

# **TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION**

**PI NUMBER 217**

**Effective: Dec. 1, 2021**

**SUBJECT: TRUCKEE TAHOE PILOTS GROUP**

**PURPOSE:** The Truckee Tahoe Pilots Group (Group) is a membership-based group of pilots who regularly use the Truckee Tahoe Airport. The Group is offered and sponsored by the Truckee Tahoe Airport District to:

- Build a community of aviators who regularly use the airport.
- Increase the proficiency and currency of those aviators by offering training incentives.
- Reduce community impact through agreements from members to adhere to noise abatement procedures.
- Educate aviators about airport considerations, such as changes to flight procedures, snow conditions, runway and taxiway maintenance, environmental impact, etc.

**POLICY:**

Members receive a flight training instruction credit of \$250 per calendar year. Members may choose among a list of prequalified training options:

- General flight training (primary training for currency, single-engine, multi-engine, instrument, or commercial),
- Specialized flight training (backcountry, tail wheel, seaplane, glider training),
- Simulator time for value up to the program credit of \$250.

**ELIGIBILITY:**

Open to all pilots and student pilots who meet the following qualifications and requirements:

- Actively flying (6+ hours per year).
- Residence within the Truckee Tahoe Airport District or named hanger tenant at the Airport.
- Willingness and ability to adhere to terms of membership as stated below.

**TERMS OF MEMBERSHIP:**

The terms of membership shall apply to all participants on an annual basis.

#### Use of Instruction Credit:

1. The training incentive may not be banked, meaning it must be used within the calendar year in which it was granted. It is the responsibility of each member to book his or her training.
2. If flight instruction exceeds this figure, the member is responsible for the balance.
3. The training incentive may not be used for the rental of aircraft, except in cases where the aircraft is normally included, such as when a flat fee is charged for a “orientation” flight.

#### Authorized Training Providers:

4. An authorized training provider is a FAA-certified flight instructor who is current with all FAA currency and medical requirements and registered with the District as a certified flight instructor.
5. A list of authorized training providers is located on the District website. Members negotiate the terms and scheduling of their instruction directly with training providers.
6. Training providers will invoice the District monthly for Pilots Group trainings provided during the previous month. Each invoice will include member names, dates, and types of training. Provider will notify District, within 30 days of the most recent training of a member, if that member is unable to meet the safety or compliance goals of the program.
7. Training providers must agree to the same terms of membership as members.
8. Training providers are not eligible for membership training incentives. (An individual can be a member or a trainer, but not both.)
9. Training providers must receive prior authorization from the District before conducting Pilots Group training or accruing billable services. Authorized Training Providers will be granted limited access to the membership database, in order to verify eligibility for training, and update training records.

#### Onboarding and Meetings:

10. Members are required to attend a 60-minute training session covering the program and current noise abatement policy (NAP) familiarity within 30 days of signup. At the District’s discretion, members may view a recorded webinar in place of a live session.
11. When procedure updates are considered by the District, additional meetings will be scheduled to notify the membership of the updates, and to solicit input from the membership.
12. When procedures have been changed, the District will offer documentation or meetings to inform the membership. Members are not required to attend these meetings, though adherence to all procedural changes is required for ongoing membership.
13. By default, Pilots Group meetings are optional. However, the District, at its discretion, may decide a meeting’s content is so consequential that membership participation is mandatory.

#### Compliance with Noise Abatement Procedures:

14. Understanding the District’s Noise Abatement Procedures (NAPs), and a willingness to always comply with those procedures, except as defined below, is a primary requirement of membership.

15. It is incumbent upon members to understand and adhere to all District NAPs in effect during the time of any flight within the area affected by District NAPs.
16. NAP instructions shall include course information, how to avoid flight over residential areas, and voluntary curfew times.

Deviations:

17. Members may deviate from a District NAP due to any unforeseen circumstance that could result in a safety of flight issue (cause), or when air traffic control issues a directive requiring deviation (ATC directive).
18. A member may deviate from a NAP without cause or ATC directive no more than twice per calendar year. Unauthorized deviations include flight during the voluntary curfew hours, or deviation from a NAP. Authorization for flight outside of voluntary curfew hours may be granted by the Airport General Manager, if requested in advance of flight time.
19. Members who are determined by airport staff to have deviated from a NAP without cause or ATC directive more than twice in a given calendar year will forfeit the training incentive for that year. If the training incentive has already been claimed and/or used for the current year, the member will be invoiced for the full amount of the incentive.

NAP Currency Training:

20. The District will provide training opportunities for members if NAPs are changed or added. Members will be notified about changes and additions via their email addresses on file with the District. It is the responsibility of each member to ensure the District maintains a valid email address. Members are responsible for receiving and understanding all communications from the District. The District is not responsible for emails that go into spam folders or that are otherwise not read.
21. The District might, at its discretion, use additional means to notify the membership, though email is the official means of communication between the District and members.
22. Members are responsible for compliance with NAP changes no later than 30 days after a policy is updated or added.

Technology:

23. Members are required to use technology that includes web-based signup forms, online meeting services (Zoom or comparable), email, web-based maps, videos, and NAP animations.

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**Teresa O'Dette Board Chair**