



**TRUCKEE TAHOE AIRPORT DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS AND STAFF

**FROM:** HARDY S. BULLOCK, DIRECTOR OF AVIATION & COMMUNITY SERVICES &  
KEVIN SMTIH, GENERAL MANAGER

**SUBJECT:** TRK SAFETY PROGRAMS AND INITIATIVES AND SAFETY MANAGEMENT SYSTEMS  
(SMS) UPDATE

**DATE:** MAY 28, 2014

In August of 2012 the Federal Aviation Administration released the draft Advisory Circular on Airport Safety Management Systems (SMS), DRAFT AC 150/5200-37A. While the document pertains to PART 139 certificated commercial service airports, it is applicable and encouraged for use by General Aviation airports. During the development of this current advisory circular document, a test group of General Aviation airports developed and utilized SMS in an effort to accurately evaluate the FAA guidance. Four general aviation airports nationwide undertook the process of developing and utilizing an SMS in their daily workflow. Discussions with the FAA regarding a program outline for Truckee Tahoe Airport have been productive and informative. Staff feels a home grown SMS Program will be the best tool to outline, highlight, and measure safety related programs and initiatives at TRK.

Attached are general program areas associated with current safety management activity at KTRK. Safety Promotion (Culture of Safety) is very much alive and well within the organization and documented programs supports these values on a daily, monthly and annual basis. In addition to the general safety program list, Staff will present a brief presentation outlining the fundamentals of SMS as reflected in the FAA DRAFT Advisory Circular. Continued effort to outline our current safety initiatives, processes, and programs are underway. Our most notable current project is the Unicom Standard Operating Procedure Update and revision along with analyzing and implementing projects outlined in the Unicom Enhancement and Assessment Report.

Staff will continue to develop the attached list as we work with our staff to outline current projects and ongoing initiatives as well as ways to enhance safety in the future. It is staffs intent to move forward with a more formalized SMS program in FY 2015.

## **SAFETY POLICY**

Policies that improve safety, define methods, processes, and organization structure needed to meet safety goals. The following are current TRK programs and policies.

- Pre-Employment Physical Screening
- Injury & Illness Prevention Policy (IIPP)
- Drug And Alcohol Testing
- Updated Revision To Unicom Standard Operating Procedure
- Airport Rules and Regulations
- Dynamic and Snow and Slush Removal Policy
- Access Control Policy: Manages Access To A.O.A.
- Aviation Activities Policy Aircraft Operations Area
- Airport Emergency Plan: Delineates The Responsibilities Of District Personnel
- Drug And Alcohol Testing
- Master Plan
- Comprehensive Land Use Plan
- Fuel Handling/Storage/Quality/Spill Prevention
- Driver Awareness Training and Tenant Compliance

## **SAFETY ASSURANCE**

Evaluate the continued effectiveness of implemented risk control strategies; supports the identification of new hazards. Some of the programs and inspections currently in place are:

- Safety Coordinator
- Illness and Injury Prevention Administrator
- F.A.A. And Cal Aero Inspection
- T.F.P.D. Fire Inspections
- Personal Qualification Sheet (PQS)
- Baseline Hearing Testing
- Fire Alarm / HVAC
- Nevada County Consolidated Contingency Plan
- Nevada County Health & Human Services Inspection
- Newly installed and Upgraded AWOS
- Well established relationship with Oakland Center (ZOA)

## **SAFETY RISK MANAGEMENT**

Adequacy of and new and or revised risk controls based on the assessment of acceptable risk. Describe the system, identify the hazards, assess the risk, analyze risk, and control the risk. Some of the processes currently in place to accomplish this objective are as follows:

- Fuel Farm Safety Management
- Runway Inspections
- Aircraft Operations Area Inspection
- Navigational Aid Inspections
- Hangar Inspections
- Density Altitude Signs On The Field
- Density Altitude Sign At Self- Serve
- 9 Windsocks
- Improved Segmented Circle With An Illuminated Wind Sock
- Snow Removal Program
- Flight Tracking System
- Pilot Advisories
- Pilot Outreach Ramp Meet And Greet
- Obstruction Removal Program
- Hepatitis Shots
- Wireless Airport Surveillance Platform
- Runway Safety Area Improvement & Part 77 Survey Work

