

**TRUCKEE TAHOE AIRPORT DISTRICT
Request for Proposals (RFP) – Operations Monitoring, Transient Aircraft Fee Revenue
Collection Services, and Noise Abatement System.**

RFP No. 2025-03

Opens: September 8, 2025

Closes: October 8, 2025

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1. REQUEST FOR PROPOSAL DEFINITION

The Truckee Tahoe Airport District (TTAD) is requesting proposals from qualified vendors to provide a comprehensive, turnkey solution to collect Transient Aircraft Fees, Operations Monitoring System, and integrated Noise Abatement monitoring and response system. The solution should integrate advanced technology solutions to maximize revenue capture, minimize TTAD staff time, provide timely remittance to TTAD, and include value-added features related to noise abatement compliance and outreach.

Submission Deadline: **Wednesday October 8, 2025 at 3:00 PM PDT (30 days)**

Submission Contact:

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1.2 AIRPORT OVERVIEW

The airport background can be viewed via [Truckee Tahoe Airport website](#). The strategic direction of the airport is best understood in the newly adopted [2025 Strategic Plan](#).

1.3 RFP TERMINOLOGY

Throughout this RFP the following terminology is used:

1. "**Mandatory**"- a requirement that must be met in a substantially unaltered form. The terms "**must**", "**required**", and "**will**" are also used to indicate mandatory requirements.
2. "**Desirable**"- a requirement has a high degree of importance to the objectives of this RFP. The term "**should**" also indicates a desirable requirement.
3. "**Optional**"- a requirement that is not considered essential, but for which evaluation credit is given. The terms "**may**" and "**can**" also indicate option requirements.

1.4 PROJECT OBJECTIVE

TTAD is seeking a vendor to implement and manage consolidated operations monitoring, a revenue collection system of transient aircraft fees, and tools to aid in noise abatement.

1. The following items **must** be included in the proposal:
 - a. **Demonstrate** the ability to achieve a **100%** or higher fee capture rate.
 - b. **Demonstrate** the ability to maintain a system uptime of **99%**.
 - c. **Automated Landing** Fee collection system.
 - d. **Aging Report** on fees collected.
 - e. **Noise Complaint** system to capture complaints via web, text, email or phone, correlate noise complaints to aircraft operations, and maximize ability to automate the system.
 - f. **Intuitive and easy** to use operations data collection, reporting, and analysis system.
 - g. **Pilot/operator interface** that is intuitive to view payments and receipts.
 - h. **Export** flight data tracks.
 - i. **Alternative** solution for fee collection should legislation prevent use of ADS-B data for fee collection.
 - j. Integrate **previous 2 years** of noise and operational data and maintain **3 years of on-demand** access for flight track analysis, noise comment review, and reporting capabilities.
 - k. Ability to integrate and/or interface into a **Point-of-Sale** system.
2. The following items are **desirable** in the proposal:
 - a. **Automated Ramp** Fees collection system.
 - b. **Automated Overnight Aircraft Parking** Fees.
 - c. **Bi-weekly** electronic payment remittance to TTAD.
 - d. **Ability to notify** airport staff when an aircraft violates a voluntary curfew or enters a Noise Abatement condition in near real-time state.
 - e. **Short-Term** Aircraft Hangar Rental scheduling and fee collection.

- f. **Overnight Auto** Parking system with integrated fee collection.
3. The following **optional** items will be considered in the selection:
- a. **Operator Feedback integrated** into landing fee invoices, both for noise and airport community messaging.
 - b. **Near real-time pilot notification** that can send text alerts to pilots within 30 minutes of landing for “thank you” or “noise feedback.”
 - c. **Aircraft Parking Reservation** system.
 - d. **Aircraft parking** planning module to “what if” various parking configurations.

1.5 SCOPE OF WORK

The selected vendor shall be responsible for designing, implementing, operating, and maintaining a system that ensures comprehensive capture and billing of transient aircraft-related fees. Transient fees include at a minimum Landing Fees based on MTOW. Other fees may include, Ramp Fees, Water, LAV, GPU, Overnight Tie Down Fees. This includes system configuration, TTAD staff onboarding, transient operator outreach, data verification and reconciliation, noise abatement analytics, invoice customization, and regular reporting to TTAD. The vendor shall also ensure integration with existing District data systems and facilitate secure and efficient payment collection and reporting processes.

