



General Manager's Report

Item 1 – Upcoming Training/Conferences
Item 2 – Ad Hoc Committee Updates
Item 3 – Aviation Safety Seminar
Item 4 – Air Show Update

Item 5 – Multi-use Hangar Report
Item 6 – Land Leasing Update
Item 5 – Project Tracking List Review

Item 1 – Upcoming Training Opportunities

- CSDA Boards Role in HR and Finance, Feb 6-7, 2014 – Sacramento, CA
- UC Davis Noise Symposium, Feb. 23-26, 2014, Palm Springs, CA
- AAAE General Aviation Issues and Security Conference, July 13-15, 2014 – Location TBD
- NBAA Annual Convention, Oct. 21-23, 2014 – Orlando, FL

Item 2 – Ad Hoc Committee Meetings Update

Master Plan Ad Hoc Committee (Directors Hetherington and Morrison)

- Committee is finalizing review of the Inventory and Forecast Chapter and has begun review of the Facility Requirements Chapter. These are the first 3. There are 6 Chapters total.
- Committee is anticipating delivery of draft Master Plan by early March.

Land Leasing Ad Hoc Committee (Directors Jones and Van Berkem)

- The Ad Hoc Committee continues to be ready to discuss options with JMA Clear Capital when they are ready.
- The District has not received any new or additional information. JMA/Clear Capital have asked for some additional time to consider options.

Legal Counsel Selection Ad Hoc Committee (Directors Wallace and Morrison)

- The Committee met on January 28th. Their recommendation and report is included in the Board Book.

Godbe Survey Review Ad Hoc Committee (Directors Wallace and Jones)

- The final report has been submitted and reviewed by the Board. Project complete.

Item 3 – Aviation Safety Seminar – March 3, 2014 at 6:00 PM in the Board Meeting Room.

Staff has re-scheduled the next Aviation Safety Seminar from Feb. 18, 2014 to March 3rd at 6:00 PM. The topic will be Single Pilot Flight Risk Assessment. Chris Snideman will be our presenter. Chris is a local commercial pilot with extensive experience flying to and from TRK. He holds both CFI and CFII ratings as well as an Airline Transport Pilot rating.

Item 4 – Air Show Update

The General Manager will update the Board on new information pertaining to the Air Show. The Wings of Blue have committed to the event. Wings of Blue are the skydiving team from the United States Air Force Academy.

Item 5 – Multi-use Hangar Assessment Update

Staff will provide the report and briefly review the Hangar 3 Needs Assessment in preparation for the March 26th Board Meeting. C&S Companies will review and present the report to the Board at the March Meeting.

Item 6 – Project Tracking List Review

To assist in your review, items listed in red have new information and updates. Any items on the project tracking list may be discussed in the meeting. The Priority color key is as follows:

RED: High Priority. Staff is currently working on the project.

ORANGE: Medium Priority.

BLUE: Low Priority.

