



TRUCKEE TAHOE AIRPORT DISTRICT

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January 16, 2013

Re: Truckee-Tahoe Airport Master Plan

Dear Community Leader:

We are excited to announce that the Truckee-Tahoe Airport District (TTAD) is kicking-off the update of its Master Plan. The Board of Directors strongly believes that the success of our Plan depends on maximizing input from the community. In order to achieve this goal, we are recruiting a group of community leaders and well-connected residents to serve on the Master Plan Outreach Committee (MPOC). We hope that you will consider this invitation to join this committee.

Should you choose to accept this invitation, please know that your personal commitment and involvement in the MPOC is essential to our success, and is greatly appreciated. The remainder of this letter outlines the planning process and how the MPOC fits in.

Planning Process Overview

This master planning process, expected to take 13 months, will result in the creation of a document that will guide future use and development of the Truckee Tahoe Airport for the next 15 to 20 years. The process is divided into two distinct phases:

- **Phase 1: Initial Outreach**— to be completed within the first five months. This phase will focus on soliciting input from all communities in the District and users regarding the future of the airport. Creating the MPOC is the first step in this process. The first MPOC meeting will take place February 12th, 6-8pm, at the airport. Members will be asked to participate in 2-3 meetings between February and May. A total of six community workshops/open houses and one wrap-up meeting will take place during March and April. The community meetings will identify current airport activities and objectives with the intent of gathering input from the communities about the airport's future.
- **Phase 2: Technical Investigations**— to be completed in the remaining eight months. Information obtained during the outreach and information-gathering phase will be used to identify future needs, alternatives for accommodating those needs, and plan documentation. Though some of the investigations may be "technical", the process will generally follow in an open format with regular briefings at TTAD Board Meetings, via a master plan web site, social media, E-blasts, and newsletters to keep the community informed. Final plan documents will include a "Decision Document" depicting the phased development and rationale.

connected, by more than a runway

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TTAD would subsequently proceed with preparing an environmental document in accordance with the California Environmental Quality Act (CEQA) that would ultimately lead to plan adoption. Although the schedule for completing that work is not certain at this stage, we currently expect the process to take between 4 and 12 months to complete following the completion of the Decision Document.

Outreach Committee (MPOC) Roles & Responsibilities

The MPOC's primary role is to help garner community involvement in the TTAD master plan process. This includes identifying opportunities to increase community exposure and input, participating in meetings, and providing other assistance related to soliciting input. Following the initial outreach phase of the process, committee members may choose to stay involved as work progresses into the *technical phase (Phase 2)*.

MPOC member roles and responsibilities include the following:

- Recognize that the TTAD is a community asset and that a community-based planning process to update the Master Plan will improve outcomes for not only the airport but also the entire Truckee-Tahoe community.
- Work to solicit input from your constituents so that the Plan has regional consideration.
- Serve in an advisory role, providing information and input to the outreach phase of the Master Plan.
- Support outreach efforts to inform stakeholders on the Master Plan and the Airport.
- Serve as an ambassador to the Truckee-Tahoe Airport Master Plan process in the community.
- Have an affinity for community outreach work; talking with people; known in the community.
- Attend 2-3 meetings between Feb-May, 2013 and potentially stay on the Committee to provide additional advice.

We ask that your participation on the Master Plan Outreach Committee represent not only your voice but also that of your neighborhood and/or geographic region and/or organization. It is this larger perspective and appreciation of issues that will bring the greatest value to the Master Plan planning process.

To confirm your participation on the committee, or, if you have additional questions, please email or call me or Seana Doherty, Community Outreach Coordinator. You can reach Seana at (530) 386-2940 or at Seana@freshtrackscommunications.com.

We look forward to hearing from you.

Sincerely,



Kevin Smith

General Manager

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