



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Hangar Use, Wait List and Tenant Transfer Policy Review

MEETING DATE: July 25, 2018

**PREPARED BY: Jill McClendon, Aviation & Community Services Program
Coordinator**

RECOMMENDED ACTION: Hear presentation from staff regarding the current hangar use, wait list and transfer policies. No specific action is requested. Staff would like to assure that Board and staff are in alignment regarding District policy related to use, wait list and transfer of hangar tenants. As we prepare to occupy the new Executive Hangars, staff felt it timely to have a discussion on this policy and make any amendments if necessary as directed by the Board. Staff is comfortable with the policy as written, but is happy to entertain any modifications.

DISCUSSION: Robert “Bob” Trimborn with Aviation Management Consulting Group (AMCG) will be present for discussion of this topic. Bob has 35+ years of airport planning, operations, management, and leadership and has 30 years of direct airport management experience at high profile general aviation reliever airports including serving as Airport Manager/Director at Santa Monica Airport, Reno Stead Airport, and Hawthorne Municipal Airport.

AMCG was hired by the Truckee Tahoe Airport District to develop the Primary Management and Compliance Documents (PMCDs) which were adopted by the Board of Directors in January 2017. Updates to these were adopted by the Board at the May 2018 regular meeting. Hangar Leasing Policy is included in the General Aviation Leasing/Rents and Fees Document which is attached to this report. Bob’s extensive aviation experience played a key role in developing KTRK’s hangar policy based on the following principals:

- 1) Follow industry best practices for hangar use
- 2) Avoid pitfalls and nefarious use of hangars that can become common at airports
- 3) Align KTRK’s hangar policy with the *FAA’s Final Policy on the Non-Aeronautical Use of Airport Hangars* which went into effect on July 1, 2017

The main goal of the District's wait list and hangar management practice is to reduce the time individuals spend on the wait list and to accommodate the most aviation users by best maximizing use of District hangars based on aircraft dimensions and compatibility.

The current Hangar Leasing Policy and Procedures is intended to be prescriptive and applied uniformly across all situations, while also leaving the General Manager the flexibility to assign aircraft to appropriate hangars at his discretion.

The Truckee Tahoe Airport District has 217 hangars (227 upon completion of the new executive hangars). Twenty of the current hangars are considered Executive/Box hangars (approximately 3,000 - 4,000 square feet) and 200 are T-Hangars that range in size from 1,015 square feet to approximately 1,800 square feet. Eleven of the 200 T-Hangars are considered Super-T+ and have door widths 48' and greater. Attached is a Master Hangar Layout that shows dimension information.

Wait List and Hangar Assignment: There are currently 40 individuals on the Executive Hangar Wait List (including the eight that have signed pre-leases for the new Executive hangars) and an additional 38 individuals on the T-Hangar Wait List. The goal is to manage the wait list in a way that reduces the amount of time an individual is on the list before being assigned a hangar. Additionally, staff aims to best maximize the use of hangars by accommodating aircraft in appropriately sized hangars based on aircraft dimensions. Assignments are attempted in application order dependent on aircraft compatibility with the available hangar. The policy of the District is to not place small aircraft in a large hangar when larger aircraft are waiting regardless of application order. Section 5.3 Hangar Leasing Policy of General Aviation Leasing/Rents and Fees states:

- Small Aircraft will not be assigned to an Executive Hangar.

For the new executive hangars, the following language is included on page 2 of the Lease Agreement:

The aircraft utilizing the hangar must have a wingspan of at least 42 feet. Placement of aircraft in hangars is subject to the discretion and approval of the District.

Conversely, large aircraft will not be assigned small hangars. A larger aircraft could potentially lease a smaller hangar to avoid paying transient use fees and/or overnight fees that they would otherwise be subject to. Trends in newer aircraft types and models are moving towards longer/wider wingspans which make Super-T's and executive hangars desirable.

Hangar Transfers and Reassignments: Hangar transfer or reassignments occur for a couple of different reasons. A current hangar tenant may request/initiate a hangar transfer. Oftentimes, this is due to the tenant acquiring a different aircraft and having a need for a hangar with different dimensions to accommodate the new aircraft. Transfer requests are considered for similar type hangars, for example T-hangar to T-Hangar or Executive to Executive.

To best accommodate the most aircraft, the District may initiate the transfer or reassignment of a current hangar tenant. The PMCDs state in Section 5.3 of *General Aviation Leasing/Rents and Fees*:

- TTAD reserve the right to reassign Hangars at any time. The TTAD does not consider space for non-aeronautical uses during reassignments.

In practice, over the past year, based on aircraft compatibility, District staff has initiated six transfers. Two small recreation aircraft and a Piper taildragger have been transferred to smaller hangars, an Alpha Row tenant was relocated to a similar size hangar to best accommodate a helicopter operator, a Meridian was relocated to accommodate a TBM needing a specific door height, and a tenant who had downsized his aircraft was transferred from an Executive Hangar to a T-Hangar.

When evaluating possible transfers, staff considers the aircraft with the biggest discrepancy between the wingspan/aircraft dimensions and the hangar size as a starting point while also taking into consideration other factors including location on the field. Staff tries to strike a balance between hangar transfers with placement of individuals from the wait list. In certain situations, District initiated transfer of tenants may also assist with hangar compliance issues whereby a tenant uses a plane to meet policy as a method for household storage.

Hangar Compliance: Over the course of the last year and a half, staff has worked through documentation compliance with all of our hangar tenants. This has been a tiered approach starting with the insurance documentation that all tenants are required to keep current with the District. Following is a list of the documentation that is required:

- Certificate of Insurance naming the Truckee Tahoe Airport as additional insured
- Current Registration information and/or proof of ownership interest
- Current Annual Inspection documentation

Should a tenant's documentation be out of date, they are contacted and provided a timeline to provide updated documentation meeting the District's requirements. Most recently, staff has been working with tenants through the annual inspection requirement. The FAA's Policy does allow for "Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft."

The primary use of the hangars at TTAD is for the storage of aircraft. Per the hangar lease agreement:

The hangar shall be organized so that an aircraft of record can be moved into the hangar at all times;

Should a hangar be found out of compliance, the tenant is given notice and a timeline within which to bring the hangar into compliance. When a hangar tenant no longer possesses an aircraft,

the tenant can maintain their rights to the hangar for a period of up to one year. During that time period, the hangar is turned over to the District for temporary subleasing until the tenant gives 30 day's written notice that the aircraft has been replaced.

WHAT'S NEXT: Staff will take input from the Board and implement/update hangar policies as directed. Should Board direction necessitate updates to the PMCD documents, staff will make the appropriate modifications and present the updated version at a future meeting for adoption.

FISCAL IMPACT: Minimal to no direct fiscal impact.

PUBLIC COMMUNICATIONS: Posted and noticed as part of the Board Meeting agenda with supporting documents. The development of the PMCDs was publicly noticed and received multiple rounds of public comment throughout the entire process of development, modification and adoption.

ATTACHMENTS:

- General Aviation Leasing/Rents and Fees Policy – Section 5.3 Hangar Leasing Policy
- Current Executive Hangar Wait List
- Current T-Hangar Wait List
- Master Hangar Layout