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## TRUCKEE TAHOE AIRPORT DISTRICT - INTEROFFICE MEMORANDUM

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**TO:** BOARD OF DIRECTORS  
**FROM:** KEVIN SMITH, GENERAL MANAGER  
**SUBJECT:** REVIEW SUMMARY SHEET FOR FEBRUARY 2, 2016 WORKSHOP  
**DATE:** JANUARY 29, 2016

In preparation for the Workshop next Tuesday, we have revised the “Tactical” Conversations Infographic. The new graphic attached has the same projects listed but is grouped into subject areas to more easily facilitate good tactical conversations as well as possibly kill two birds with one stone.

With so many interesting and important topics to cover we wanted to provide some staff recommendations and items to consider as you decide what to tackle first. One suggestion is to start discussing the center section of the Infographic (When and Where Aircraft Fly & Noise/Annoyance). These are outlined in the red boxes. Staff will present information on those items as well as summarize everything we have been working on regarding other items on the sheet. You will find many of the projects have work underway or deliverables pending shortly so it may be better to save those for another day (green boxes). It is not our intention to limit conversation to projects listed or try and direct conversation. This workshop is set aside for you to talk and make progress on the issues you want to discuss.

We have prepared a Summary Sheet of sorts to update you on the status of these new and/or recently implemented projects. Hope this is helpful. We will review this with you at the beginning of the meeting.

**Red Boxes are ripe for conversation (staff opinion).**

### **WHEN AND WHERE AIRCRAFT FLY**

**TEMPORARY TOWER:** Staff has prepared materials for review at the Feb. 2<sup>nd</sup> Workshop. See Fact Sheets in packet.

**What's Next:** Staff recommends discussing this project on Feb. 2<sup>nd</sup>. If the Airport desires to move forward with this project this summer, decisions will need to be made within the next 30 to 45 days.

VISUAL PROCEDURES: This project falls under the Temporary Tower project. We cannot have one without the other.

- What's Next: This project falls in line with the Temporary Tower discussion.

AIRSPACE STUDY: Study is well underway. A fact sheet has been prepared.

- What's Next: Staff recommends discussing this project on Feb. 2<sup>nd</sup>.

## **NOISE/ANNOYANCE**

ENHANCED PILOT OUTREACH: Staff has prepared a Fact Sheet and job description for this project and feel it is ripe for discussion.

- What's Next: Hear staff presentation at Board Meeting. Provide Direction to staff. Does the Board want us to advertise this position?

TRANQUILITY CAMPAIGN: Campaign underway. Staff is looking for additional ways to enhance program. Focus of program is pilots and passengers, not the general public.

- What's Next: Program will continue as planned. If we hire an additional Pilot Outreach Coordinator, this program will be greatly enhanced as part of that position.

ROAD SHOW: No Road Shows currently scheduled. This is a great program that staff and ACAT would like to resurrect.

- What's Next: Project is on ACAT's and staff's list but not on the short term project schedule. If we would like to accelerate this program, the new Pilot Outreach Coordinator would give us the band width to do that. This would be a key program in their work assignments.

HOME INSULATION PLAN: No defined program on this project yet. Needs careful legal guidance.

- What's Next: If the Board desires to move forward with this project. Staff recommends engaging Peter Kirsch to assist in defining a program that will work for the District.

**Green box is save for another day or projects underway.**

## **SUSTAINABILITY**

NOP PROCEDURE: Project is in very early stage of development.

- What's Next: Staff has collected some sample language and policies and will work toward a draft document by late spring/early summer.

CARBON EMISSIONS INVENTORY: Staff is working on a draft RFP for Board Review.

- What's Next: Board will receive a copy of the RFP at the February Board Meeting. Board can decide if they would like to issue RFP. Budget includes \$100,000 for this project as well as other sustainability projects.

LAND USE COMPATIBILITY PLAN: This project has begun. Funding and contracts have been finalized by the Nevada County Transportation Commission (NCTC).

- What's Next: NCTC will begin work on this update in early spring. The TTAD Board will hear more about it this summer.

## **ECONOMIC**

NON-AERO LAND USE PLAN: Board formed an ad hoc committee at their Jan. 27 meeting.

- What's Next: Ad Hoc Committee will be meeting on February 8<sup>th</sup>. Committee will update Board on progress at the March Board Meeting.

ECONOMIC IMPACT STUDY: Staff is working on a draft RFP for Board Review.

- What's Next: Board will receive a copy at the March Board Meeting. The Budget includes \$50,000 for this study.

## **HANGAR DEVELOPMENT**

EXECUTIVE HANGARS: Final work is being completed on the draft study by AMCG and Mead & Hunt.

- What's Next: The Board will receive a copy of the draft study by the end of February in preparation for a March Board Meeting Presentation.

HANGAR 3: Ad Hoc Committee is currently meeting.

- What's Next: Ad Hoc Committee is working on final draft of CBR and hopes to bring something back to the Board by early summer.

## **MISCELLANEOUS**

MISSION STATEMENT UPDATE: New potential project identified at the Nov. workshop.

- What's Next: At a future date, Board and Staff can discuss desire to take this on as a project.

FAA GRANT ASSURANCES: No work has been done on this project.

- What's Next: Board needs to decide if they want to take on this project.