

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 511

Effective: October 27, 2011

SUBJECT: Airport Operations Monitoring Systems Data

PURPOSE: To establish a policy for acquiring, releasing, retaining, and responding to airport operations monitoring data

POLICY:

This policy shall apply to all airport operations monitoring data collection systems including, but not limited to, airfield surveillance cameras and flight track data acquisition systems.

Airport operations monitoring systems are able to acquire and collect data including the following:

1. Real-time flight track data which shows unprocessed data as it is received by the system.
2. Processed flight tracks which can be presented on GIS or displayed through a web browser.
3. Attributes presented by airframe transponders. This differs depending on the type of transponder (Mode S or Mode A/C) and type of flight (IFR or VFR).
4. Photographs of departing aircraft (except for touch and goes, rotor craft, balloons, and gliders) and the related FAA registration data based on the N-Number.

A. Acquisition of Data

Flight tracking data is dependent on properly equipped aircraft operating cooperatively with the multilateration system installed by the Truckee Tahoe Airport. The system will provide track and identity information commensurate with the equipment on the aircraft. In general, VFR mode a/c aircraft are anonymous to the flight tracking system. Mode S aircraft transmit a full data block, including tail number identification. Any tail number identification of the aircraft related to a specific track shall be considered confidential by the District, as stated in existing policies.

Unprocessed, real-time flight tracks may be observed by staff on monitors in appropriate airport facilities. This information will not be released to the public. It may be used as presentation material to the public. This presentation material shall conceal tail numbers, unless required by law or deemed necessary by staff.

Individual flight tracks with transponder tail number identification will only be made available to authorized District personnel, the airframe owner, company chief pilot, if any, and the pilot in command.

Authorized District staff and Board members shall have access to flight tracking data, as authorized by the General Manager.

B. Release of Data

Data will be released to the FAA, NTSB, law enforcement or any other appropriate agency upon their request in connection with an accident investigation or other inquiry related to their respective missions.

Flight tracks, either individual or consolidated, without tail number identification, may be requested by and released to the public in a graphical format only. District staff shall follow all applicable policies and processes related to requests for public information, to include the California Public Records Act.

Delayed flight tracks, without transponder identification, may be made publicly available via a web-based application.

No aircraft tail numbers collected by a District data collection system will be made available via any publicly accessible information system.

C. Retention of Data

Data shall be retained for a minimum of five years, or as defined in the District records retention policy, or as specified in agreements with data hosting services, whichever is greater.

D. Response to Operational Issues

Flight tracking data cannot be used for assessing individuals' compliance with any noise abatement procedures (NAP), nor may it be used as a basis for enforcing NAP operational sanctions or incentives. The data can be used in the following ways:

- 1. Flight track information can be used to counsel pilots on suggested noise abatement procedures. Counseling shall be confidential and advisory in nature; staff shall respect prerogatives of the pilot in command.**
2. Flight track information may be used to counsel interested members of the public on where aircraft are actually flying. Counseling shall be confidential and advisory in nature.
3. Flight track information may be used to help assess compliance to contracted curfew programs.
4. Aggregated flight tracks may be used to determine actual flight pattern trends and used to aid development of refined NA recommendations.

Staff may also release flight tracking data at their discretion to provide timely assistance for search and rescue operations and emergency and law enforcement services.

Senior staff may report significant operational safety issues to the regulatory authorities using all available data, as needed.

E. Annual Review of Policy

This policy shall be reviewed at one year from the date of its inception by staff and the Board of Directors.

A handwritten signature in blue ink, appearing to read 'Kathleen Eagan', written over a horizontal line.

Kathleen Eagan, President