



# General Manager's Report

- Item 1 – Upcoming Training/Conferences
  - Item 2 – Ad Hoc Committee Updates
  - Item 3 – 2018 Board Workshop Update
  - Item 4 – Warehouse Leasing Strategy
  - Item 5 – Vector/Plane Noise Update
  - Item 6 – Tahoe City Helipad Update
  - Item 7 – Bike Share Update
  - Item 8 – Capital Projects Advisory Committee Appointment
  - Item 9 – NPIAS Update
  - Item 10 – Rolling Agenda Review
  - Attachments
- 

## Item 1 – Upcoming Training/Conference Opportunities

- Special District Leadership Academy – Feb. 4-7, 2018 – La Quinta CA
- Airport Planning, Design, and Construction Symposium – Feb. 28 – Mar. 2, 2018 – Denver CO
- AAAE Annual Convention – Apr. 15-18, 2018 – San Diego CA
- Special District Leadership Academy – Apr. 15 – 18, 2018 – Monterey CA
- Special District Legislative Days – May 22-23, 2018 – Sacramento CA
- AAAE/USCTA Contract Tower Program Workshop – June 19-20, 2018 – Washington DC

## Item 2 – Ad Hoc Committee Meetings Update

### Non-Aviation Land Use Committee (Directors Jones and Wallace)

- The Board received a full report at the Nov 29, 2017 Board Meeting.
- Staff will be working on land use and zoning applications with Town of Truckee, Placer County, and Nevada County.
- Staff has a meeting early February with Town of Truckee to review District requests.
- TISA TTAD land transfer discussions continue. Next steps will be covered in closed session.

### GHG Inventory Study Ad Hoc Committee (Directors Wallace and Morrison)

- The Board received the final GHG Inventory at the Oct. 2018 Board Meeting.
- The Board decided to move forward with the next phase of this project which is to have First Environment prepare at GHG Reduction plan.
- Staff is working on scope and contract for ad hoc committee review and presentation to the Board at the May 2018 Board Meeting.

### Economic Impact Study Committee (Directors Wallace and O'Dette)

- EPS, Staff, and the ad hoc committee meet on Dec. 11, 2017 to review survey and data results in preparation for final report.
- Due to delays in receiving information from the State of California EPS has not been able to finalize the study.
- Staff anticipates the final report and presentation at the March 2018 Board Meeting.

#### Hangar 2 Design and Programming Ad Hoc Committee (Directors Morrison and Stephens)

- Staff and the Ad Hoc Committee have been working on project design and programming of the new building.
- We will be meeting with Mead & Hunt and VJS Lincoln (metal building contractor) on January 25, 2018 to receive first cost estimate of the structure.
- Staff anticipates Concept and Budget Report will be ready for the February 28, 2018 Board Meeting.

#### Regional Housing Committee (Directors Stephens and Morrison)

- Ad Hoc Committee and staff are actively working with the Mountain Housing Council.
- The Lazando property has completed site grading and begun vertical construction.
- The Ad Hoc Committee decided the CFY Railyard project did not meet the Districts criteria for participation.
- The Ad Hoc Committee will provide an update regarding their activities at the meeting.

#### **Item 3 – 2018 Board Workshop – Scheduling of Time and Date and Agenda**

We have confirmed March 7, 2018 from 9:00 to 3:00 PM for the annual Board Workshop. Location to be determined. Some of the potential topics for this meeting discussed so far include:

- Strategic Plan Update Discussion
- Summer 2018 Air Traffic Control Tower Protocols and Operational Standards
- Home Sound Insulation Options and other Noise Abatement Strategies
- TTAD Climate Action Initiatives
- 5 Year Financial Forecast

Staff is keeping a running list of items and topics brought forward by the public, staff, and Board of Directors. We can discuss other items and ideas for this meeting over the next few months.

I also wanted to advise the Board that Sally Lyon is scheduled to attend the AAAE Finance and Administration Conference which conflicts with the Board Workshop. She will not be at the Board Workshop unless the Board feels otherwise.

