



# General Manager's Report

Item 1 – Upcoming Training/Conferences  
Item 2 – Ad Hoc Committee Updates  
Item 3 – Budget Workshop Reminder  
Item 4 – Form 700 and Required Ethics Training

Item 5 - Project Tracking List

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## Item 1 – Upcoming Training Opportunities

- Special District Legislative Days, May 20-21, 2014 - Sacramento
- AAAE General Aviation Issues and Security Conference, July 13-15, 2014 – Location TBD
- CSDA Annual Convention, Sept. 29 – Oct. 2, 2014 – Palm Springs, CA
- NBAA Annual Convention, Oct. 21-23, 2014 – Orlando, FL

## Item 2 – Ad Hoc Committee Meetings Update

Master Plan Ad Hoc Committee (Directors Hetherington and Morrison)

- Committee has finalized review of chapters 1-3 and will discuss these chapters with the Board on March 26, 2014.
- Chapter 4 - Alternatives will be delivered to the Board and public at the Board meeting in March as well.
- The Ad Hoc Committee is working on the Airport Layout Plan set.

Land Leasing Ad Hoc Committee (Directors Jones and Van Berkem)

- The Ad Hoc Committee continues to be ready to discuss options with JMA/Clear Capital when they are ready.
- The District has not received any new or additional information from JMA/Clear Capital.
- The Committee has completed some research on bonding options and financing. These tools may be applicable to the Clear Capital proposal and/or other land leasing options the District may consider in the future. The Committee will give a brief update on these activities.

## Item 3 – Reminder: Budget Workshop - April 23, 2014 – 3:00 PM to 5:00 PM

This is just a reminder that we will be holding our first Budget Workshop for FY2015 before the April Board Meeting. We will be reviewing budget goals, spending priorities, budget assumptions, and budget parameters for the next fiscal year.

## Item 4 – Form 700 and Required Ethics Training

Just a reminder to make sure you complete your Form 700 and required Ethics Training. Please contact Maria Martinez if you would like to check your currency status on either of these items.

## Item 5 – Project Tracking List Review

To assist in your review, items listed in red have new information and updates. Any items on the project tracking list may be discussed in the meeting. The Priority color key is as follows:

**RED:** High Priority. Staff is currently working on the project.

**ORANGE:** Medium Priority.

**BLUE:** Low Priority.

#### New Projects This Month

- No new projects added this month

#### Completed Projects Removed From List

- ARFF Engine Partnership with Truckee Fire Protection District
- Endowment for Waddle Ranch

