



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

AGENDA TITLE: PMCD Document Updates

MEETING DATE: September 26, 2018

PREPARED BY: Hardy Bullock, Director Aviation & Community Services and
Jill McClendon, Aviation & Community Services Program
Coordinator

RECOMMENDED ACTION: Review the proposed additions/updates to the following Primary Management Compliance Documents: Development Standards, General Aviation Leasing/Rents and Fees Policy, and Rules and Regulations. Accept or reject the changes that staff is proposing or direct staff to make other modifications per Board direction.

DISCUSSION: The Primary Management Compliance Documents (PMCDs) serve as a set of governing documents that outline acceptable airport practices. The documents are meant to be living documents and updates are made as the needs of the Airport District change and evolve. Staff recommends the following updates/additions:

Development Standards: At times, hangar and business lease tenants may want to make modifications or improvements to their leased property. Staff recommends adding the following language as section 4.4.1.:

Minor modifications and renovations such as floor treatments, internal, non-weight bearing aesthetic walls or storage lofts that do not include the purpose of occupancy shall be approved in writing by the general manager or his designee prior to any construction activity. It will be the tenant's responsibility to meet the guidelines set forth in the PMCDs, local building codes and/or state and federal guidelines. Approval of such improvements is entirely subject to the will of the District.

General Aviation Leasing/Rents and Fees Policy: Update section 4.5 TTAD Master Rents and Fees Schedule, Transient Use Fee to include language regarding assessment of the transient use fee in

regards to aircraft that are on a hangar lease with the District. Staff recommends the following language be added:

A transient use fee may be waived for the aircraft of record under a current hangar lease agreement. If the aircraft is deemed to be operating for the purposes of commercial flight, transient use fees may apply.

Rules and Regulations: The District receives several requests for use of land and facilities from both non-profit and for profit groups. To streamline and standardize processing of these requests staff has developed a *Request for Temporary Use of Land or Facilities Application* and proposes adding the following language to section 2.16:

Refer to the master fee schedule or the Temporary Use Permit published on the District's website for all applicable rates and fees.

WHAT'S NEXT: If accepted by the Board of Directors, staff will update the documents as outlined and will publish them on the Publications page of the District's website.

FISCAL IMPACT: Minimum to no direct fiscal impact.

PUBLIC COMMUNICATIONS: Posted and noticed as part of the Board Meeting agenda and supporting documents.

SAMPLE MOTION(S): I move to accept the updates to the Primary Management Compliance Documents as outlined.

ATTACHMENTS:

- Development Standards Section 4.4
- General Aviation Leasing/Rents and Fees Section 4.5
- Rules and Regulations Section 2.16
- Request for Temporary Use of Land or Facilities



PROCEDURES FOR APPROVAL

4.4. Development Plan

Following the approval of the Agreement by the Board, the Development Plan shall be submitted to the General Manager within 60 calendar days (or as stipulated within the Agreement). The Development Plan shall be a complete set of plans and specifications that fully define the proposed land use including identifying the location of all existing and proposed Improvements and signage, the maximum height of proposed Improvements, and the proposed minimum building setbacks. The Development Plan shall address the function, right(s)-of-way, and widths of roadways within and adjacent to the site. The Development Plan shall identify the location, type, and extent of access to/from Airport roadways and the necessary traffic controls (if any) for each of the development's access points.

To be considered complete by the TTAD, the Development Plan shall include the following items. The TTAD will not accept incomplete submittals. One original and four copies of the Development Plan shall be organized into five self-contained packets.

Letter of Intent – This letter shall describe the proposed development and convey the anticipated construction schedule for the proposed development.

Letter from Water and Sewer Providers – Based on written notification to the providers from the Applicant of the intent to develop the site which includes an estimated total number of gallons per day of water requirements and an estimated number of gallons per day of sewage to be treated, both based on total building square footage and use, letters from the proposed water and sewer providers shall include proof that the provider has the ability to fully serve the development according to the requirements identified by the Applicant.

In the case of a proposal for utilization of individual wells and/or septic tanks, the Development Plan shall clearly state that wells are proposed. The TTAD will refer the entire submittal to the appropriate Agency having jurisdiction to obtain an opinion on the adequacy of the proposal.

Letter from Fire District – This letter shall identify the impacts of the proposed development on the district (in general) and the district's capabilities of servicing the proposed development (in particular).

Traffic Impact Study – This letter shall identify the impact of the proposed development on traffic. If the proposed development will have little or no traffic impact, the Development Plan shall clearly state this finding.

Phase III Drainage Report – The Phase III Drainage Report shall address the site area only and identify the potential impact of the proposed development on local and regional facilities.