New Projects This Month

- No new projects added this month

Completed Projects Removed From List

- Runway Obstruction Removal Project

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
Communication - Community Outreach - Annoyance Mitigation								
	1	May 2009	Flight Tracking – ATC Data utilization and transponder interrogation.	Project will continue exploring flight track data utilization in real time FAA air traffic control operations. Project will also continue to secure long term agreement with FAA to permanently interrogate aircraft.	Hardy	Staff is continuing ongoing outreach with the FAA, Oakland Center, TRACON, ERA, and others to secure ongoing agreements to maintain the MLAT system. Staff is currently working with ERA to seek additional investment in our system to move towards potential certification. Staff is also continuing to work with the FAA to extend our agreement past Jan. 2015.	March 2014	Dec. 2014
	2	Oct. 2010	Land Use Assessment and Property Acquisition Watch List	Review land use planning and zoning in Placer and Nevada Counties and Town of Truckee for compatibility and future challenges. GM will assess land use compatibility and identify future challenges in Truckee, Nevada and Placer Counties.	Kevin S.	This process is intended to assist in identifying candidate properties for acquisition along with effects of current zoning, general plan land use designations, and (TDR) Transfer Development Rights programs. Land use and zoning maps overlaid with our CLUP data is the first critical step to establishing an organized and thorough acquisition plan. Staff is in process of building a GIS tool to query specific land use and zoning data along with CLUP data to identify high priority parcels. While we continue to work on the tool, the final data and associated parcels will be identified as part of the Master Plan process.	Winter 2014	Aug. 2013
	3	June 2010	Master Plan Update	Comprehensive update of 1998 Airport Master Plan.	Kevin	Mead & Hunt, staff, and the ad hoc committee are meeting regularly preparing the master plan draft document. The committee is reviewing Master Plan chapters in their weekly meetings preparing to present a final draft for Board and public review by late February. The Inventory and Forecast Chapters have been reviewed by the Ad Hoc Committee and will be disseminated to the Board. Consultants are also preparing noise models for departures and arrivals from runway 2/20 affecting Glenshire.	Monthly Updates through summer 2014	Summer 2014
	4	Jan. 2007	Strategic Planning Process	Planning effort to create a strategic plan for TTAD by defining specific objectives and strategies for various planning and operational categories.	Kevin	Board and Staff meet in an retreat on January 29 th to discuss input from the Master Plan, Godbe Survey and other outreach. Many important ideas were discussed and reviewed by the Board and Staff. This new information will be incorporated into future Budget and Planning Meetings. The Strategic Plan will be updated as the Master Plan is finalized.	April 2014	Fall 2014
	5	Mar. 2012	Fall/Winter News Letter	Bi-annual newsletter published late spring and fall	Hardy	News letter sent out on schedule in early Dec. Next edition is planned for late May.	April 2014	June 2014
	6	Sept. 2013	Potential for Night Operations Assessment	Staff, ACAT and Board will study and look for solutions where appropriate to understand and mitigate potential future night aircraft operations	Hardy	ACAT has begun scoping this project and will be meeting with Peter Kirsch (Aviation Legal Counsel) to better understand options to de-incentives and discourage these types of operations in the future. ACAT discussed this at their February 11, 2014 Meeting.	Feb. 2014 – ACAT Report	Dec. 2014
	7	Sept. 2013	Air Show	Airport District partnership with local non-profits with the purpose of producing an annual Air Fair and Family Festival to benefit the airport and local non-profits.	Kevin	The Air Fair Committee updated the Board at the January meeting. The event is progressing nicely and on schedule. The Wings of Blue have committed to our event. This is the Skydiving Team from the U.S. Air Force Academy.	February 2014 – GM Update	July 12, 2014
	8	Sept. 2012	Quarterly Aviation Safety Seminars	Staff will work on a program to promote aviation safety through quarterly aviation safety seminars.	Hardy	Next Seminar is planned for March 3, 2014. Chris Snidemen will present a seminar on cockpit resource management.	Feb. 2014 – GM Update	March 2014
	9	Jan. 2013	Website Update	Revise and update the District website, content, and website management system.	Hardy	New Leaders presented a full web update to the Board at the January 2014 Meeting. Work on the web site continues. The official Launch will be early March.	March 2014	Fall 2013
Airport Operations								
	10	July 2008	Runway Load Bearing Study	Study process to evaluate load bearing capacity of TRK runways.	Kevin	The final step in this process and project is to have the new load bearing capacity, Prior Permission Request (PPR), and runway numbers reflected in the AF/D and the procedure plates. The FAA is currently reviewing our procedures and will update the charts as the project is complete. Staff continues to follow this and is working with the San Francisco ADO to finalize the change.	March 2014	Summer 2014
	11	July 2010	Minimum Standards Policy	Develop Minimum Standards to be used in evaluating services provided on the airport under permit or lease	Hardy	This project has been tabled until Master Plan is complete. Staff will reinstate this project in fall of 2013.	Winter 2013 – Will begin	Spring 2014