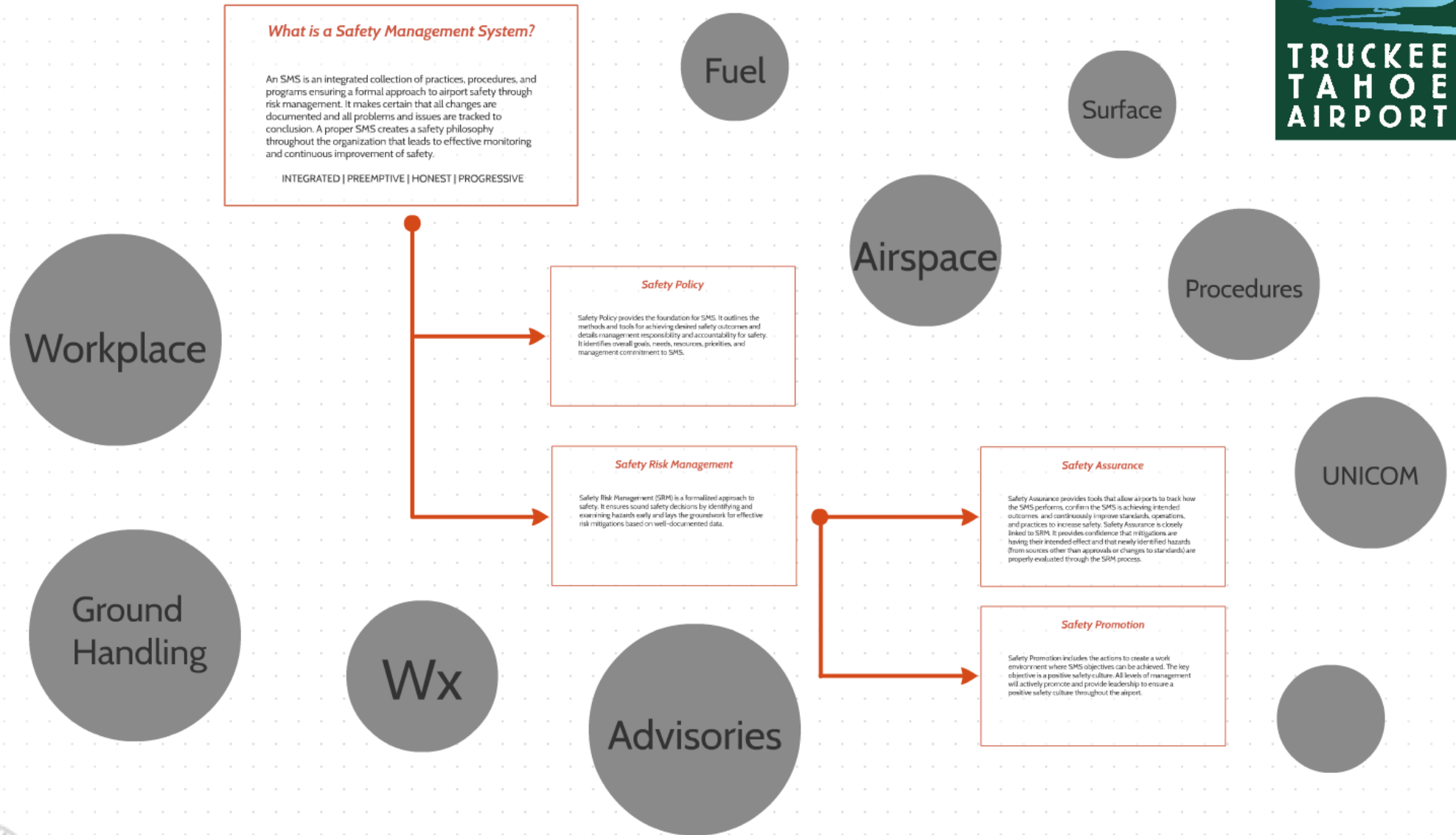
## **SAFETY PROMOTION**

Includes training, communication, and other actions to create a positive safety culture within all levels of the organization. Some of our programs and promotional products are:

- Workers Compensation Safety Awards
- Weekly Staff Safety Meetings
- Monthly Staff Meetings
- Pilot Roadshow
- Quarterly Aviation Safety Meeting
- Truckee Thursdays
- Neighborhood Block Party
- Pilot News Letter
- Kiosks
- Flight Tracking System

- Weather Certification
- Weather Cam
- Professional Line Service Training (P.L.S.T.)
- Aviation Awareness & Training
- Airfield Awareness Tours
- Interagency Joint Training
- Protection Zone & Land Use Acquisition

# Safety Management System (SMS)



# *What is a Safety Management System?*

An SMS is an integrated collection of practices, procedures, and programs ensuring a formal approach to airport safety through risk management. It makes certain that all changes are documented and all problems and issues are tracked to conclusion. A proper SMS creates a safety philosophy throughout the organization that leads to effective monitoring and continuous improvement of safety.

INTEGRATED | PREEMPTIVE | HONEST | PROGRESSIVE



# *Safety Policy*

Safety Policy provides the foundation for SMS. It outlines the methods and tools for achieving desired safety outcomes and details management responsibility and accountability for safety. It identifies overall goals, needs, resources, priorities, and management commitment to SMS.

# *Safety Risk Management*

Safety Risk Management (SRM) is a formalized approach to safety. It ensures sound safety decisions by identifying and examining hazards early and lays the groundwork for effective risk mitigations based on well-documented data.



# *Safety Assurance*

Safety Assurance provides tools that allow airports to track how the SMS performs, confirm the SMS is achieving intended outcomes and continuously improve standards, operations, and practices to increase safety. Safety Assurance is closely linked to SRM. It provides confidence that mitigations are having their intended effect and that newly identified hazards (from sources other than approvals or changes to standards) are properly evaluated through the SRM process.

# *Safety Promotion*

Safety Promotion includes the actions to create a work environment where SMS objectives can be achieved. The key objective is a positive safety culture. All levels of management will actively promote and provide leadership to ensure a positive safety culture throughout the airport.