



# General Manager's Report

- Item 1 – Upcoming Training/Conferences
  - Item 2 – Ad Hoc Committee Updates
  - Item 3 – Hangar 1 Concept and Budget Update
  - Item 4 – 2018 Board Workshop Update
  - Item 5 – AVFuel Contract Renewal
  - Item 6 – Rolling Agenda Review
  - Attachments
- 

## Item 1 – Upcoming Training/Conference Opportunities

- AAAE/ACI-NA Washington Legislative Conference – March 20-21, 2018 – Washington DC
- AAAE Annual Convention – Apr. 15-18, 2018 – San Diego CA
- Special District Leadership Academy – Apr. 15 – 18, 2018 – Monterey CA
- ACI-NA/AAAE Airport Board & Commissioners Conference – May 6-8, 2018, Las Vegas NV
- Special District Legislative Days – May 22-23, 2018 – Sacramento CA
- AAAE/USCTA Contract Tower Program Workshop – June 19-20, 2018 – Washington DC
- Special District Leadership Academy – July 8 – 11, 2018 – Napa Valley, CA
- Association of California Airports Conference - Sept. 12-14, 2018 – South Lake Tahoe, CA
- ACI-NA/AAAE National Airports Conference – Sept. 16-18, 2018 – Anchorage, AK
- CSDA Annual Convention – Sept. 24-27, 2018 – Indian Wells, CA
- NBAA Convention & Exhibition – Oct. 16-18, 2018 – Orlando, FL
- AAAE Basics of Airport Law Workshop and 2018 Update – Oct. 28-30, 2018 – Washington DC
- Annual Airports Going Green Conference – Nov. 4-7, 2018 – Atlanta GA
- ICAS Annual Convention – Dec. 3-6, 2018 – Las Vegas NV

## 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 meet with the Town of Truckee on Feb. 6<sup>th</sup> to discuss future land use applications and use designations for Airport owned properties.
- Ad Hoc Committee and staff are working on scheduling a meeting. Due to scheduling conflicts, we were not able to meet in February.
- TTSA TTAD land transfer discussions continue. We will be discussing this item in open and closed session at this meeting.

### 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 a 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.

- Staff anticipates the final report and presentation at the April 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.
- The Ad Hoc Committee met on Feb. 19<sup>th</sup> to give direction to Mead & Hunt and VJS Lincoln (metal building contractor) on various design options along with cost estimates of the structure.
- Staff anticipates Concept and Budget Report will be ready for the March 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 is in vertical construction.
- The Ad Hoc Committee will provide an update regarding their activities at the meeting.
- The Board will be considering for approval policy documents from the Mt. Housing Council as part of this agenda.

**Item 3 – Hangar 1 Concept and Budget Update**

Staff has been working with modular office vendors to secure bids for the Hangar 2 project. Bids for the modular offices came in slightly higher than expected. We had estimated in our previous Staff Report about \$280,000 including transportation and set up. One item not anticipated or include in the January Budget was Sales Tax on the trailers. As modular are considered vehicles, the State of California requires sales tax to be paid which is estimated at \$26,000. I also added a flight instruction room to the modular which made the structure slightly larger. Moving flight training to the new modular will open up an additional highly needed staff offices in the administration building. We also added \$5000 to utilities and \$5000 to the Hangar Office Demo as we are not 100% sure what we will find when we remove the old offices. There also may be some IT technology equipment that needs to be moved. Due to the fact that we now receiving hard pricing we reduced the contingency from \$37,000 to \$25,000.

The updated Project Costs are as follows:

Modular Offices	\$307,590 (another quote under review came in at \$285,214)
Sales Tax	\$26,000
Utilities	\$15,000
Landscaping	\$5,000
Office Demo	\$20,000 (PBD Quote)
Contingency	\$25,000 (permits, pad prep. etc.)
<b>Total</b>	<b>\$398,590</b>

The majority of the requested budget increase is due to the requirement to pay Sales Tax on the trailers. As was presented in last month’s Board meeting, the District has \$526,878 in unallocated funding available to be applied to this project. This funding comes from recently awarded grants

from the State of CA and the FAA to offset anticipated expenses primarily with pavement maintenance. Staff is looking for Board consensus to continue the project with revised budget.

**Item 4 – 2018 Board/Staff Workshop – Agenda Review**

Attached to the GM Report is the Agenda for the Board/Staff Workshop. The workshop will take place in the Board Room March 7, 2018 from 9:00 AM until 3:00 PM. Please review the attached agenda. Some information has already been sent out to the Board primarily related to a review of guiding documents. The full Board Book for the Workshop will be posted on March 2, 2018.

**Item 5 – AVFuel Contract Renewal**

The District's current contract with AVFuel is up for renewal. Staff has been pleased with the products and services provided by AVFuel and will propose a 4-year contract renewal to the Board at the March 2018 meeting. Staff will provide more information regarding this upcoming March agenda item this meeting.

**Item 6 – Rolling Agenda Review**

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

**Attachments to GM Report**

Agenda for March 7<sup>th</sup> Board Workshop

Rolling Agenda