



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Board and Staff Committee Assignments and Ad Hoc Committee Updates

MEETING DATE: SEPTEMBER 22, 2021

PREPARED BY: Kevin Smith, General Manager

1. Mountain Housing Council (MHC) Member Report - Directors Stephens.

Director Stephens will provide an update on activities of the Mountain Housing Council and other local's housing projects currently underway.

2. Revenue and Cost Allocation Study Ad Hoc Committee – Directors Diamond and Hetherington.

Progress on this study continues. The Ad Hoc Committee has met several times since our last Board Meeting. Attached to this report is the DRAFT Cost Center Allocation Tables. We are working with AMCG to finalize these tables which organize and outline capital expenditures and allocations broken out in to Airside, Landside, Aviation Real Estate, Non-Aviation Real Estate, FBO Facilities, Payroll, Pavement, facilities, Fuel Volumes, and equipment. These Tables are provided for general review. The full allocation study along with a presentation by AMCG will be provide to the Board at the October 27, 2021 or Dec. 1, 2021 Board Meeting.

3. Truckee Tahoe Workforce Housing Joint Powers Authority (TTWHA) Update – Kevin Smith.

The last TTWHA meeting was on Wednesday September 15, 2021. For a brief review of the activities of the JPA, I have included the monthly JPA Executive Director's report which outlines current programs and activities of the JPA. We continue to explore options with the Forest Service for housing on federal property as well as the creation of a down payment assistance program for member employees. Please let me know if you have any question on these items.

4. Pilot Group Ad Hoc Committee Update – Directors Diamond and Rohlf.

The Truckee Tahoe Pilots Group is intended to be a membership-based group of frequent airport users. The focus is to enhance safety & proficiency through presentations by safety subject

matter experts, local flight instructors and highly experienced aviators, as well as a collective commitment to reduce noise & impact.

Initiation requirements are a signed agreement to adhere to NAP's & curfew as well as viewing a virtual or in-person presentation (approximately 60 minutes). The pilot then becomes part of an engaged group of aviators that works in concert with safe operational & community impact goals. The pilot will also receive an annual training incentive of \$250.

Staff has been working with the Ad Hoc Committee to create a draft Policy Instruction (PI) and an outline of the Pilot Education Materials. Please review the attached memo with additional details. Please provide your comments and suggestions regarding the provided materials. If the PI and Education Program materials are acceptable, staff will bring the Policy Instruction forward for Board approval at the Oct. 27, 2021 meeting as well as create the Program Initiation and Education Video based on the proposed outline.

5. Official Creation of Master Plan Ad Hoc Committee

At the August 25th Board of Directors meeting the Board discussed their intent to create an Ad Hoc Committee to guide the upcoming Airport Master Plan update project. It was discussed that Directors Hetherington and Stephens could form this new ad hoc committee. With this topic formally on the agenda the Board can take official action on the formation of this committee at this meeting.

This Ad Hoc Committee's next action will be to provide a Master Plan Request for Proposals (RFP) for Board review and approval at the October 27, 2021 Board Meeting.

6. ACT Attendance by Board of Directors

This is a standing agenda item to discuss Board interest and coordination in attending the next Airport Community Team Meetings. Meetings are every 2nd Wednesday of every month from 6:00 PM to 7:30 PM.

October 13, 2021 - Topic: A discussion about airport hangars. We will work to inform and answer questions such as: why doesn't the District build more hangars, can I lease property to build a private hangar, what is the process to lease a hangar, what are "Fly Quiet" incentives, how does the wait list function, and other questions related to airport hangars and hangar leasing. There will also be an opportunity for community members to interact with and ask questions of our Airport District.

Directors Hetherington and O'Dette are scheduled to attend this meeting.

November 10, 2021 – Topic: Overview of the Districts Agency Partnership and Community Sponsorship Programs. Staff will provide a program overview, review the program's history, highlighting recent changes to the program, why the program was instituted, current and past partnerships, and the future of the program. We will also review and discuss the Community

sponsorships program including the types of eligible sponsorships, the application and approval process, what we have funded in the past, and what the future holds for this program.

December 8, 2021 – Topic: A discussion about District Finances and overview of the 2022 District Budget. We will review the various funding and revenue sources as well as expenditures of the Airport District. We will review the property tax allocation received by the District each year. We will also receive a presentation regarding highlights of the 2022 District Budget which is scheduled for adoption on Dec. 1, 2021.

ATTACHMENTS:

Item 3 – Housing JPA Executive Director’s Report

Item 4 – Draft of Pilot Group Policy Instruction and Pilot Education Materials Memo