1.6 DATA INTEGRITY & INTEGRATION

Vendors must acknowledge and plan for challenges related to ADS-B data gaps, aircraft tail number discrepancies, or blocked aircraft. Proposals should describe how the vendor will supplement flight tracking data and reconcile inconsistencies. The solution must integrate existing TTAD systems including noise monitoring dashboards, billing and accounting tools, and GIS-based aircraft activity logs. Vendors must propose secure API-based or comparable integration methods to ensure seamless interoperability and avoid data silos.

1.7 TERM OF CONTRACT

Initial term: **Three (3) years**

Options: **Two (2) additional one-year extensions** at TTAD's discretion

1.8 PROPOSAL FORMAT

All responses should be arranged as follows:

1. Title Page
2. Letter of Introduction (signed by authorized representative)
3. Company Profile
4. Proposed System Overview
5. Fee Capture and Technology Integration Methodology
6. Noise Abatement Monitoring and Notification Approach
7. System for searching, playing, and analyzing aircraft tracks
8. System for analyzing operation data by date, tail # and other data
9. Timeline for Implementation
10. Client References (minimum of three GA airports)
11. Cost Proposal and Commission Structure
12. Additional Optional Enhancements

1.9 CONFIDENTIALITY

Submissions or any portion thereof, may not be used for any purpose other than the submission of information. All information submitted to the District or its authorized representatives will remain confidential as permitted by the Public Records Act until the selection of a vendor and execution of a final contract. Firms should be aware that pertinent facts relating to their information, excluding trade secrets or proprietary information, could potentially be released after the selection of the successful firm. Trade secrets and proprietary information should be marked, and the Truckee Tahoe Airport District will endeavor to keep such information confidential to the extent permitted by law and as determined by the District in its sole discretion

2. GENERAL TERMS

1. Proposals valid for six (6) months.
2. Prices in USD.
3. TTAD reserves the right to reject any or all proposals and waive informalities.

3. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Cost and commission structure	25%
Demonstrate 100% fee capture capability, payment timeliness	20%
Noise abatement integration and compliance	20%
System usability and interface	15%
Implementation timeline and support	15%
Relevant experience and GA airport references	10%

4. OPTIONAL PRE-BID MEETING & SHARED RESPONSES

Vendors may request a virtual pre-bid meeting. Submit written questions five (5) days prior to the meeting. TTAD intends to share all questions and responses to this RFP to all potential vendors for the purpose of ensuring all interested parties have equal information. Should a vendor desire a pre-bid meeting, this must be held at least one week prior to submission deadline, **no later than Wednesday Oct 1, 2025**.

5. APPENDICES

- A. Airport Operations for years 2023 & 2024.
- B. Noise Abatement Procedures Overview available via web:
<https://pilots.truckeeatahoeairport.com/noise-abatement.html>
- C. Airport Layout and Hangar Inventory available via web: chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://truckeeatahoeairport.com/documents/788-ttad-master_hangar_layout-allhangars-pdf