PROCEDURES FOR APPROVAL

All parcels located within the areas served by a local or regional retention and/or detention pond will be subject to a pro rata fee for construction and maintenance of the retention and/or detention facility.

Rolled Prints of Development Plan – See “Plan Map Requirements” (discussed in Section 4.4 of these Development Standards).

Rolled Construction Drawings – See “Construction Drawing Requirements” (discussed in Section 4.4 of these Development Standards).

Engineer Stamp – All plans and drawings shall be stamped by an engineer certified or licensed in the State of the California.

California Environmental Quality Act/State Environmental regulations – An appropriate document demonstrating full compliance with the California Environmental Quality Act/State Environmental regulations shall be provided.

Waiver Request Letter – This letter, which requests a waiver to the submittal process shall identify each item for which a waiver is requested and provide detailed justification for the request. This is a separate letter and it shall not be combined with or substituted for the Letter of Intent.

TTALUC Approval Letter – Letter from the TTAD and/or the Truckee Tahoe Airport Land Use Commission (TTALUC) indicating that the proposed Improvements have been reviewed and conform with the Truckee Tahoe Airport Land Use Compatibility Plan.

Review Fee – Checks shall be made payable to Truckee Tahoe Airport District for the total amount of fees required as stipulated in the TTAD’s Master Rents and Fees Schedule for the Airport.

Agreement – Copy of executed Agreement

Completed FAA Form 7460-1 – Notice of Proposed Construction or Alteration.

The Development Plan shall be provided in a 24” by 36” format and shall contain the following drawings.

Plan Map Requirements

Cover – Project name, vicinity map with scale (1” = 2,000’ preferred) with north arrow facing the top of page, date of drawing, and identification of the major roadway system within one mile of the proposed site.

Land Use/Site Plan – Identification of existing and proposed Improvements, architectural features, setbacks, Vehicle parking areas and ratios, curb cuts, Aircraft parking areas, land and Improvement use with square footages, distances between buildings, maximum building heights, existing and proposed right(s)-of-way widths for all existing and



PROCEDURES FOR APPROVAL

proposed internal and external roadways, existing and proposed public and/or private roadways and conceptual points of access to adjacent and/or external roadways, unobstructed open space, utility locations, and fencing, gates, and buffers.

Landscaping and Irrigation Plan – Location, dimensions and detailed description of fences, walls, walkways, driveways, plazas, decks, planters, screens, construction materials used, plant materials and any other landscaping features as well as grassed areas (include type), slope stabilization, berms and mounds, grading, planting schedule, lighting and signage.

Grading Plan – Existing contours (solid) to 100 feet outside property line or the distance that is necessary depending on the property grade; proposed contours (dashed) tied to existing contours; finish floor elevations; building heights, drainage and storm retention and detention facilities.

Erosion Control Plan – Defined and scheduled control measures used to minimize erosion, detain excess stormwater runoff, and prevent off-site sedimentation.

Lighting Plan – Location and specifications of existing and proposed lighting fixtures used for interior and exterior illumination.

Sustainability Plan – Identify sustainable practices incorporated into the planning, design, construction, operation, and maintenance of proposed infrastructure and Improvements including water efficiency, energy efficiency, materials, fixtures, equipment, construction waste, and recycling.

Signage Plan – Graphic layout, size, location, color, materials, and construction details.

Elevations – Referenced to the Airport benchmark with lot corners located using the Airport's station/offset system.

Owner of Record signature block

Signature and stamp block for engineer

Construction Drawing Requirements

The final construction drawings shall be provided in 24" x 36" format and shall contain the following.

Elevations and Sections – Building heights, materials, colors, finishes, sign locations and dimensions, and all antennae, satellite dishes, and similar equipment.

Floor Plans – Names, dimensions, and depiction of all areas and rooms and roof plan.

All plans shall be subject to review and approval by the Agencies having jurisdiction.



PROCEDURES FOR APPROVAL

The TTAD may impose any condition or requirement deemed necessary to protect the safety, security, health, and welfare of the public; to prevent a nuisance or hazard to Property; and, to ensure the proper and timely completion of the development project.

The TTAD, in its sole discretion shall, with or without conditions (or contingencies), approve the submittal, deny the submittal, or defer action on the submittal pending completion of revisions.

Following approval of the Development Plan and prior to applying for a building permit, the Applicant shall deliver to the General Manager the following:

- One complete set of final construction drawings, signed by an architect or engineer certified or licensed in the State of California, and
- One complete as-built plan map set following completion of the project.

