



TRUCKEE TAHOE AIRPORT DISTRICT - INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: KEVIN SMITH, GENERAL MANAGER
SUBJECT: SUMMARY DOUCMENT FOR MARCH 7TH BOARD WORKSHOP
DATE: MARCH 2, 2018

In preparation for our upcoming Board Workshop we are providing some materials for your review. I will provide a brief summary of the information that is provided for each of the tab items. Some have attachments while others have information we will present at the meeting.

TAB 2 – Review of Guiding Documents: Please Review the attached Memo specifically reviewing our Strategic Plan. Please note the “Draft Strategic Plan” title is intentional as there was some debate in 2014 regarding language added related to the 2013 Godbe Study. Ultimately staff would like to understand relevancy and if the Board would like to update this Document. I have also included a few Strategic Plans from other airports that are interesting. I especially like the DFW Plan. Page 4 is well done, Page 6 dealing with Customer Experience is something I would like to create, as well as Page 22 dealing with Community Engagement. I don’t anticipate us spending a lot of time on this but I think checking in on relevancy of old plan and discussing and update would be a great use of some time.

Attachments:

- TRK Draft Strategic Plan
- Other Strategic Plan Samples – Note: I pulled 3 Int’l Airport Strategic Plans as examples as they are typically very well done and GA Airport Strategic Plans are much less common. Of the plans out there for GA airports, I did not find one I liked.

- **TAB 3 – This is our new 5 Year Forecast:** It is a bit of a work in progress but we wanted to have a good conversation about expense and revenue forecasts as we look at a few large projects. I want to stress there are a lot of assumptions in this document that may or may not be realized. Keep in mind it includes \$1,000,000 per year (4 years¹) for tower staffing, \$5,000,000 for tower construction, \$6,500,000 for Hangar 2, and \$1,000,000 per year for combined Community Partnerships and Housing among other items. That equals \$20,500,000 over the 5 years on those projects and programs alone. As you can see from the forecast, some discussion regarding prioritization may be necessary. Catherine Hansford will be at the meeting to make a brief presentation on the Forecast and answer questions. My hope is that it will give perspective and assist as we discuss other items.

Attachments:

- 5 Year Forecast

TAB 4 – Noise and Annoyance/Safety Discussion – 3 Legged Stool: Hardy has prepared a presentation on each of these items (ADS-B, Tower, Procedures). This should be a good conversation particularly regarding the Board’s interest in formally applying to FAA to enter the Contract Tower program, begin formal feasibility planning on construction of a permeant tower, and if we want to consider a longer term contract with Mid-West to reduce tower staffing costs. Mead & Hunt is providing us elevations, plans, and a cost estimate, essentially a brief Concept and Budget Report, on what a permeant tower could look like, how high it needs to be, and what it would cost. I will have that by Tuesday, March 6th in time for the meeting.

Attachments:

- Hardy Bullock Presentation
- Tower Concept and Budget (to be provided Tuesday, March 6th)

TAB 5 – Property Acquisition and Home Sound Insulation Project: This concept/project has come up periodically and we want to spend a little time reviewing the feasibility and legal issues related to these types of programs. Peter Kirsch of Kaplan Kirsch and Rockwell, the District’s Aviation Legal Counsel has prepared a Memorandum titled “Expenditures of Funds for Off-Airport Residence/Property Acquisition and Mitigation.” Review the last two paragraphs on page 10 at the conclusion of the document. We will spend some time reviewing the content of the memo and discuss Board Interest on pursuing such programs.

Attachments:

- Peter Kirsch Memo

¹ The 5 Year Forecast includes year round tower staffing beginning in 2018 through 2021 (4 years). Staff anticipates entering the Contract Tower Program and receiving full funding beginning in 2022. Please note, year round tower staffing and entrance into the Contract tower program are still under Board consideration.

TAB 6 – Climate Action Planning: There has been much discussion on Climate Action Planning and 100% renewable energy in our Community. Staff has included this on the agenda to discuss the Board’s interest in large scale solar projects on airport property as well as interest in adopting a 100% Renewable Energy Resolution. While we still lack specific details as to how solar projects might work, staff suggest a discussion and understand the full Board’s interest in pursuing these concepts. In addition Staff would like to discuss Board interest in pursuing renewable energy goals in the form of a Resolution as some other local public agencies have done. I have included the Town of Truckee’s recently passed 100% Renewable Energy Resolution.

Attachments:

- Town of Truckee 100% Renewables Energy Resolution

TAB 7 – District Goals for 2018: The General Manager (GM) has prepared the attached 2018 Draft of potential District Goals for 2018. These goals are based on the District’s 2018 Budget as well as information and counsel received in the annual General Manager’s Performance Review. As is stated this is a draft prepared by the GM. As we work through the discussion items for this meeting these can be tweaked and/or modified to reflect what we are eager to complete before the end of CY2018. It is staff’s intent to frame these on the wall of our Board Room and distribute them to Staff and the community when they are fully vetted and agreed upon. I have also include our 15 year District Community Investment Summary which I would like to review in conjunction with the Goals and before it is distributed publicly. This is a new document prepared by Marc Lamb which provides understanding and transparency of where and how Community Sponsorship/Partnerships, land acquisitions, facilities, transportation, and general support have been allocated and provided over the past 15 years.

Attachments:

- Draft of District Goals for 2018
- 15 Year Community Investment Summary