



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

AGENDA TITLE: Access Gate Program

MEETING DATE: August 22, 2018

PREPARED BY: Stacey Justesen, Safety Coordinator

OBJECTIVE: No Board action is required at this time. Staff would like to review the Ramp Access program to provide the Board and public with insight and information, as well as answer questions.

DISCUSSION: The Gate Access program was instituted to improve safety and security for aircraft, aircraft owners, pilots, passengers and airport personnel on the airside of the Truckee Tahoe Airport. This is an update of our program and progress over the past year.

TTAD closed the access gates full time beginning July 2017. This July, we initiated the second phase of the program to reflect the best practices established by The Transportation Security Administration and The Department of Homeland Security. Entrance is permitted, via gate access media cards, to tenants, frequent users and commercial drivers. Transient pilots may enter the access gates with permission from the UNICOM operator via an intercom system at Gate 7 or by phone.

Vehicle operations on airport property are covered in the PMCD Rules and Regulations, chapters 5 and 6. The Safety Coordinator is responsible for implementing improvements to the program, issuing media cards and investigating complaints related to vehicles on the Ramp.

Tenants are issued two cards per hangar. Additional cards or replacement cards are \$25.00 each. Tenants read and sign the AOA Access Terms and Agreement form that reviews the general guidelines for vehicle operations on the Ramp area, as per chapters 5 and 6 in the PMCD Rules and Regulations.

Frequent Users are issued one card, which can be replaced for \$25.00 if lost. Each person must read and sign the AOA Access Terms Agreement form that reviews the general guidelines for

vehicle operations on the Ramp area, as per chapters 5 and 6 in the PMCD Rules and Regulations. In addition, the Safety Coordinator reviews the agreement with the user to ensure understanding and answers questions.

Commercial Ground Transportation Companies (taxi, limousine, shuttles, etc.) must obtain a Commercial Operating Permit. This process includes an application, proof of insurance, training for each driver and a \$500.00 annual fee. Each driver must pass a written test and is given an onsite personal overview with the Safety Coordinator to ensure understanding and answer any questions.

WHAT'S NEXT: Install an intercom at Gate 4, which is located at the West Ramp near Care Flight, to reduce vehicle traffic in front of the airside of the terminal.

ATTACHMENTS:

AOA Access Terms Agreement Form

Commercial Driver's Training Guide