



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

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

MEETING DATE: October 27, 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.

The ad hoc committee and AMCG met on October 8th to review the Primary and Secondary Financial Summary Tables. We are still in process of studying these numbers and working with AMCG to finalize those as well as the tertiary cost centers. Once these are complete, we can wrap up the full report and provide it to the Board. It is our hope to have the deliverable to the Board for the Dec. 1st Board meeting but no later than the January 26th Board meeting. The FBO fee study is also still in process. That study should be ready at the same time as the final allocation study. These studies can assist in informing our rates, fees, and charges. These can be adjusted at anytime by the Board of Directors and are not subject to Budget timelines. The ad hoc committee will provide additional information at the meeting.

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

The last TTWHA meeting was on Wednesday October 20, 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. The 3 new agency members were officially sworn in. These include Placer County, Nevada County, and the Town of Truckee. We continue to explore options with the Forest Service for housing on federal property, creation of a down payment assistance program, which is getting closer to implementation, as well as a new Long-term rental program for member employees. I had conversations with Mike Sahlmen of Westface

Partners about the possibility of constructing workforce housing next to our long term parking lot for District employees. This concept would be for a 2 to 4 unit modular housing project with a potential 15 year term with very little out of pocket expense to the District. I will provide more information at the meeting regarding this possibility. 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.

See the Agenda item 3 for a full report and latest information on this item.

5. Airport Master Plan Ad Hoc Committee Report – Directors Hetherington and Stephens

Request for Proposals (RFP) Review and Approval – The Ad Hoc Committee and staff have worked diligently to prepare the attached RFP for Board Review and consensus before it is issued to the consultant community. After a detailed review of options and in the interest of time, the ad hoc committee is not recommending the option of a completely new master plan proposal as previously discussed. In reviewing all permanent materials in the current master plan, the recommendation is to update the current 2015 master plan, specifically the Development Alternatives chapter 4. This is the section where the new runway proposal along with any other concepts and ideas will be vetted. This update will also include a new Airport Layout Plan but leverage the work already completed on the Aviation Forecast and Inventory. It is the Committee's hope that if we proceed with this RFP quickly, we can have public outreach workshops as soon as March 2022 with a draft update plan by mid-June. There will also be cost savings to this approach. If the full Board agrees, staff will issue the RFP on October 28th. There may be a need for a special Board meeting in mid-December to select the consultant. Staff and the Ad hoc Committee will keep the Board informed and give plenty of lead time if this request is necessary.

ACTION ITEM: Provide input to Committee on attached RFP and provide consensus to distribute if Board deems it ready for public dissemination.

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.

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.

Director O’Dette and Diamond scheduled to attend.

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 5 – Master Plan RFP