



# General Manager's Report

Item 1 – Upcoming Training/Conferences  
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Item 4 – Spring/Summer Newsletter Articles

Item 5 – Website Update  
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Item 7 – 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 – Pittsburgh , PA
- 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 1-4. They are currently available for public review on the master plan website. [www.ttadmasterplan.org](http://www.ttadmasterplan.org).
- Chapter 5 - Implementation will be delivered to the Board and public at the Board meeting in March as well.
- The Ad Hoc Committee and staff will present the Airport Layout Plan (ALP) set up April 23, 2014 board meeting.

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.
- Clear Capital has submitted a Development Fund Application to the Town of Truckee under the Town's Economic Program Incentive Initiative.

## Item 3 – Runway Numbering and Procedures Update

Earlier this month the FAA finally updated the Airport Facilities Directory, terminal procedures, and charts to reflect our runway numbering change of 2012.

## Item 4 – Spring/Summer Newsletter Articles

Staff will discuss the articles being considered for this spring/summer newsletter. Current articles under consideration are:

- April Tree Planting on Waddle Ranch
- Air Show
- Master Plan Update
- NCTC Nomination
- Board Member Interview
- New Website Update
- Land Leasing Update
- Summer Programs Update

**Item 5 – Website Update**

Staff will review and discuss with the Board comments and ideas regarding the launch of the new website.

**Item 6 – Budget Workshop Update**

Staff and Board will review and discuss potential dates for the Budget Workshop in early September 2014.

**Item 7 – 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

- Staff has included the Waddle Ranch Endowment project back on the list. Staff removed it after the January Board Retreat. Director Hetherington asked that it be included back on the list.

Completed Projects Removed From List

- No projects were removed this month.

**Special Note:** As was discussed previously, staff is currently working on retooling and refreshing the Project Tracking List to be more inclusive of projects, concepts, initiatives, and good ideas that are discussed by staff and the Board. The objective of this Project Tracking List refresh project is to assure ideas are not lost and to assist in prioritization of Board and staff resources to accomplish projects and achieve results. Staff plans to present the new project tracking list at the June Board Meeting.

| Priority   | REF# | Start Date | Project   | Description   | P.M.     | What's Next  | Board Meeting                                     | E.T.C. / C.D. |
|--|------|------------|---|---|----------|--|---|---------------|
| <b>Communication - Community Outreach - Annoyance Mitigation</b> |      |            |   |   |          |  |   |               |
|  | 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. Staff, with the assistance of AirNav consultants is working on securing the final agreement to extend interrogation for five more years with the FAA. Staff is confident this will occur before the end of the fiscal year.   | June 2014 – GM Update                             | 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. | Summer 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 1-4 are available on the Master Plan website. Staff will review the Airport Layout Plan with the Board at the April Board Meeting. Staff will also provide copies of chapter 5 - Implementation for Board and public review. The full draft Master Plan document will be presented by Mead & Hunt at that May 28 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.  | August 2014                                       | Fall 2014     |
|  | 5    | Mar. 2012  | Fall/Winter News Letter   | Bi-annual newsletter published late spring and fall   | Hardy    | Staff will review topics and articles for the May newsletter with the Board.   | 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. This topic was discussed at the combined Board/ACAT Meeting on March 26. ACAT will continue to develop this project through the next fiscal year.   | July 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 April 23, 2014 Board Meeting  | April 23, 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    | Staff continues this quarterly series. Our last meeting was in early March. Our next meeting is scheduled for early to mid-June. Staff is still developing the topic and speaker.  | 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 website is essentially complete. The official Launch will be April 22, 2014. Staff has provided the Board a link allowing them an opportunity to review content and preview the website before its official launch.  | April 2014 – GM Update                            | Spring 2014   |
| <b>Airport Operations</b>  |      |            |   |   |          |  |   |               |
|  | 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 has finally updated approach charts and databases to correctly reflect the numbering change from July 2012.  | 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   |
|  |      |            | Row Intentionally left blank  |   |          |  |   |               |

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|---|------|------------|--|---|-------------------|--|----------------------|---------------|
|   | 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.   | May 2014 – GM Update | 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 – GM Update | 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 March 26, 2014 Board/ACAT Meeting. 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. Staff is currently working on an internal memorandum outlining and assembling all the current safety programs, safety measures, training, and initiatives related to safety.  | May 2014             | Sept. 2014    |
|   | 15   | July 2009  | RNAV Approach/Departure  | Development of special visual RNAV arrival/departure procedures   | Hardy             | Staff continues to work with the FAA and NavAid consulting to develop this project. Surveillance and integration of M-LAT data to Oakland Center is key to finalizing this project and having a procedure published. Staff is working with NavAid to study an extension of the system to the South areas of the airport district and including South Lake Tahoe airport. This expansion may provide enough leverage to entice the FAA to integrate our M-LAT data into the national airspace system to at least provide advisory services for aircraft operating in our airspace. There I support for this at various levels and departments within the FAA. | June 2014            | Summer 2014   |
| <b>Capital Projects and Facilities Planning</b>         |      |            |  |   |                   |  |                      |               |
|   | 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.  | June 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 May Work continues with Cal Aeronautics and the FAA. Physical construction will not begin until summer of 2015.  | May 2014 – GM Update | 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  | June 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    |
| <b>Operating Budget, Funding Sources and Strategies</b> |      |            |  |   |                   |  |                      |               |
|   | 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 presented the report at the March 26, 2014 Board Meeting. Additional analysis was requested by the board related to community usage, costs and revenue projections, and impacts to traffic at the airport. Staff has been analyzing these questions and provide a report at the April 23, 2014 Board Meeting. The Board will consider whether to move forward with design and bidding of hangar 3.   | April 2014           | July 2015     |
|   | 21   | July 2010  | Trust/Annuity for Waddle Ranch   | Creation of Endowment for the maintenance and preservation of Waddle Ranch  | Jane              | While there is still some interest in pursuing this concept at some level, it is not ready for decision. Staff will discuss this at a future Board Meeting, outline a few options for Board consideration to either move forward with the project or remove it from consideration.   | Fall 2014            | Summer 2015   |

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|-------------|------|------------|--------------------|--|-------|---|--|---------------|
| Other Items |      |            |                    |  |       |   |  |               |
|             | 22   | 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 Fall of 2014) | Summer 2014   |