END OF RFP

Appendix – A

2023 Operations & Comments (Excel version posted on RFP webpage of TTAD)

	Jan	Feb	March	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	2023	2022	2021	2020	2019	2018	2017	2016
Piston Single	795	1056	605	2456	1855	1487	1800	5142	2098	1629	1690	5417	1380	1591	1001	3972	16987	15819	15950	17002	16775	15937	14978	14262
Piston Twin	64	52	19	135	52	31	104	187	77	70	65	212	54	21	11	86	620	899	1069	1152	1269	1176	1145	1205
Turboprop	369	373	216	958	367	324	516	1207	834	758	576	2168	379	279	295	953	5286	6017	5526	5418	6346	6840	6942	6413
Jet < 12,499 lbs	41	50	17	108	25	46	80	151	92	97	55	244	37	30	35	102	605	591	794	829	998	896	960	918
Jet 12,500-19,999 lbs	100	105	61	266	99	79	158	336	319	423	161	903	103	41	84	228	1733	2168	2140	1883	1658	1751	1599	1331
Jet 20,000-49,999 lbs	98	100	12	210	92	70	166	328	321	325	216	862	79	62	111	252	1652	1878	2062	1939	1504	1606	1274	1164
Jet > 50,000 lbs	15	21	8	44	6	4	26	36	76	72	36	184	18	8	20	46	310	412	179	424	270	296	307	261
Helicopter	51	57	41	149	89	85	107	281	158	122	141	421	95	61	127	283	1134	741	1080	818	985	1013	1229	1190
Total Powered Aircraft	1533	1814	979	4326	2585	2126	2957	7668	3975	3496	2940	10411	2145	2093	1684	5922	28327	28525	28800	29465	29805	29515	28434	26744
Gliders	0	0	0	0	108	594	702	1111				1111		0	0	0	1813	3611	2523	3976	6574	5332	5146	5780
Total Operations	1533	1814	979	4326	2585	2234	3551	8370	5086	3496	2940	11522	2145	2093	1684	5922	30140	32136	31323	33441	36379	34847	33580	32524
COMMENT LOCATION	Jan	Feb	March	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	2023	2022	2021	2020	2019	2018	2017	2016
Alder	1	2	1	4	3		6	9	4	13	11	28	0		2	2	43	121	92	69	45	53	77	19
Donner Lake				0				0	0			0				0	0	0	2	0	2	3	1	0
Downtown		2	1	3	3	3	1	7	1	2	1	4		2	1	3	17	25	35	12	10	8	4	1
Gateway				0				0	0			0				0	0	0	0	0	0	0	0	1
Glenshire	3		1	4	4	4	2	10	2	7	3	12	2	5	4	11	37	111	230	112	79	71	69	105
Martis Valley Estates	6	8	1	15	3	4	16	23	19	12	13	44	9	1	2	12	94	282	231	60	70	62	103	72
Northstar				0	1		2	3	3	4		7	0	1		1	11	23	44	67	13	35	26	129
Olympic Heights	3	30	32	65	74	5	25	104	29	156	32	217	18	19	25	62	448	208	401	219	314	279	144	142
Prosser				0				0	3	5	3	11	1			1	12	12	56	23	65	52	31	99
Russell Valley				0	1	4	4	9	1		2	3	0			0	12	24	42	47	7	15		
Sierra Meadows	4	2	2	8	8	3	12	23	16	20	1	37	9	4	1	14	82	256	93	45	39	31	38	31
Tahoe Basin				0			1	1	2	1	1	4	0			0	5	8	7	7	4	6		
Tahoe Donner	1	2		3	2	2	10	14	9	15	10	34	1	1	2	4	55	143	82	193	119	75	108	76
Unknown/Other				0	1	1	1	3	0		0	0	0			0	3	4	5	1	4	0	16	5
TOTAL	18	46	38	102	100	26	80	206	89	235	77	401	40	33	37	110	819	1217	1320	855	771	690	617	680
COMMENT TYPE	Jan	Feb	March	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	2023	2022	2021	2020	2019	2018	2017	2016
Helo	0	0		0	0		1	1	0	1	0	1	0			0	2	21	14	21	17	23	18	6
Jet	9	13	4	26	12	5	31	48	31	52	30	113	4	2	8	14	201	586	461	360	203	204	232	304
Piston	6	31	25	62	76	19	30	125	45	98	32	175	32	29	21	82	444	439	642	378	424	293	229	208
Turboprop	3	2	9	14	12	1	17	30	13	78	13	104	4	2	8	14	162	164	194	93	121	156	111	118
Unknown/Other	0	0		0	0	1	1	2	0	6	2	8	0			0	10	7	9	3	6	14	27	44
TOTAL	18	46	38	102	100	26	80	206	89	235	77	401	40	33	37	110	819	1217	1320	855	771	690	617	680