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
Communication - Community Outreach - Annoyance Mitigation								
	1	May 2009	Flight Tracking – ATC Data utilization and transponder interrogation.	Project will continue exploring flight track data utilization in real time FAA air traffic control operations. Project will also continue to secure long term agreement with FAA to permanently interrogate aircraft.	Hardy	Staff is continuing ongoing outreach with the FAA, Oakland Center, TRACON, ERA, and others to secure ongoing agreements to maintain the MLAT system. Mr. Bullock will provide an update regarding the status of agreements with the FAA and our ongoing efforts to enhance the utilization of MLAT data at the March 26, 2014 Board Meeting	March 2014	Dec. 2014
	2	Oct. 2010	Land Use Assessment and Property Acquisition Watch List	Review land use planning and zoning in Placer and Nevada Counties and Town of Truckee for compatibility and future challenges. GM will assess land use compatibility and identify future challenges in Truckee, Nevada and Placer Counties.	Kevin S.	This process is intended to assist in identifying candidate properties for acquisition along with effects of current zoning, general plan land use designations, and (TDR) Transfer Development Rights programs. Land use and zoning maps overlaid with our CLUP data is the first critical step to establishing an organized and thorough acquisition plan. Staff is in process of building a GIS tool to query specific land use and zoning data along with CLUP data to identify high priority parcels. While we continue to work on the tool, the final data and associated parcels will be identified as part of the Master Plan process.	Winter 2014	Aug. 2014
	3	June 2010	Master Plan Update	Comprehensive update of 2000 Airport Master Plan.	Kevin	Mead & Hunt, Staff, and the Ad Hoc Committee are meeting regularly preparing the Master Plan draft document. Chapters 1-3 will be reviewed by the Board at March 26, 2014 board meeting. It is Staff's and the Ad Hoc Committee's intention to have the full Master Plan document ready for public review by May 1, 2014. Staff will have the alternatives chapter ready for the Board and public review at the March Board Meeting	Monthly Updates through summer 2014	Summer 2014
	4	Jan. 2007	Strategic Planning Process	Planning effort to create a strategic plan for TTAD by defining specific objectives and strategies for various planning and operational categories.	Kevin	Board and Staff meet in an retreat on January 29 <sup>th</sup> to discuss input from the Master Plan, Godbe Survey and other outreach. Many important ideas were discussed and reviewed by the Board and Staff. This new information will be incorporated into future Budget and Planning Meetings. The Strategic Plan will be updated as the Master Plan is finalized.	April 2014	Fall 2014
	5	Mar. 2012	Fall/Winter News Letter	Bi-annual newsletter published late spring and fall	Hardy	News letter sent out on schedule in early Dec. Next edition is planned for late May.	April 2014	June 2014
	6	Sept. 2013	Potential for Night Operations Assessment	Staff, ACAT and Board will study and look for solutions where appropriate to understand and mitigate potential future night aircraft operations	Hardy	Peter Kirsch (Aviation Legal Counsel) met with ACAT at their February team meeting and reviewed various options regarding night operations. Mr. Kirsch also provided a legal review of the issues related to the regulation of night operations. The Board and staff discussed this issue at the February 19, 2014 board meeting. Staff, ACAT, and the Board will continue the discussion at the Board/ACAT Workshop on March 26, 2014.	Feb. 2014 – ACAT Report	Dec. 2014
	7	Sept. 2013	Air Show	Airport District partnership with local non-profits with the purpose of producing an annual Air Fair and Family Festival to benefit the airport and local non-profits.	Kevin	The Air Fair Committee updated the Board at the January meeting. The event is progressing nicely and on schedule. The Wings of Blue have committed to our event. The Committee is currently meeting bi-monthly and will provide an update at the March 26, 2014 Board Meeting	March 26, 2014	July 12, 2014
	8	Sept. 2012	Quarterly Aviation Safety Seminars	Staff will work on a program to promote aviation safety through quarterly aviation safety seminars.	Hardy	Chris Snidemen was our Aviation Safety Seminar speaker on March 3, 2014. The meeting was well attended by local pilots. He spoke on single pilot resource management. The topic was well received by those that attended. Staff is working on the next event which is planned for June 2014.	May 2014 – GM Update	June 2014
	9	Jan. 2013	Website Update	Revise and update the District website, content, and website management system.	Hardy	Work on the web site continues. The official Launch will be mid-April.	May 2014	Spring 2014
Airport Operations								
	10	July 2008	Runway Load Bearing Study	Study process to evaluate load bearing capacity of TRK runways.	Kevin	The final step in this process and project is to have the new load bearing capacity, Prior Permission Request (PPR), and runway numbers reflected in the AF/D and the procedure plates. The FAA is currently reviewing our procedures and will update the charts as the project is complete. Staff continues to follow this and is working with the San Francisco ADO to finalize the change.	April 2014	Summer 2014
	11	July 2010	Minimum Standards Policy	Develop Minimum Standards to be used in evaluating services provided on the airport under permit or lease	Hardy	This project has been tabled until Master Plan is complete. Staff will reinstate this project in fall of 2013.	Fall 2014 – Will be completed in Fiscal Year 2015	August 2015

If you don't know where you're going, any road will take you there.