4.4.1. Minor Modifications and Renovations

Minor modifications and renovations such as floor treatments, internal, non-weight bearing aesthetic walls or storage lofts that do not include the purpose of occupancy shall be approved in writing by the General Manager or his designee prior to any construction activity. It will be the Lessee's responsibility to meet the guidelines set forth in the Primary Management Compliance Documents (PMCDs), local building codes and/or state and federal guidelines. Approval of such improvements is entirely subject to the will of the District.

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4.5 TTAD Master Rents and Fees Schedule

Unless otherwise provided for in an Agreement with the TTAD, or waived in writing by the General Manager, all entities, Lessees, Sublessees, Permittees, and users of the Airport may be subject to the following fees as specified in the TTAD Master Rents and Fees Schedule:

Fuel Flowage Fees – Based and Transient Aircraft Owners/Operators shall pay a Fuel flowage fee based on the number of gallons dispensed into the Aircraft at the Airport.

Commercial Operators who provide Fueling (and/or Fuel handling) services at the Airport shall be responsible for the collection of the Fuel flowage fee from the sale of Fuel to (and/or handling of Fuel on behalf of) consumers served and for payment to the TTAD. The General Manager may waive Fuel flowage fees for entities operating firefighting Aircraft involved in fighting forest fires in the vicinity of the Airport and for emergency response Operators.

Non-Commercial Self-Fueling entities shall report Fuel volumes and pay the Fuel flowage fee directly to the TTAD.

Aircraft Parking Fees – Transient Aircraft Owners/Operators shall pay an Aircraft parking fee.

Transient Use Fee – Fee shall apply to Aircraft weighing greater than 5,500 lbs. (helicopters weighing greater than 3,000 lbs.) maximum certificated gross takeoff weight. Transient use fee may be waived with purchase of designated amounts of fuel.

A transient use fee may be waived for the aircraft of record under a current hangar lease agreement with the District. If the aircraft is deemed to be operating for the purposes of commercial flight, transient use fees may apply.

Signatory Fees – Discounts provided on rents and fees charged to Based Aircraft Operators with an Agreement for voluntary compliance with TTAD curfew and other noise abatement initiatives. All Lessees and applicants shall have equal access and opportunity to meet the established conditions. Entities choice not to participate in a Signatory program shall not constitute default of an Agreement nor create a condition for denial of the service

Aircraft Services Fee – Fees charged to Aircraft Owners or Aircraft Operators for Aircraft towing, ground power unit usage, jump starting, and lavatory services.

Nightly or Short-Term Hangar Rental Fee – Fees charged to Aircraft Owners or Aircraft Operators for the transient/short-term use of TTAD Hangars.



RENTS AND FEES

General Aviation Operator and Lessee Application Fees – At the time an Application is submitted to the TTAD to conduct Activities, the prospective entity shall pay a one-time fee based on the type of Activities.

Percentage of Gross Receipts Fee – Unless otherwise waived in writing by the TTAD, Commercial Operators shall be required to pay a percentage of gross receipts on Activities conducted.

If the TTAD includes a Fuel flowage fee in the Airport's TTAD Master Fee Schedule, the TTAD shall not charge an additional percentage of gross receipts fee on Fuel sales. The TTAD shall not charge a percentage of gross receipts fee on Aircraft charter Activities in accordance with Title 49 – Transportation, Subtitle VII – Aviation Programs, Part A – Air Commerce and Safety, Subpart I – General, Chapter 401 – General Provisions, Section 40116 – State Taxation, paragraph (b).

Fees shall be adjusted each year based on the fiscal year budget for the Airport.

- All adjustments shall be effective on the first day of the calendar year.
- Any deficits shall be carried forward and considered when establishing fees for the following year. Any surplus or any portion of any surplus may be used, at the sole discretion of the TTAD, to service Airport debt, make Airport capital Improvements, increase Airport reserves, or may be carried forward for consideration in establishing Airport fees for the following year.



GENERAL RULES AND REGULATIONS

2.14 Alcoholic Beverages

Alcoholic beverages may only be consumed in accordance with applicable Legal Requirements. The TTAD reserves the right to exclude or expel any person who, in the judgment of a Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs. TTAD reserves the right to restrict the consumption of alcoholic beverages at the Airport.

2.15 Use of Public Areas

Marking or defacing the floors, walls, windows, ceilings, or any other surface is prohibited. Use of the Public Area in any facility or in any area for purposes of sleeping in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by the General Manager.

2.16 Temporary Use of TTAD Land and Improvements

Persons or entities who desire to temporarily use TTAD land and/or Improvements shall comply with TTAD Policies established for such use. Applicants shall contact the General Manager and fully describe the purpose of the request and explain in detail the contemplated activity.