2024 Operations & Comments (Excel version posted on RFP webpage of TTAD)

	Jan	Feb	March	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	2024
Piston Single	1005	829	684	2518	1310	1727	1820	4857	1658	2017	1881	5556	1655	874	1180	3709	16640
Piston Twin	19	31	35	85	36	42	116	194	91	75	62	228	58	21	25	104	611
Turboprop	426	349	377	1152	293	318	533	1144	855	679	444	1978	323	197	277	797	5071
Jet < 12,499 lbs	27	27	37	91	43	60	89	192	116	122	77	315	74	53	65	192	790
Jet 12,500-19,999 lbs	74	82	94	250	50	66	156	272	204	196	114	514	92	48	73	213	1249
Jet 20,000-49,999 lbs	98	104	143	345	88	102	213	403	429	406	201	1036	114	44	82	240	2024
Jet > 50,000 lbs	24	20	34	78	12	30	53	95	85	94	58	237	12	10	18	40	450
Helicopter	63	34	74	171	80	54	106	240	264	143	224	631	109	49	61	219	1261
Total Powered Aircraft	1736	1476	1478	4690	1912	2399	3086	7397	3702	3732	3061	10495	2437	1296	1781	5514	28096
Gliders	0	0	0	0	0	157	545	702	918	534	286	1738	0	0	0	0	2440
Total Operations	1736	1476	1478	4690	1912	2556	3631	8099	4620	4266	3347	12233	2437	1296	1781	5514	30536
COMMENT LOCATION	Jan	Feb	March	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	2024
Alder	4	5	4	13	1	2	5	8	12	7	6	25	4	1	1	6	52
Donner Lake				0			1	1	1			1				0	2
Downtown		2	1	3			2	2		3	3	6			1	1	12
Gateway				0				0				0				0	0
Glenshire	13	1	3	17	2	2	3	7	3	4	8	15		2	1	3	42
Martis Valley Estates	2	12	4	18	4	13	26	43	47	51	36	134	27	11	7	45	240
Northstar				0	1	1	1	3	1			1	1			1	5
Olympic Heights	70	21	16	107	60	7	5	72	6	3	6	15	2		1	3	197
Prosser			1	1	1		6	7	2			2				0	10
Russell Valley	1			1	2		2	2	1	1	2	4		2		2	9
Sierra Meadows	3	3	3	9	5	15	25	45	14	15	12	41	19	4	5	28	123
Tahoe Basin				0				0	3			3				0	3
Tahoe Donner	2	2	1	5		3	2	5	4	5	1	10	3			3	23
Unknown/Other				0			2	2				0				0	2
TOTAL	95	46	33	174	76	43	78	197	94	89	74	257	56	20	16	92	720
COMMENT TYPE	Jan	Feb	March	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	2023
Helo	1	0		1		2	2	4		0	3	3	3			3	11
Jet	11	20	10	41	5	18	36	59	61	61	43	165	35	9	9	53	318
Piston	42	22	18	82	43	21	34	98	22	24	23	69	10	10	6	26	275
Turboprop	41	4	5	50	28	2	5	35	9	4	5	18	5	1	1	7	110
Unknown/Other	0	0		0		0	1	1	2	0		2	3			3	6
TOTAL	95	46	33	174	76	43	78	197	94	89	74	257	56	20	16	92	720

2023	2022	2021	2020	2019	2018	2017	2016
16987	15819	15950	17002	16775	15937	14978	14262
620	899	1069	1152	1269	1176	1145	1205
5286	6017	5526	5418	6346	6840	6942	6413
605	591	794	829	998	896	960	918
1733	2168	2140	1883	1658	1751	1599	1331
1652	1878	2062	1939	1504	1606	1274	1164
310	412	179	424	270	296	307	261
1134	741	1080	818	985	1013	1229	1190
28327	28525	28800	29465	29805	29515	28434	26744
1813	3611	2523	3976	6574	5332	5146	5780
30140	32136	31323	33441	36379	34847	33580	32524

2023	2022	2021	2020	2019	2018	2017	2016
43	121	92	69	45	53	77	19
0	0	2	0	2	3	1	0
17	25	35	12	10	8	4	1
0	0	0	0	0	0	0	1
37	111	230	112	79	71	69	105
94	282	231	60	70	62	103	72
11	23	44	67	13	35	26	129
448	208	401	219	314	279	144	142
12	12	56	23	65	52	31	99
12	24	42	47	7	15		
82	256	93	45	39	31	38	31
5	8	7	7	4	6		
55	143	82	193	119	75	108	76
3	4	5	1	4	0	16	5
819	1217	1320	855	771	690	617	680

2023	2022	2021	2020	2019	2018	2017	2016
2	21	14	21	17	23	18	6
201	586	461	360	203	204	232	304
444	439	642	378	424	293	229	208
162	164	194	93	121	156	111	118
10	7	9	3	6	14	27	44
819	1217	1320	855	771	690	617	680