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## TRUCKEE TAHOE AIRPORT DISTRICT - INTEROFFICE MEMORANDUM

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**TO:** BOARD OF DIRECTORS  
**FROM:** KEVIN SMITH, GENERAL MANAGER  
**SUBJECT:** REVIEW OF DISTRICT GUIDING DOCUMENTS  
**DATE:** FEBRUARY 7, 2018

To kick off our Board Workshop, I would like to take some time and review some of the Districts guiding documents. Staff uses most of these on a regular to semi-regular basis. It has been a while since we have spent time, staff and Board together, discussing their currency, relevancy, and utility. The two main documents that I would like to review are as follows:

Strategic Plan: It is now 4 years old since the last update. Is it still relevant? Do we want to work on updating it? Same type of document or something simpler? We will have examples of a few other Airport Strategic Plans/Business Plans to compare to on March 7<sup>th</sup>. I think there is still a lot of great strategy and direction in our Strategic Plan but we really haven't discussed it in detail recently. Here is the Link:

<https://www.dropbox.com/s/vyndezybctob0ogm/Strategic%20Plan%20Draft%2001.26.14%20%28Scanned%29.pdf?dl=0>

It should be noted that the current 2014 Strategic Plan has "Draft" on the cover. That is intentional. The original edition approved in 2012 was reviewed in Jan. of 2014 at a Board Workshop. Language was added related to the 2013 Godbe Study results. There was not consensus at the time to either remove or keep the Godbe comments so the label "Draft" as added.

Master Plan: I think it is in good shape. I would like us to thumb through it a bit and spend a few minutes reviewing it as it is a critical guiding document. Here is the link to it.

[https://truckeetahoeairport.com/public\\_files/79-trk\\_amp\\_july\\_2015\\_final-completereport-pdf](https://truckeetahoeairport.com/public_files/79-trk_amp_july_2015_final-completereport-pdf)  
[https://truckeetahoeairport.com/public\\_files/168-alp\\_july\\_2015\\_final-pdf](https://truckeetahoeairport.com/public_files/168-alp_july_2015_final-pdf)

Other supporting guiding documents that may be useful to take a look at include:

- Airport Land Use Compatibility Plan – Updated in 2016

- Facility Maintenance Plan – Will be updated in 2018
- Pavement Maintenance Plan – Will be updated in 2019
- Forest Management Plan – Will be updated in 2018
- Trails Master Plan – Updated in 2016
- Noise and Annoyance Handbook – 2017 Edition (published in Dec. 2016)
- Demand Driver Study – Published in 2016
- Godbe Surveys – last one completed in 2017

I do not recommend you read all these in preparation for March 7<sup>th</sup> but I wanted you to know they are out there and we (staff) use them regularly. These can all be found on the District website under Publications. Go to main page and click Administration then Publications. Here is the link:

<https://truckeeatahoeairport.com/administration/publications>

Thanks for your attention and taking time out of your busy schedules to attend the workshop. Let me know if you have any questions.