



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS STAFF REPORT**

**AGENDA TITLE: Adoption of Primary Management and Compliance Documents (PMCD).**

**MEETING DATE: January 25, 2016**

**PREPARED BY: Hardy S. Bullock, Director of Aviation & Community Services**

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**RECOMMENDED ACTION:** Formally adopt the final three PMCD documents which include:

Truckee Tahoe Airport District Minimum Standards

Truckee Tahoe Airport District Development Standards

Truckee Tahoe Airport District Leasing Rents/Fees Policy

\*\*The Board previously adopted the Truckee Tahoe Airport District Rules & Regulations at the November 30, 2017 regular Board meeting. \*\*

**RECENT DISCUSSION:** The PMCD project is comprehensive. The District approach has been iterative with many small updates, revisions, and dialogue. I have assembled a written **staff report (STAFF REPORT.PDF)** and a **presentation (PRESENTATION.PDF)** that walks through the project process. I have also assembled a few **associated documents (INDEX Associated Documents PMCD.pdf)** that will be useful when trying to understand the Board dialogue related to subjects of concern. Please read the staff report first, then the presentation, then the associated documents. The final PMCD document set and all materials may be accessed here:

<https://www.dropbox.com/sh/nsrxhszdz65pgwz/AAADqUtuhUhUyNntz5q1mNoxa?dl=0>

## **DISCUSSION**

At the November 30, 2016 Regular Board meeting the Board adopted Rules and Regulations. The Board deferred adoption of the three remaining documents to the January 25, 2017 regular meeting for Board consideration.

At the October 26, 2016 regular Board meeting, the Board discussed the final PMCD set as presented by Staff, Jeff Kohlman of Aviation Management Consulting Group, and Peter Kirsch of Kaplan Kirsch Rockwell. Twenty six (26) areas of modification were discussed. The Board has received a copy of the spreadsheet outlining each change, a copy of the finalized documents, and a copy of the redline documents with before/after readability. Modifications directed by the Board focused on enhanced clarity, describing the District's "Proprietary Right" for offering of hangars and fixed base operation services. Other areas included the standards that may affect capacity such as hangar door width, aggregate hangar capacity, and terms describing large hangars. Animal conduct and allowed areas of animal activity were modified to add clarity. Documents were amended where commercial operating permits are described. District requirements for allowed/required aircraft modifications and use of noise abatement procedures were enhanced in various parts of the documents. Additional clarity was given regarding description of the Tranquility Campaign and its relationship to pilot and passenger outreach along with the target audience, part 135, fractional and part 91K operators.

## **PREVIOUS DISCUSSION**

Primary Management and Compliance Documents (PMCD) are a set of adopted, governing documents that integrate airport best practices and legally acceptable guidance on a wide range of airport subjects. These documents comply with FAA requirements for airports such as KTRK.

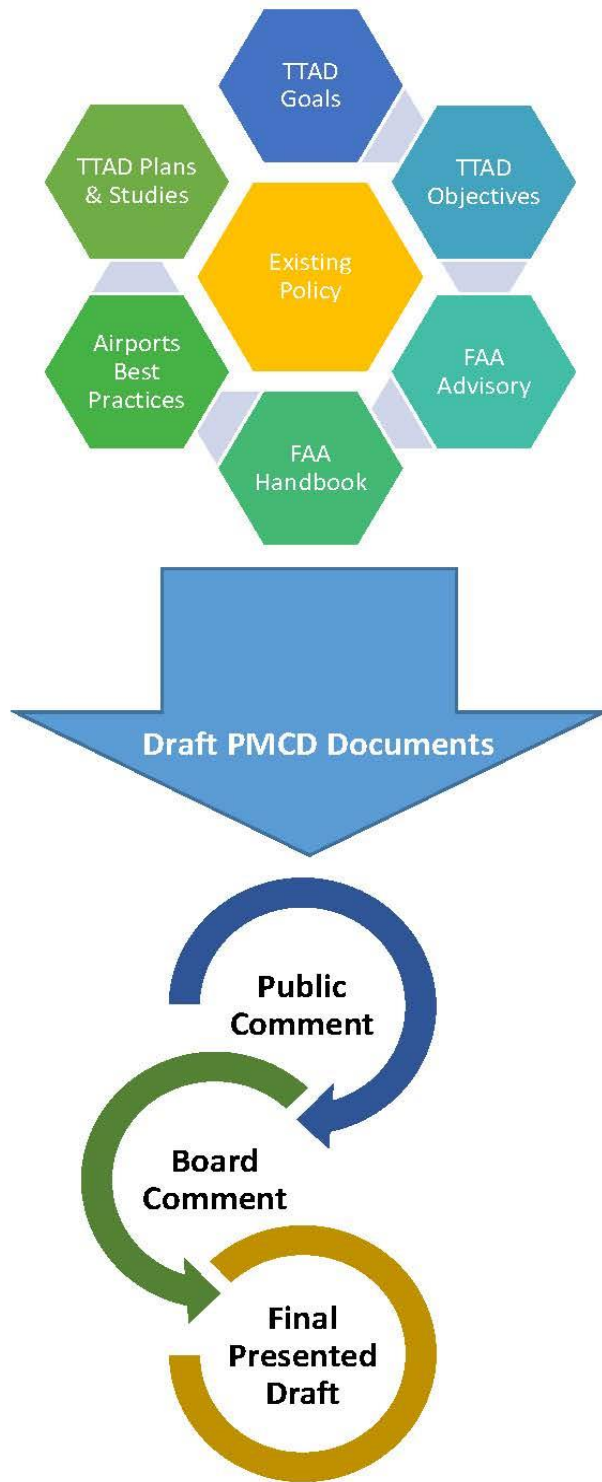
*Minimum Standards* designate the acceptable conduct of parties engaged in commercial activities on the airport. *Rules and Regulations* are the guidelines for acceptable conduct for anyone on the airfield including public or private, operator or tenant, and staff. *Development Standards* establish the rules governing airfield development, if approved by the Board, for a wide range of aeronautical and non-aeronautical construction scenarios. *Leasing Rents/Fees Policy* is the guiding document outlining the proper method to adjust, evaluate, and set rates and fees for aeronautical and non-aeronautical services such as hangar lease rates, office rents and alike. The policy does not include the actual rates/fees for things such as fuel or FBO services which are described within the Truckee Tahoe Airport District Master Fee Schedule.

