

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Master Plan RFQ and Scope of Work – 3rd Review

Purpose	Information:	Guidance:	Decision: X
Recommendation	Review and Approve <i>Request for Qualifications (RFQ) and Scope of Work</i> for new Airport District Master Plan with the associated Stakeholder outreach mailing list.		
Last Action	The Board reviewed the last draft of the RFQ and Scope of Work at the September 22 nd Board meeting. The Board agreed on a few minor modifications to the RFQ and requested some additional agencies and groups be added to the Stakeholder mailing list. Staff has also added agencies/groups.		
Discussion	<p>Attached to the staff report is the revised RFQ. As requested, language was added on page 2 line 26 regarding civic engagement and additional descriptive language on page 7 lines 22 through 31 of the Scope of Work. These changes have been highlighted in red.</p> <p>Our primary purpose for including this item on the consent agenda is to allow the Board of Directors final review of the Stakeholders mailing list. Various agencies and groups were added following last month's Board meeting. These new groups have been highlighted in yellow. The RFQ and Scope of Work will be mailed to these organizations and agencies with a cover letter explaining the process and importance of this effort and their participation.</p>		
Fiscal Impact	Fiscal impact is expected to be \$30,000 to \$60,000, depending on FAA funding availability and the status of other funding sources. This funding is programmed in the FY2012 Budget. We have received confirmation that the Nevada County Transportation Commission will contribute \$40,000 towards this effort. The District is still waiting for final confirmation from the FAA on AIP funding.		
Communication Strategy	Board approval of the draft RFQ and Scope of Work is the next step in setting in motion the Master Plan process. Through this RFQ/Scope of Work vetting process, staff anticipates active dialogue with our community, governmental entities, ACAT, and our various user groups such as AOPA, EAA, Plane Talkers, 99s, CAP, Truckee Tahoe Airport Land Use Commission, etc. An involved community outreach and communication plan will be an essential element of the consultant's submittal response to the RFQ and how they are evaluated.		
Attachments	Revised RFQ and Scope of Work Revised Stakeholder list.		