



General Manager's Report

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Item 1 – Upcoming Training Opportunities

- CSDA How to be an Effective Board Member, January 30, 2014 – Sacramento, CA
- CSDA Boards Role in HR and Finance, Feb 6-7, 2014 – Sacramento, CA
- ACC/AAAE Airport Planning Design and Construction Symposium, Feb. 19-21, 2014 – Denver, CO
- 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)

- The Committee continues to meet on a regular basis working closely with Staff and Consultants to assist in moving the project through the process.
- Committee is anticipating delivery of draft Master Plan by early March.

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

- The Committee met on Nov. 21st and Dec. 2nd to work on the Term Sheet and Lease agreement.
- 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 ad hoc committee met in December and is in the process of interviewing candidates. This process will be complete at the end of January.
- A committee recommendation will be presented at the February Board meeting.

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

- The Committee has met with Godbe Research and will present the final report at the Jan. 22, 2014 Board Meeting.

Item 3 – Aviation Safety Seminar, February 18, 2014

Staff has scheduled the next Aviation Safety Seminar for Feb. 18, 2014 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 – Budget Workshop Meeting Date

Staff and the Board will discuss various dates in April for the Budget Goal Setting Workshop for the FY2015 Budget. Staff is suggesting April 29th as a potential meeting date.

Item 5 – Electronic Device Usage Policy in Public Meetings (See Attached Memo)

District Counsel has reviewed the legal issues associated with the usage of electronic devices in Board meetings and how the Brown Act addresses this issue. Please review the attached Memo. We also want to address the question: can constituents send questions or comments to the Board via email or other media during a Board Meeting. Please review the attached memo from legal counsel. We will discuss whether or not the Board would like staff to create a policy to address this issue.

Item 6 – Board/Staff Retreat Discussion

Board and Airport Staff will discuss the upcoming Board of Director/Staff Retreat scheduled for January 29, 2014. Staff will present the topic and program for the Retreat.

Item 7 – 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

- 2014 Summer Pavement Maintenance Program

Completed Projects Removed From List

- 2013 Summer Pavement Maintenance Program

BRENT P. COLLINSON, ATTORNEY AT LAW

DATE: 1/13/2014
TO: KEVIN SMITH, GENERAL MANAGER
FROM: BRENT P. COLLINSON
RE: ELECTRONIC DEVICE USAGE AND BROWN ACT

Dear Kevin—As a follow-up to our discussions, a concern has been expressed regarding either the actual or perceived violation of the Brown Act through the use of electronic devices (computers, tablets or smart phones), especially during Board Meetings. This memo will provide some guidelines that the Board can utilize to avoid either the actual or the perceived violation of the Brown Act.

As the Board has received appropriate training regarding the Brown Act, there is no need to delve into its specifics in this memo. The main concern is the prohibition against “serial meetings”, where only a minority of Board Members communicates at one time, but the discussions ultimately include a majority of the members. This can be either by a “daisy chain” process (where Member A communicates with Member B, who then communicates with Member C, etc.) or the “hub and spoke” process (where Member A communicates with Member B and also Member C, etc.).

Obviously, with the use of tablets in lieu of printed Board Books, the Board needs to refer to their tablets to follow the presentations and discussions. However, the public cannot tell if such reference is to the Board Book, surfing the web, responding to a personal e-mail, all of which are allowed, or are communicating with one or more other Board Members, which could constitute a Brown Act violation (if a serial meeting is occurring).

This quandary is a new and recent development due to the recent rise in public agencies using electronic devices to cut down on paper being used, the cost of preparing paper documents and more efficiency in the performance of their duties. The position of the Attorney General is that a serial meeting can occur, by in-person, phone, written or computer-generated communications and a violation is a violation regardless of what medium is used, so they have not changed their position on this.

Other agencies have tried to address this quandary by adopting policies that simply state: “Council Members shall not use the tablets in any way as to violate federal, state or local laws, including but not limited to, the public meeting requirements of the Brown Act” (*City of Pacifica Tablet Computer Use Policy for City Council Members*).

1/13/2014

In order to provide some guidelines for the Board so to avoid the appearance of improper use of their tablets, it is recommended that they try to limit their use of their tablets during the Board Meetings to referencing Airport matters only. Indeed, the City of Pacifica's policy restricts the use of City-provided tablets to City business only. The Airport District (and other public agencies) does not take such a draconian stance, although our current iPad Usage Agreement requires the user to not load additional applications so to fill the memory so that District business cannot be utilized. Also, the Board may want to adopt a policy that nothing on the District-supplied equipment can be encrypted or encoded.

Of course, those using District-provided electronic equipment should be aware that since the equipment is owned by the District, the District is entitled to access anything that is on that equipment. Additionally, that equipment may be subject to discovery in any litigation or investigation involving the District, although some documents *may* not be subject to the Public Records Act (that needs to be determined on a case-by-case basis).

Therefore, Board Members should be circumspect in their use of their tablets during Board Meetings, perhaps having it noted at the beginning of an Agenda item that the written materials are on their tablets, or if a Member is researching something during the discussion, noting that they located the information on their tablet.