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
	12	Sept. 2013	One in One Out Approach/Departure Issue	Currently due to a lack of surveillance, only one aircraft at a time can either depart or approach the airport in IMC. Project is intended to solve that problem to allow more efficient use of the airspace.	Hardy	Along with actively working on instituting active surveillance with our flight tracking system, the draft Unicom assessment provides for various tools to improve operations. Along with Surveillance, staff is working on agreements with Oakland Center, improved communication equipment on the airport and better radio coverage with Oakland Center. As this project is developed further, staff will provide a more detailed update.	April 2014	Dec. 2014
	13	July 2009	Alder Hill Beacon Tower	We have a beacon on the tower located on Alder Hill. There are some questions as to who owns the tower, how to access the tower, and the future of the facility.	Kevin	The first level of access barricades has been installed and the tower is posted as restricted access. We are working with the agencies which have equipment on the tower to remove and clean up the antennas and equipment on the tower. The electrical issues related to access to the structure have been repaired with the assistance of the PUD. We continue to work with the HOA on final access agreements. Further site modifications are on hold for winter.	May 2014	Summer 2014
	14	Jan. 2013	Aviation Safety Initiatives	Staff is managing various safety projects to enhance airfield and flight safety at TRK.	Hardy	This project was discussed at the January 29 <sup>th</sup> Board Retreat. Staff will be working on a more formalized program outlining all the programs and initiatives you do now and gather and incorporate that into one program. Staff will also consider the option of having a consultant assist with a more formalized SMS program (Safety Management System) which could incorporate much of what we are doing.	April 2014	Sept. 2014
	15	July 2009	RNAV Approach/Departure	Development of special visual RNAV arrival/departure procedures	Hardy	There have been some new developments in regard to the RNAV procedure, coupled with FAA utilization of M-LAT data and new non-precision approach runway markings for Runway 2/20. Staff continues to work with Oakland Center and NorCal Approach on options to use M-LAT data. Use of this data in Air Traffic Control operations will assist in finalizing and publishing RNAV procedures. This item is directly related to and influenced by project #1. It will be difficult to move forward with an approved procedure without surveillance which project 1 has the potential to provide.	April 2014	Summer 2014
Capital Projects and Facilities Planning								
	16	Oct. 2013	2014 Pavement Work Program	Staff will supervise the completion of the 2014 pavement work program as outlined in the PMP and approved by the Board of Directors	Phred	Reinard Brandley is currently in the process of preparing the plan set for the South Ramp Reconstruction Project. Staff is still working with the FAA to secure as much funding as possible for this project. Is anticipated the construction will begin July 14, 2014.	Feb. 2014	Oct. 2014
	17	Oct. 2012	Tahoe City Emergency Services Helipad.	Construct an emergency Service Helipad on the Tahoe City Golf Course	Dave Hoffman	The design is in its final stage. District Engineer Bill Quesnel is working with Placer County on permitting. We hope to have an application into Placer County and TRPA by March. Work continues with Cal Aeronautics and the FAA.	May 2014	Oct. 2015
	18	Oct. 2014	Utility Maintenance Plan	Staff will create a facility maintenance plan for all airport overhead and underground utilities including sewer, water, storm water, electrical, and other utilities.	Phred and Bill Q.	This project will be similar to the Facility, Forest, and Pavement Maintenance Plans and will be the final CFP recommended by Staff. Work is underway by District Engineer Bill Quesnel to complete this project. Staff anticipates plan completion by Summer of 2014	April 2014	June 2014
	19	Oct. 2013	Pavement Maintenance Plan Update and Historic Pavement Data Collection	Update the 2011 Pavement Maintenance Plan and Collect documents and create a GIS file layer for all known historic pavement management information.	Kevin	Reinard Brandley has completed an update of the 2011 PMP to include accelerated work from 2010 to 2013 and has updated the 5 year ACIP and 15 year project projections. Staff will continue to work with District Engineer Reinard Brandley on the final update to the PMP.	May 2014	April 2014
Operating Budget, Funding Sources and Strategies								
	20	Oct. 2013	Multi Use Hanger (Hangar 3) – Hangar Assessment Study	Research cost and feasibility of constructing an all-purpose aircraft hangar capable of storing business jets and allowing for heated aircraft deicing. Hangar would also be used for community events and non-profit uses.	Hardy	C&S Companies has provided the draft plan which has been disseminated to the Board. Cory Hazelwood with C&S will make a full presentation to the Board at the March 26 <sup>th</sup> Meeting. The FY2014 Budget includes design and bidding funds for this project. The next step after consideration and review of the Hangar 3 Needs Assessment Study is to decide whether or not to move forward with design and permitting.	March 2014	July 2015
Other Items								
	21	July 2010	Non-Compete Policy	Adopt a Policy to clarify Boards position on community vs. TTAD competition with local businesses with similar services.	Kevin	GM will seek further clarification from Board at future meeting and then provide a draft policy for Board review. In past discussions, staff intended to tackle this item as part of the PI 504 revision. As that PI revision has been delayed until the Master Plan is complete, staff will address this as a single item to be discussed Spring 2014.	(This project is delayed Spring of 2014)	Summer 2014