



## General Manager's Report

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### Item 1 – Upcoming Training/Conference Opportunities

There are many great conference and training opportunities in 2022. As you can see from the list below, there are various in-person conference opportunities coming up this year. Some upcoming training opportunities include the following:

- 36<sup>th</sup> Annual Aviation Issues Conference – Kauai HI – January 9-13, 2022 - Kevin Smith and Hardy Bullock are scheduled to attend.
- Airport Management Short Course – Monterey CA- January 23-26, 2022
- Airport Planning, Design, and Construction Symposium – Nashville TN, March 1-3, 2022
- CSDA Special District Leadership Academy – San Diego CA – April 3, 2022
- AAAE Annual Conference and Exposition – Seattle WA – June 5-8, 2022
- CSDA Annual Conference – Palm Desert CA – August 22, 2022

### Item 2 – ACT Update

Our Airport Community Team meeting was held on November 10, 2021. From a staff perspective, we felt it was a great meeting and we appreciated those that attended and commented. A briefing of the meeting as well as a recording is available at [truckeetahoeairport.com/administration/act](http://truckeetahoeairport.com/administration/act). The theme of the meeting was a review of our Agency Partnerships and Community Sponsorships program. We had 6 ACT Members attend. We had some good conversations and questions from the group. Please see the attached report for a full review of the meeting.

Topics for the next two meetings are as follows:

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.

January 12, 2021 – Airport Master Plan Update Project. The Truckee Tahoe Airport District will launch an update to our 2015 Airport Master Plan in 2022. The Goal of our Master Plan is to recommend and plan for development and policy setting of the airport that best fit the needs of the community and airport, while protecting and endeavoring to reduce annoyance for those living near the Airport. The primary focus of the master plan is to explore options to expand noise and annoyance plans, manage or mitigate growth of aviation activity, including facilities on the airport, and enhance community benefit wherever possible. A key focus area of this Master Plan update is to update Chapter 4 – Alternatives Analysis as well as update our Technical Noise Report and Noise Contours. We will also consider a sustainability element, a possible third runway option that has the potential to move arrival and departure paths away from some of our populated areas, as well as a full update of our Airport Layout Plan. Please come be part of this process. Our Goal is to have a series of Master Plan Workshops in March of 2022. Learn more about this important and interesting topic at our January 12, 2022 ACT Meeting.

We are considering GHG and Pilot Group topics for February and March. I am always open to other topic ideas or items of interest to cover in ACT from the Board, Staff, or public.

### **Item 3 – Placer County Capital Projects Advisory Committee**

I wanted to inform the Board that I have finished my 2 year term on the Placer County Capital Projects Advisory Committee effective Dec. 31, 2021. Eric Martin of the Northstar Community Services District along with Dan Wilkins of the Tahoe City PUD will be the 2 Special District representatives on this Board. If TTAD Directors have interest in serving on this Board, please let me know. Our next appointment opportunity will be in November of 2024.

### **Item 4 – Quarterly Safety Report for Q3**

Please find the attached Quarterly Safety Report for Q3 of 2021 prepared by the District's Safety and Security Manager, Stacey Justesen. Included this Quarter is our Safety Gap Analysis – 5 year Update prepared by Falcon 16 Solutions. The Board will receive a brief presentation regarding this report at the January 26, 2022 Board meeting.

### **Item 5 – Request for Proposals (RFPs) for Various District Contracted Service Vendors**

As we begin the first quarter of 2022 the District will be issuing RFPs for various contracted services that are set to expire in 2022. All current contracts revert to month-to-month agreements once their terms expire. Staff will be issuing RFPs late December/early January for the following services:

- Airport Civil Engineering
- Airport Planning Services
- Non-Aviation Civil Engineering – Local Engineer
- Construction Management Services

Staff anticipates presenting recommendations for Board consideration and action at the March 2022 Board of Directors meeting.

**Item 6 – Timeline for GM Performance Review**

Each January the Board conducts its annual review of the performance of the General Manager. This process is automated through the District's employee evaluation software Trakstar. The Board will receive a web link to login to the software in mid-December. The General Manager will have his self-evaluation complete by Dec. 31<sup>th</sup>. Directors should have their review complete by January 19, 2022. Trakstar will then provide a final consolidated report for the Board to review. After the Board has reviewed the Annual GM Performance Evaluation, a final copy will be provided to the GM by Monday, January 24, 2022 for review in closed session on January 26, 2022.

**Item 7 – Upcoming Board Meeting Schedule**

Board Meeting dates are as follows:

- December 15, 2021 – Special Board Meeting to Select Master Plan Consultant.
- January 5, 2022 – Board Workshop to Review Cost and Allocation Study
- January 26, 2022
- February 23, 2022

**Item 8 – 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 – ACT Meeting Briefing

Item 4 – Quarterly Safety and Security Report and 5 Year Safety Gap Analysis

Item 8 – District Goals for 2021 and Goal Worksheets