



# General Manager's Report

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## Item 1 – Upcoming Training/Conference Opportunities

There are many great Conference and Training opportunities coming up in 2021. As you can see from the list below, there are various virtual training and in-person conference opportunities coming up this year. Some upcoming training opportunities include the following:

- 2021 General Managers Leadership Summit – Olympic Valley CA – June 27, 2021
- 93<sup>rd</sup> Annual AAAE Conference and Exposition – Las Vegas NV – July 11-14, 2021
- SWAAAE Summer Conference – Reno NV – July 18-21, 2021
- CSDA Annual Conference and Exposition – Monterey CA – August 30 to September 2, 2021
- AAAE General Aviation Conference – Virtual – August 22-24, 2021
- Special District Leadership Academy – South Lake Tahoe CA – September 26-29, 2021 (New Board Members are highly encouraged to attend this training if able)
- National Airports conference – Savannah GA – September 26-28, 2021
- 36<sup>th</sup> Annual Aviation Issues Conference – Kauai HI – January 9-13, 2022

## Item 2 – SPI 125 – Airport Community Team (ACT) Program and Administrative Details

This is an information item for the Board of Directors. Attached to this GM report is a copy of Standard Procedure Instruction<sup>1</sup> (SPI) 125 which outlines a new program created and implemented by the General Manager to gather interested Airport Users and Stakeholders to discuss items of public interest and disseminate information regarding activities and programs of TTAD. ACT is meant to be a free flow of ideas and information between the District Staff, stakeholders, and the public. ACT is intended to inform and advise on policy and is not intended to set Policy of the District. Policy setting is reserved for the Board of Directors. It's our hope that this new ACT meeting format can help Staff stay connected to constituents and provide information and dialogue back and forth. Staff's aim and focus with this new SPI is to assist in achieving the 2021 District goal to:

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<sup>1</sup> Standard Procedure instructions (SPI) are authored and/or approved by the District General Manager as a tool to implement aspects of District policy and establish procedures and direction for District Staff. Policy Instructions (PI) are approved by the Board of Directors and set specific policy for the District.

*“Reinvent, improve, and enhance the Districts community engagement process. Consider new and transformative options for the Airport Community Advisory Team (ACAT) to increase community participation, reach, and connectivity with activities and priorities of the Board of Directors.”*

This SPI is also in response to the above Goal established by the Board of Directors to find a replacement/reinvention of our ACAT Program. Staff will work to implement SPI 125 which includes monthly reports to the Board of Directors. Staff suggest a check-in in Fall of 2021 to measure performance of the program to ascertain if it is a permanent replacement option for ACAT. ACAT in its current format will sunset as SPI 125 is implemented. Should ACT performance not meet our public engagement standards or meet our 2021 goal, the Board always has the option to reconstitute ACAT at a later date. This SPI has had a full legal review by District legal counsel.

Staff is working with New Leaders, the Districts Website vendor, to finish the ACT Membership Portal. It's our hope to have the Membership Portal operational by May 7<sup>th</sup>.

### **Item 3 – Safety GAP Analysis Project Update**

The Safety GAP analysis, which is a FY21 budgeted line item, is underway. Of the two professional consulting services that submitted proposals, senior management awarded the contract to Falcon 16 Solutions. Doug Downey, CEO of Falcon 16 Solutions, is a Certified International Safety Manager and a highly respected leader in the aviation safety professional world. He also led the efforts as primary developer in the 2015 GAP Analysis, so he is already familiar with the intricacies of our airport and our community mission.

A safety GAP analysis is a strategic evaluation of the functional policies, programs, and procedures that shape the safety culture of our airport. Safety cultures are constantly evolving and this update to the 2015 GAP Analysis will offer deliverables that will serve as a roadmap to guide us through the next phase of improved safety, efficiency, and productivity. In keeping with our Airport Mission, this report will give us comprehensive actionable information to help align our safety culture with our safety goals.

A survey will be open April 29 through May 13, 2021 for our airport tenants, operators, Board of Directors, community stakeholders and employees to have an opportunity for input. The Airport Staff would like to highly encourage participation from everyone because this will generate a more precise insight to our safety culture. You will receive a link to the survey shortly.

### **Item 4 – Budget Timeline for 2022 Budget Process.**

As we approach summer, I wanted to take a minute and layout a timeline for the 2022 Budget Process. Please review the proposed timeline below:

- Late May/Early June 2021– Board of Director Budget Kick Off Workshop. This will primarily be a 2022 Goal Setting and Focus Areas exercise to guide budget process.
- June 23<sup>rd</sup> – Send out Budget Worksheets to Board and District Staff
- July 21<sup>st</sup> – Budget Worksheets are due.
- August 25<sup>th</sup> from 1:30 PM to 4:00 PM – Budget Opportunities Workshop
- September 22<sup>nd</sup> – Presentation of 1<sup>st</sup> Draft of Preliminary Budget
- October 27<sup>th</sup> – Presentation of 2<sup>nd</sup> Draft of Preliminary Budget
- December 1<sup>st</sup> – Adoption of 2022 Final Budget

Next step in this Budget timeline is to schedule the first Budget Workshop. Staff suggest May 31<sup>st</sup> to June 4<sup>th</sup>. If you could check your calendars and see if you have time that week for a 2-to-3-hour workshop, that would be helpful.

#### **Item 5 – Upcoming Board Meeting Schedule**

Board Meeting dates are as follows:

- May 26, 2021
- June 26, 2021
- July 28, 2021

#### **Item 6 – Review of District Goals**

Staff will review future goals with the Board. Included in this report are Goal Worksheets that we can review together.

#### **Attachments to GM Report**

Item 2 – SPI 125 ACT Program and Administrative Details

Item 6 – District Goals for 2021 and Goal Worksheets