

TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Master Plan RFQ and Scope of Work Outreach Effort

Purpose	Information:	Guidance: <b>X</b>	Decision:
Objective	Review comments provided by local community groups, agencies, and local non-profits regarding Request for Qualifications (RFQ) and Scope of Work for upcoming Master Plan update effort. Provide guidance to staff regarding comments. No formal motion is required for this item.		
Last Action	The Board last discussed the Master Plan at the January 26, 2012 Board Meeting. The Board moved to approve the final draft of the Master Plan RFQ and Scope of Work pending community input from SOQ comment outreach effort.		
Discussion	<p>In early February, staff solicited comment from 56 different local stakeholder groups (see attached list). This list is comprised of local non-profits, special districts, governmental entities, airport user groups, pilots, environmental and preservation organizations. Staff specifically asked for comment regarding the draft SOQ which details the process and scope of work to be performed. Please review their attached letters.</p> <p>As of March 15, 2012 we received 5 responses to our solicitation. There comments are as follows:</p> <ul style="list-style-type: none"><li>- John Pang, Chief of the Meeks Bay Fire District and a Board Member of the Sierra Watershed and Education Partnership (SWEPE) sent an email stating that he felt it would benefit the District to add something about sustainability in the SOQ and that a consultant is found that will create a fiscal environmentally sustainable master plan.</li><li>- The Truckee Sanitary District sent a letter indicating that they have no comment at this time but would very much like to comment on the draft plans and be part of the process.</li><li>- John Eaton of the Mountain Area Preservation Foundation sent an email recommending that we ask the consultants to provide information regarding work they have completed in towns of less than 50000 population and at altitudes more than 5000 feet.</li><li>- Steve Poncelet of the Truckee Donner PUD called by phone and recommended that we seek local talent where possible and recommended that the consultants use local firms that understand the Truckee and North Lake Tahoe Community.</li><li>- The Civil Air Patrol sent a letter outlining their programs and where they see their future facility needs. They hope for consideration as the District moves through the Master Plan</li></ul>		

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process. Please review their attached letter.

Staff is in agreement with all these comments and can incorporate these concepts into the SOQ and scope of work if desired by the Board. Attached to the staff report are copies of the correspondence received.

Our next step will be to issue the RFQ. Staff's projected timeline is to issue the RFQ by April 15 with responses due by May 19<sup>th</sup>. Staff will suggest the creation of an Airport Master Plan Ad Hoc Committee at the April 2012 Board Meeting to help in the selection of a consultant and to assist in guiding the process. We anticipate final selection of a consultant at the June 2012 Board Meeting.

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<b>Fiscal Impact</b>	Aside from staff time, there was no fiscal impact to the SOQ stakeholder outreach effort.
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<b>Communication Strategy</b>	This item is part of an ongoing intensive community outreach effort regarding the update of the Master Plan. This effort will continue and become more refined as we move into the next phase of the project.
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While we only received 5 responses from 56 solicitations, the District did hear from many stakeholders indicating they received the announcement and are eager to participate in the process. The announcement in its self has begun community dialogue on this important project.

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<b>Attachments</b>	Solicitation of Comment Announcement Email and letters from stakeholders Final Draft of Master Plan SOQ and Scope of Work Stakeholder Mailing List
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