The General Manager shall determine the feasibility and category of the request and inform the applicant that the request is either not feasible; or indicate preliminary approval and provide applicable directives and application forms to applicant for completion. The applicant shall fully complete the required application forms, indicate proposed areas to be used and present forms and map to the General Manager for further consideration.

[Refer to the master fee schedule or the Temporary Use Permit published on the District's website for all applicable rates and fees.](#)

2.17 Trash Receptacles

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash receptacles. Trash receptacles shall be kept clean and emptied on a regular basis to prevent overflowing.

- Exterior trash receptacles shall be equipped with securely fastened lids.
- Trash shall not be brought to or burned on Airport property.
- Bear-proof fasteners must be latched after using trash receptacles. Trash receptacles are for hangar/aviation trash, not construction debris.



TRUCKEE TAHOE AIRPORT DISTRICT

Request for Temporary Use of Land or Facilities

Name of Requestor/Organization: _____ Date of Request: _____

Mailing Address: _____

E-mail address: _____ Phone: _____

Type of Organization: Public Agency _____ Non-Profit _____ Community Event _____ Partnership _____

Other (Please explain) _____

Dates of Use (From set up to breakdown): _____ Hours of Use: _____

Number of expected participants: _____

Please provide a description of your request/event and how it will benefit your organization, the Truckee Tahoe Airport District, and the constituents of the District. *(Use additional sheets as necessary.)*

The Truckee Tahoe Airport District is a public entity subject to federal and state regulations that may not apply to the use of private or commercial space. All use of land or facilities must comply with these regulations. Please read and initial acknowledgement of the following:

_____ **Safety and Security Concerns:** The Truckee Tahoe Airport has a set of operating procedures and security standards in place. Any event on Airport land or facilities must comply with these standards. Event applicant or organization will work with the District to ensure compliance with all safety and security measures is adequately addressed.

_____ **Decorations and staging:** Any decorations or staging of land or facilities shall be accomplished by applicant without intervention/assistance from the Truckee Tahoe Airport District (TTAD). Decorations and staging is subject to the permission of the Airport and shall not pose a hazard.

_____ **Event Level Mitigation:** The Truckee Tahoe Airport District reserves the right to apply event level mitigation including but not limited to control of people, access, vehicles, gates, and doors. TTAD reserves the right to assess costs for any mitigation on a recovery basis.

_____ **Facility Support:** The Truckee Tahoe Airport District offers no facility support for refuse, restrooms, parking, signage or storage. Arrangement of such items is the sole responsibility of the applicant or organization holding the event.

_____ **Airport Sponsor Contribution:** The organization holding the event must recognize Truckee Tahoe Airport District as a partner for the event in all media, advertising and promotional materials for the event.

_____ **Alcohol:** Presence of alcohol on District property as part of a special event is subject to the approval of the General Manager. The organization holding the event must obtain and comply with all state and local permits.

_____ **Fees:** Fees will be assessed as outlined. At the discretion of the General Manager applicable fees may be waived.
Number of event attendees: 1-25 \$100; 25-75 \$125, 75-150 \$175; 150-300 \$225; 300+ to be determined by TTAD
In addition each day of use will be billed. Number of days of use: Day 1 \$25; Day 2 \$75; Day 3 \$125

I have read the policies and procedures relating to the use of the Truckee Tahoe Airport District facilities and accept responsibility for meeting the requirements. I also hereby certify that I have the authority to sign this application on behalf of the above organization.

Signature (Authorized Rep.): _____ Date: _____

Approved By (TTAD Rep): _____ Date: _____

All arrangements contained herein are agreed upon by both the applying organization and the Truckee Tahoe Airport District.

INSURANCE REQUIREMENTS: The applicant shall provide and maintain general liability insurance and coverage in the amount of \$1 million for bodily injury, personal injury, and property damage with the Truckee Tahoe Airport District named as additional insured. Each policy required by this clause shall be endorsed to state that the coverage shall not be cancelled or changed except after 30 days written notice has been given to the Truckee Tahoe Airport District. Use of facility will be denied if satisfactory proof of the required insurance is not received prior to the event. Facility user hereby agrees to indemnify, defend and hold harmless the Truckee Tahoe Airport District, its officers, officials, employees and volunteers from any and all claims, damages, losses, and expenses that may arise during or because of such occupancy or use of facility.

Please allow 60 to 90 days for your request to be processed. Submission of this form does not constitute approval for land or facility use. Use of District land or facilities is subject to the approval of the General Manager and may be subject to fees as determined by the General Manager. Approval for use of District land or facilities are evaluated on a case by case basis. Certain requests may require measures such as crowd control and safety precautions to be implemented and must meet all operating and regulatory requirements of the District. The Truckee Tahoe Airport District reserves the right to assess costs on a recovery basis.