



General Manager's Report

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Item 1 – Upcoming Training Opportunities

- UC Davis Aviation Noise Symposium – Feb. 28 – Mar. 2, 2016– Palm Springs, CA
- Airport Planning, Design, and Construction Symposium – March 2-4, 2016 - Salt Lake City, UT
- Airport Board Members and Commissioners Conference – April 10-12, 2016 – Indianapolis, IN
- CSDA Legislative Days – May 17-18, 2016 – Sacramento, CA
- 88th Annual AAAE Conference & Exposition – May 15-18, 2016 – Houston, TX
- AAAE General Aviation Issues and Security Conference – July 10-12, 2016 – Denver, CO

Item 2 – Ad Hoc Committee Meetings Update

Master Plan Ad Hoc Committee (Directors Hetherington and Morrison)

- The District has extended the comment period. The new draft will be recirculated with a target date of February 28, 2016.
- The CEQA MND is currently being updated with more detailed information related to traffic impacts for properties designated non-aeronautical.
- Staff anticipates holding the CEQA MND hearing at the April 27, 2016 meeting.
- Staff should receive the final approved Airport Layout Plan from the FAA within the next few weeks.

Warehouse/Office Building (WOB) Ad Hoc Committee (Directors Jones and Van Berkem)

- The Ad Hoc Committee met on Jan. 18, 2016 to review the project timeline and Budget.
- The footing and stem walls are complete.
- Aside from additional snow removal costs, the project continues to progress on budget.
- The project timeline is running approximately 6 to 8 weeks behind schedule due to weather and a later than expected start in Oct.

Hangar 3 Ad Hoc Committee (Directors Hetherington and Morrison)

- Ad Hoc Committee met on January 20, 2016 to review progress.
- Work continues on the Concept and Budget Report.
- A full update will be provided at the meeting.

Item 3 – Safety Management System Update

The District selected a vendor to provide Safety Management System consulting services in February 2015. Convergent Performances LLC was the selected vendor. The project goals were as follows:

1. Undertake a comprehensive and thorough safety audit of the Truckee Tahoe Airport, this includes all aspects of use such as occupational, public, and aeronautical. The end product of the safety audit is the **Gap Analysis and Safety Assessment**.
2. Form a KTRK safety roundtable comprised of airport uses, airport tenants, contractors, SASO's, EMS personnel, FAA and airport management, this is called the **Safety Roundtable**. This group meets periodically to discuss topics of significance affecting safety and emergency response.
3. Install an electronic records content management system, traditionally described as a Safety Management System (SMS). This is called Vortex, it is our airport wide **SMS system**.
4. Annual emergency safety drills and table top exercises. These are group activities that involve complex role playing and scenario based response. These are referred to as the **Table Top Exercises**.

These goals have been met. Staff has evaluated the ongoing use of the SMS system. The consultant is planning a trip to Truckee to present the attached Safety Gap Analysis to the Board of Directors at the February regular meeting on February 24, 2015. Additional description of the completed work on each of the four principal areas (**Gap Analysis and Safety Assessment, Safety Roundtable, SMS system, Table Top Exercises**) will be discussed in the February Board Staff report on SMS. Staff will provide a draft copy to the Board by January 28, 2016.

Item 4 – Rules and Regulations Project Update

Airports Management Consulting Group (AMCG) has completed the first one of five major components of our PMCD project. The five primary documents are:

1. Rules and Regulations,
2. Minimum Standards
3. Leasing/Rents & Fees Policy,
4. Development Standards
5. General Provisions

Collectively these documents are known as Primary Management and Compliance Documents (PMCD). The outline for this project deliverable is attached. The first component, Rules and Regulations, has been completed and attached in draft form and is quite comprehensive. Rules and Regulations set the acceptable and unacceptable conduct for those persons using the airport, describe the authority of the General Manager and the Board of Directors, and sets thresholds of significance and formality on topics ranging from vehicular access to signage and advertising. This document is significant for the daily operation of the airfield because many of the protocols which drive operations, maintenance, and UNICOM respond to these rules and regulations through daily procedures. The entire staff was given one month to comment on the document, the comments were summarized for changes by the consultant. The draft attached is for reference purposes to give a good overview of the project but does not include staff updates. After the Staff updates are made to the attached document, Peter Kirsch and his team at Kaplan Kirsch and Rockwell will review the document and comment on legal best practices and assure the document is compliant. They will specifically be looking at insurance requirements and other liability language. This legal review is anticipated to be complete by the end of February. After this review the Board will receive their review draft in preparation of presentation by AMCG. Each document within the PMCD set will undergo this review prior to Board review and acceptance.

Item 5 – Ramp Access Policy Update

As mentioned in the reports referenced in Items 3 & 4 above and in an effort to implement Safety Management Gap Analysis recommendations, staff will be proposing a new Ramp Access Policy for the Airport Operations Area. This will outline new access requirements, a driver training programs, as well as access permit fees for those wishing commercial access to the airport ramp area. This project is still in development. Staff will provide a brief overview of the project at the meeting.

Item 6 – Update on Submittals Received for Non-Aeronautical Land Leasing

The Solicitation period for Non-aero land leasing proposals closed on January 21st. The District received the following proposals:

- The Kid Zone for property at the corner of Highway 267 and Airport Road;
- JMA for the previously discussed 4 acre retail proposal on Soaring Way;
- Gavin Ball for R.E. Sutton Company for Soaring Way or other appropriate Light Industrial property options.

These proposals will be reviewed and vetted as part of the Non-Aeronautical Land Use Plan Ad Hoc Committee process. Staff will provide more information at the meeting.

Item 7 – Schedule Board of Director ACAT combined Meeting

Staff and ACAT would like to begin discussions regarding a time and date for the annual combined ACAT/Board of Directors Workshop.

Item 8 – Rolling Agenda Review

This is a new item we will review each month. Staff includes a rolling agenda each month as part of the Board Book. We will take a minute and review upcoming items and plan agendas for future meetings.

Attachments to GM Report

Item 4

- TRK Rules and Regulations DRAFT
- PMCD Deliverables