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	12	Sept. 2013	One in One Out Approach/Departure Issue	Currently due to a lack of surveillance, only one aircraft at a time can either depart or approach the airport in IMC. Project is intended to solve that problem to allow more efficient use of the airspace.	Hardy	Along with actively working on instituting active surveillance with our flight tracking system, the draft Unicom assessment provides for various tools to improve operations. Along with Surveillance, staff is working on agreements with Oakland Center, improved communication equipment on the airport and better radio coverage with Oakland Center. As this project is developed further, staff will provide a more detailed update.	March 2014	Dec. 2014
	13	July 2009	Alder Hill Beacon Tower	We have a beacon on the tower located on Alder Hill. There are some questions as to who owns the tower, how to access the tower, and the future of the facility.	Kevin	The first level of access barricades has been installed and the tower is posted as restricted access. We are working with the agencies which have equipment on the tower to remove and clean up the antennas and equipment on the tower. The electrical issues related to access to the structure have been repaired with the assistance of the PUD. We continue to work with the HOA on final access agreements. Further site modifications are on hold for winter.	March 2014	Summer 2014
	14	Jan. 2013	Aviation Safety Initiatives	Staff is managing various safety projects to enhance airfield and flight safety at TRK.	Hardy	This project was discussed at the January 29 th Board Retreat. Staff will be working on a more formalized program outlining all the programs and initiatives you do now and gather and incorporate that into one program. Staff will also consider the option of having a consultant assist with a more formalized SMS program (Safety Management System) which could incorporate much of what we are doing.	April 2014	Sept. 2014
	15	Oct. 2013	Enhanced ARFF (Aircraft Rescue and Fire Fighting) Training and Equipment	The Airport District will partner with the Fire District to provide advanced training and equipment to fire fighters to improve knowledge, response times, and equipment for Aircraft Rescue and Fire Fighting.	Kevin	This project is essentially complete. Fire Fighters have received training and the ARFF Engine has been ordered and is anticipated to arrive late summer.	August 2014	Sept. 2014
	16	July 2009	RNAV Approach/Departure	Development of special visual RNAV arrival/departure procedures	Hardy	There have been some new developments in regard to the RNAV procedure, coupled with FAA utilization of M-LAT data and new non-precision approach runway markings for Runway 2/20. Staff continues to work with Oakland Center and NorCal Approach on options to use M-LAT data. Use of this data in Air Traffic Control operations will assist in finalizing and publishing RNAV procedures. This item is directly related to and influenced by project #1. It will be difficult to move forward with an approved procedure without surveillance which project 1 has the potential to provide.	March 2014	Summer 2014
Capital Projects and Facilities Planning								
	17	Oct. 2013	2014 Pavement Work Program	Staff will supervise the completion of the 2014 pavement work program as outlined in the PMP and approved by the Board of Directors	Phred	Staff will continue planning for Summer pavement work. The FAA has indicated that \$340,000 is available for TRK projects. Staff is working on a project prioritization based on available funding and will present the 2014 project to the Board in February.	Feb. 2014	Oct. 2014
	18	Oct. 2012	Tahoe City Emergency Services Helipad.	Construct an emergency Service Helipad on the Tahoe City Golf Course	Dave Hoffman	The design is in its final stage. District Engineer Bill Quesnel is working with Placer County on permitting. We hope to have an application into Placer County and TRPA by March. Work continues with Cal Aeronautics and the FAA.	Feb. 2014 – Engineer Update	Oct. 2014
	19	Oct. 2014	Utility Maintenance Plan	Staff will create a facility maintenance plan for all airport overhead and underground utilities including sewer, water, storm water, electrical, and other utilities.	Phred and Bill Q.	This project will be similar to the Facility, Forest, and Pavement Maintenance Plans and will be the final CFP recommended by Staff. Work is underway by District Engineer Bill Quesnel to complete this project. Staff anticipates plan completion by Summer of 2014	Feb. 2014 – Engineer Update	June 2014
	20	Oct. 2013	Pavement Maintenance Plan Update and Historic Pavement Data Collection	Update the 2011 Pavement Maintenance Plan and Collect documents and create a GIS file layer for all known historic pavement management information.	Kevin	Reinard Brandley has completed an update of the 2011 PMP to include accelerated work from 2010 to 2013 and has updated the 5 year ACIP and 15 year project projections. Staff will continue to work with District Engineer Reinard Brandley on the final update to the PMP.	March 2014	April 2014
Operating Budget, Funding Sources and Strategies								
	21	July 2010	Trust/Annuity for Waddle Ranch	Creation of Endowment for the maintenance and preservation of Waddle Ranch	Jane	Board consensus was not to create an ad hoc committee. While there is still some interest in pursuing this concept at some level, it is not ready for decision. Staff will discuss this at a future Board Meeting, outline a few options for Board consideration to either move forward with the project or remove it from consideration.	Dec. or Jan. 2014 (Staff would like to review this at the Jan. 29 th Retreat)	Summer 2014

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	22	Oct. 2013	Multi Use Hanger (Hangar 3)	Research cost and feasibility of constructing an all-purpose aircraft hangar capable of storing business jets and allowing for heated aircraft deicing. Hangar would also be used for community events and non-profit uses.	Hardy	C&S Companies has provided the draft plan which has been disseminated to the Board. Cory Hazelwood with C&S will make a full presentation to the Baord at the March 26 th Meeting. The FY2014 Budget includes design and bidding funds for this project. The next step after consideration and review of the Hanger 3 Needs Assessment Study is to decide whether or not to move forward with design and permitting.	March 2014	July 2015
Other Items								
	23	July 2010	Non-Compete Policy	Adopt a Policy to clarify Boards position on community vs. TTAD competition with local businesses with similar services.	Kevin	GM will seek further clarification from Board at future meeting and then provide a draft policy for Board review. In past discussions, staff intended to tackle this item as part of the PI 504 revision. As that PI revision has been delayed until the Master Plan is complete, staff will address this as a single item to be discussed Spring 2014.	(This project is delayed Spring of 2014)	Summer 2014