One other item to address is if a Board Member receives an electronic communication during the meeting, such as an e-mail or text from a member of the public that is watching on-line. It is perfectly acceptable to receive these communications. If they feel that it is worthwhile to share that information at the meeting, they can indicate that they received a text or e-mail from a constituent and then describe their input. Again, the only concern is the appearance of the Board Member checking e-mails or texts as it could be seen by the public that they are privately communicating with one or more Board Members, or at a minimum, were not devoting their attention to Board matters. Therefore, it might be appropriate to develop and disseminate/publicize a policy that any such electronic input be sent to the Clerk who then provides it to the General Manager to provide that input to the general meeting, after determining that it is relevant to the matter being discussed. Since a person is entitled to give public input without identifying themselves, the person sending the message can request that they remain anonymous and that request should be honored.

Hopefully, this memo will assist the Board in their use of electronic equipment, especially during Board Meetings. If you or any Member has any questions or comments regarding these matters, please let me know.



BPC

TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Network Vulnerability and Penetration Testing		
Purpose	Information: XX	Guidance:	Decision:
Recommendation	Information only, remediation already in progress		
Last Action	IT staff initiated a program to determine network weaknesses in October 2013. RFP, vendor selection, procurement, and initial phases of the test were completed by Jan 2014. Remediation measures began immediately and will continue until complete. A verification will follow.		
Discussion	<p>Data piracy and network security breaches make headlines throughout the world. From home PC users to major department stores to world super powers, the threat of cyber-crimes is and will continue to be a major headache of the Information Age. While Truckee Tahoe Airport enjoys security benefits from its physical location in a small mountain community, malicious crimes to information systems are indiscriminate and must be proactively eliminated to ensure network and data security.</p> <p>On October 27th an RFP was sent to 3 qualified vendors soliciting services to expose network vulnerabilities within the IT infrastructure of TTAD. NavAid, the selected vendor, was chosen based on price, comprehensive details in scope of work and excellent prior work history with the District.</p> <p>After initial testing was performed, the general outcome rates the network security at about 90% or very good. Weak passwords, firmware and software updates will remediate most vulnerabilities. Known issues are being resolved and a verification process will begin when that work is complete.</p>		
Fiscal Impact	NavAid Proposal was \$8,000 plus travel for vulnerability and penetration testing.		
Communication	Internal communication among staff, District IT consultant and NavAid personnel. Information is sensitive and confidential.		
Attachments	Statement of Work Upon Request (CONTROLLED) Vulnerability report Upon Request (CONTROLLED)		

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. 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 of Directors has reviewed and incorporated comments from Staff and ACAT and Community. The Board has approved Draft Strategic Plan. Board and Staff will use the Strategic Plan and Master Plan comment data at the January 29 th Retreat. As the Master Plan is finalized, the Strategic Plan will be updated accordingly.	January 29, 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	Staff will work with ACAT and the Board on a formal project to better understand aircraft operations and technology changes to anticipate and mitigate potential impacts from future night operations. ACAT has begun scoping this project and will be meeting with Peter Kirsch (Aviation Legal Counsel) to better understand options to discourage these types of operations.	Jan. 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	Planning is underway based on the approved budget of \$130,000. ICAS is the next step for the Air Fair Committee along with beginning the sponsorship development process. The Air Fair Committee will do their first Board update at the January 23, 2014 Board Meeting.	January 2014	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 February 2014. Chris Snidemen will present a seminar on cockpit resource management.	Feb. 2014	Feb. 2014
	9	Jan. 2013	Website Update	Revise and update the District website, content, and website management system.	Hardy	New Leaders was selected to complete the work on the website. Periodic updates with the Board will occur throughout the process as well as regular meetings with the Landmarks Committee. The next Board update will be January 22, 2014	Jan. 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

If you don't know where you're going, any road will take you there.

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
	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 restricting 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.	Feb. 2014	Summer 2014
	14	Jan. 2013	Aviation Safety Initiatives	Staff is managing various safety projects to enhance airfield and flight safety at TRK.	Hardy	Current projects include Density Altitude (DA) Sign Installation, aviation safety seminars, and new airfield signs. We are finalizing formal agreements with the Fire District on Aircraft Rescue and Fire Fighting (ARFF) training and equipment. Staff and ACAT are currently working on a study to review the feasibility of enhanced Unicom services to pilots; (traffic advisories, weather, etc.). We will continue to refine this important program and consider new ideas to promote safety.	Jan. 2014 (likely topic to be discussed at Jan. 29 th Board Retreat.)	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	Design work continues. The biological survey has been completed and design and permitting is in the early stages of development. Staff is working with FAA and Cal Aeronautics to permit the restricted use heliport.	Feb. 2014	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	March 2014	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
	21	Oct. 2013	Runway Obstruction Removal Project	This project will remove or top various trees which extend into the Runway Safety Area at the departure end of Runway 29 and 2.	Phred	This project is complete.	Dec. 2013	Oct. 2013
Operating Budget, Funding Sources and Strategies								

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
	22	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
	23	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 been selected as the vendor to complete this study. The Study is in process and is anticipated for presentation to the Board at the February 19 Board Meeting.	March 2014	July 2015
Other Items								
	24	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