in pursuing commercial service and Part 139 Certification. The Airport District desires to maintain its General Aviation status and continue to serve and provide resources to the General Aviation community. The current District efforts balance the District's mission of providing high quality aviation facilities and services while balancing community needs, quality of life, and safe guard the authenticity of Truckee and the north Lake Tahoe communities

Over the years, the District has adopted various policies to guide its operations and use of funds. Most fundamental among the internal guiding documents is the District's *Strategic Plan* completed in March 2011. The *Strategic Plan* "...is a blueprint for how the District will respond to future challenges and changing priorities and give direction on how to achieve future success." It addresses airport facilities and services, the airport's relationship to the community, finances, and governance.

Two other types of guiding documents serve as input to and output from the *Strategic Plan* (*District Annual Budget and the Master Plan*). Feeding into and serving to set the *Strategic Plan* tone has been a series of public surveys that the District has authorized. Conducted by Godbe

Research, these surveys have explored the awareness, use, and perceptions of the airport among local residents and pilots. The original 2005 survey was updated in 2009 and again in 2013, a fourth is planned for 2016

Implementation of the *Strategic Plan* largely takes place via a set of detailed operating policies and the District's annual budget. The detailed Policy Instructions cover topics ranging from staff medical insurance to hot air balloon operations. The District's budget spells out the anticipated sources of revenue and how the money will be spent each year. Property tax, at a rate of \$0.29 per \$1,000 of assessed value, is the major source of District revenue. For 2014-2015, the District is expected to collect approximately \$4.6 million in property taxes, roughly half of the total operating and capital budget of just over \$10 million.

GUIDANCE AND REFERENCE DOCUMENTS

- Current Airport Layout Plan and Exhibit A
- 2014 Airport Master Plan (<http://www.ttadmasterplan.org/>)
- 2013 Airport Forest Management Plan
- 2014 Pavement Management Plan
- TTAD Tentative Strategic Plan
- Nevada County Regional Transportation Plan
- Placer County Regional Transportation Plan
- Town of Truckee General Plan
- Martis Valley Community Plan
- Truckee Tahoe Airport Comprehensive Land Use Plan
- Godbe Research – Survey of Residents, Pilots and Businesses