

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Master Plan Consultant Selection Ad Hoc Committee Appointments		
Purpose	Information:	Guidance:	Decision: X
Recommendation	Appoint two members from the Board of Directors to form an ad hoc committee to review and select the three most qualified consultants to present to the full Board and the public.		
Last Action	The Board of Directors approved the final draft of the RFQ at their March 22, 2012 Meeting. Staff issued the RFQ to the consulting community on April 9, 2012 with the final proposals due on May 17, 2012.		
Discussion	<p>It is expected that the District will receive multiple proposals from the consulting community to provide Master Plan services. Staff suggests the creation of an ad hoc committee of Board Members with assistance from Staff and ACAT. One member from ACAT and a few staff members will meet with the ad hoc committee to assist and provide input regarding the proposals. The objective of this committee would be to select 3 or 4 proposals to present to the full Board of Directors and the public. It is likely that this would occur at the June 28, 2012 Board Meeting. The full Board would then select the best qualified consultant. Staff would then work with the consultant to negotiate a mutually agreeable and equitable price for the study.</p> <p>We expect the selection process to be complete by the end of June 2012 with contracts signed by the end of July. We anticipate being fully engaged in the Master Plan process by the Fall of 2012. We should expect 18 months to fully complete the Master Plan update. FAA and CEQA approval processes potentially could extend the project beyond 18 months but its staff's intention to complete it within this time period.</p> <p>After the consultant is selected, staff recommends the Board appoint a Master Plan Oversight ad hoc committee. This ad hoc committee would perform similar to the Pavement Maintenance Plan and Administration Building ad hoc committees. The Committee would assist in oversight of the project and to participate with staff on decision making as the project moves along. Critical decision making along with regular updates will occur with the full Board on a monthly basis.</p>		
Fiscal Impact	The Board has allocated \$210,000 for this project along with \$40,000 committed from the Nevada County Transportation Commission.		
Communication	No specific communication effort is involved in the creation of the ad hoc committee, but we have enlisted participation and support		

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Strategy

from ACAT on the consultant selection process. ACAT can be a valuable tool to assist in the overall communication effort as we begin this process.

Attachments

Master Plan RFQ