Airport Management Consulting Group (AMCG) is the selected vendor for the PMCD project. The project was awarded in January of 2015 with work beginning in September of 2015 following completion of the Demand Drivers Study, Executive Hangar Study, and Hangar 3 Concept and Budget Report. The process of developing and vetting these PMCD documents starts with existing District policy and established goals and objectives.

Staff applied many micro decisions based on direction within the adopted 2014 Airport Master Plan, District Strategic Plan, Demand Drivers Study, Executive Hangar Study, and other guiding documents. AMCG brought a wealth of experience related to airport best practices and guiding principles which collectively created the draft documents. Following the draft construction, staff opened public comment on each document for a period of no less than 30 days.

Local elected and appointed officials were notified in late spring regarding this project. Additional advertisement to the general community, airport users, and alike was completed through our website, local newsprint, electronic mail, our District Connected Newsletter, and noticed public meetings.

Upon completion of the comment period, staff reviewed the documents with the Board of Directors to illustrate where public comment was incorporated or where it was addressed. During this process Board comments were also incorporated. Staff met with airport users over the course of the project several times to discuss pending changes and the ramifications of certain items contained within the documents. The illustration below outlines the document construction process.



Conceptual questions related to the function of each document are addressed through a memorandum from AMCG. Staff supported this approach to clarify questions that were asked repeatedly. Additionally each document has been reviewed by Kaplan Kirsch & Rockwell LLP for legal confidence along with Brent Collinson, District Counsel. Questions of any nature may be addressed to staff, Jeff Kohlman of Aviation Management Consulting Group, or Peter Kirsch Esq. with Kaplan Kirsch and Rockwell, who will be present during the Board meeting.

**FISCAL IMPACT:** Handled under budgeted expense for FY 2015/2016, approximately \$98,000.

**PUBLIC COMMUNICATIONS:** The public input process for the development of the PMCDs has been comprehensive. Over the past 18 months the District has advertised the details of the process through multiple media channels. The District has made available meeting and contact points, web based comment portals, news print advertisements, and e-blasts. Staff has also sent the PMCD documents to the Town of Truckee and Placer/Nevada Counties for comment and review.

**SAMPLE MOTION(S):** I move to (adopt, deny, or continue) **ALL** of the following Primary Management and Compliance Documents: Development Standards, Leasing Rents & Fees Policy, and Minimum Standards.

I move to (adopt, deny, or continue) the following Primary Management and Compliance Documents: **Development Standards**

I move to (adopt, deny, or continue) the following Primary Management and Compliance Documents: **Leasing Rents & Fees Policy**

I move to (adopt, deny, or continue) the following Primary Management and Compliance Documents: **Minimum Standards**

**ATTACHMENTS:**

<https://www.dropbox.com/sh/nsrxhszdz65pgwz/AAADqUtuhUhUyNntz5q1mNoxa?dl=0>

1. Final Development Standards
2. Final Leasing Rents/Fees Policy
3. Final Minimum Standards
4. List of Associated Documents