#### **Item 4 – Warehouse Leasing Strategy**

Currently we have about 8,000 sq. ft. of unleased space in our warehouse. Staff is currently using the space to house equipment, some temporary non-profit storage, and a staging area for parts and equipment for the Executive Hangar project. This space will be available for lease by late spring or early summer. Staff has had some inquiries from local non-profits looking to lease the space at market rates or possibly with discount based on public benefits provided. Staff will present a few options to the Board regarding priority of leasing and if the District wants to give preference to local non-profits.

#### **Item 5 – Vector Automated Billing and Plane Noise Contracting Update**

Staff would like to provide some visibility to the Board regarding two new software programs we are implementing to assist in managing workload and provide a better product to our customers and constituents.

Automated Billing: February 1, 2018 the District will begin using our existing Vector camera system to automatically bill aircraft TU fees. Currently the night staff tag aircraft with paper envelopes. This may take 1-3 hours a day during peak cycles. During peak periods we also may miss aircraft that should be billed. The camera system will ID these and send them a bill. In addition our new Master Fee Schedule allows for a Prior Permission Request fee for night operations. With this system operating we feel we will have a higher capture rate of this fee. Ultimately the system will help us collect fees with better efficiency and accuracy. The number of daily transactions at Unicom will decrease as pilots will not have to go to UNICOM to pay their fees. The cost is 13% of collected TU revenue. Staff plans to adjust the fee schedule to capture

the fee. A significant ancillary benefit will be reducing workload while billing more fees and letting our staff do other things during busy periods.

Noise and Annoyance Services: Plane Noise is a software platform designed to manage community annoyance and provide a higher level of response and transparency. The system is designed around a “Community Hotline” telephone system which takes calls, transcribes them, logs them, and does data entry so staff can focus on analyzing the data and working directly with the commenter. The GIS capability of the system allows staff to define areas of annoyance real time and respond by working with air traffic controllers to adjust patterns and procedures. Initial cost is \$25K, Ongoing cost is between \$10-15K. We have funding in the budget for this. We hope this allows staff to meet the needs of our 164 household that submitted comments in 2017 plus any new folks that submit comments annually without adding full time staff while maintaining high level of personal response and action. It also allows commenters to follow our investigation as it unfolds and updates them along the way. We will keep the Board posted regarding how this system performs.

#### **Item 6 – Tahoe City Emergency Service Helipad Update**

The Tahoe City Emergency Service Helipad is substantially complete. The helipad is currently operational and has already been used by EMS helicopters. The transformer is the last significant item necessary to complete the project to 100%. This will be complete by the end of the month and in turn will allow the final lighting and gate to be programed. Punch list items were completed last week.

#### **Item 7 – Bike Share Update**

Staff has received confirmation that the Tahoe Forest Hospital District will be buying 2 stations for the summer of 2018. We will have 25 bikes in the system for this summer. He had 10 bikes for the summer of 2017. The Truckee Donner PUD came onboard at the end of last summer with 5 bikes. There continues to be strong interest in this program.

We have also had some preliminary conversations with Granlibakken and some Tahoe Basin entities on getting a bike share program going in the Tahoe City downtown area. If the Board is willing to jump start the program with two stations (\$9500 per year for 1 station and 5 bikes) we may be able to leverage that to get a few more local agencies and business to sponsor stations.

#### **Item 8 – Placer County Capital Projects Advisory Committee Appointment**

Staff will provide a brief update on this new program and committee selection process.

#### **Item 9 – National Plan of Integrated Airports System (NPIAS) Update**

Staff will provide a brief update regarding the recent change to the District’s classification under the FAA’s NPIAS Program.

#### **Item 10 – Rolling Agenda Review**

We will review upcoming items and plan agendas for future meetings.

#### **Attachments to GM Report**

Map of Warehouse Space

Rolling Agenda