



General Manager's Report

Item 1 – Up Coming Training/Conferences
Item 2 – Ad Hoc Committee Updates
Item 3 – Update on Heliport
Item 4 – Aviation Safety Seminar

Item 5 – Clear Capital Land Lease Update
Item 6 – Board Staff Retreat Discussion
Item 7 – Holiday Party
Item 8 – Project Tracking List Review

Item 1 – Upcoming Training Opportunities

- International Council of Airshows – Paris Hotel Convention Center – Dec. 2-5, 2013, – Las Vegas
- AAAE Annual Aviation Issues Conference, Jan. 7-11, 2014 – Kohala Coast, HI
- CSDA How to be an Effective Board Member, January 30, 2014 – Sacramento, CA
- ACC/AAAE Airport Planning Design and Construction Symposium, Feb. 19-21, 2014 – Denver, CO
- UC Davis Noise Symposium, Feb. 23-26, 2014, Palm Springs, CA

Item 2 – Ad Hoc Committee Meetings Update

Master Plan Ad Hoc Committee (Directors Hetherington and Morrison)

- The Committee continues to meet on a regular basis working closely with Staff and Consultants to assist in moving the project through the process. Next meeting is Dec. 4th.

Land Leasing Ad Hoc Committee (Directors Jones and Van Berkem)

- The Committee met on Nov. 21st and Dec. 2nd to work on the Term Sheet and Lease agreement. A full report will be given at the meeting per Agenda Item 12.

Legal Counsel Selection Ad Hoc Committee (Directors Wallace and Morrison)

- Due to schedule conflicts this Committee has not met yet. A meeting is planned for early Dec. with final selection to be considered at the January or February Board Meetings.

Item 3 – Update on Tahoe City EMS Heliport

Design work continues to move forward. We are currently working with Cal Aeronautics and the FAA to assure our facility is compliant. We will present specific design drawings in January or February and plan to begin permitting and bidding process shortly thereafter.

Item 4 – Aviation Safety Seminar, Nov. 19, 2013

We had a great safety seminar on Nov. 19th. John Fisher from Oakland Center visited with about 30 pilots discussing the intricacies of Oakland Center and how the Truckee area is serviced by their agency. It was a fascinating seminar and a few pilots requested that we bring Mr. Fisher back for a follow-up seminar. The meeting started at 7:00 PM and formally ended at 9:00 PM but Mr. Fisher and various pilots stayed until about 10:30 discussing topics related to Center.

We also previewed the ACAT sponsored Donner Summit arrival video which the Board will see on Dec. 5th. We showed it to the pilots to get their input and feedback. It was received very well.

Item 5 – Clear Capital Land Use Update

JMA/Clear Capital has asked to delay the Term Sheet/Lease Discussion until January 23, 2014. They indicated that they are working on a few items and want to complete their process before they can finalize a Term Sheet with the Airport District. The Ad Hoc Committee and Staff will continue to meet

with them. The Ad Hoc Committee will be meeting with Clear Capital and JMA on Dec. 4th. Regular meetings continue with the Town of Truckee, Nevada County, Placer County, and Cal Trans.

Item 6 – Board/Staff Planning Retreat Discussion

Board and Airport Staff will discuss the upcoming Board of Director/Staff Retreat scheduled for January 29, 2014. Staff and the Board will discuss various training topics, discussion items, and strategic planning ideas in preparation for the Retreat.

Item 7 – Holiday Party Reminder

Just a reminder that the Holiday Party is on December 7th at 6:30 PM at the Alpine Club at Northstar.

Item 8 – Project Tracking List Review

To assist in your review, items listed in red have new information and updates. Any items on the project tracking list may be discussed in the meeting. The Priority color key is as follows:

RED: High Priority. Staff is currently working on the project.

ORANGE: Medium Priority.

BLUE: Low Priority.

New Projects This Month

- No new projects

Completed Projects Removed From List

- No projects removed

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
Communication - Community Outreach - Annoyance Mitigation								
	1	May 2009	Flight Tracking – ATC Data utilization and transponder interrogation.	Project will continue exploring flight track data utilization in real time FAA air traffic control operations. Project will also continue to secure long term agreement with FAA to permanently interrogate aircraft.	Hardy	Staff is continuing ongoing outreach with the FAA, Oakland Center, TRACON, ERA, and others to secure ongoing agreements to maintain the MLAT system. Staff is currently working with ERA to seek additional investment in our system to move towards potential certification. Staff is also continuing to work with the FAA to extend our agreement past Jan. 2015.	Dec. 2013 – GM Update (Project Tracking List)	Dec. 2014
	2	Oct. 2010	Land Use Assessment and Property Acquisition Watch List	Review land use planning and zoning in Placer and Nevada Counties and Town of Truckee for compatibility and future challenges. GM will assess land use compatibility and identify future challenges in Truckee, Nevada and Placer Counties.	Kevin S.	This process is intended to assist in identifying candidate properties for acquisition along with effects of current zoning, general plan land use designations, and (TDR) Transfer Development Rights programs. Land use and zoning maps overlaid with our CLUP data is the first critical step to establishing an organized and thorough acquisition plan. Staff is in process of building a GIS tool to query specific land use and zoning data along with CLUP data to identify high priority parcels. While we continue to work on the tool, the final data and associated parcels will be identified as part of the Master Plan process.	Winter 2014	Aug. 2013
	3	June 2010	Master Plan Update	Comprehensive update of 1998 Airport Master Plan.	Kevin	Mead & Hunt, staff, and the ad hoc committee are meeting regularly preparing the draft development alternatives, along with the forecast and facility requirements. Mead & Hunt made a formal presentation to the Board on Oct. 17 th along with a workshop to review airport alternatives held on Nov. 13 th . The Board will review comments received at the Nov. 13 th workshop at the Dec. 5 th Board Meeting.	Monthly Updates through 2013	Spring 2014
	4	Jan. 2007	Strategic Planning Process	Planning effort to create a strategic plan for TTAD by defining specific objectives and strategies for various planning and operational categories.	Kevin	Board of Directors has reviewed and incorporated comments from Staff and ACAT and Community. Board has approved Draft Strategic Plan. Board and Staff will use the Strategic Plan and Master Plan comment data at the January 29 th Retreat. As the Master Plan is finalized, the Strategic Plan will be updated accordingly.	January 29, 2014	Fall 2014
	5	Mar. 2012	Fall/Winter News Letter	Bi-annual newsletter published late spring and fall	Hardy	Fall/Winter Newsletter is in final production and will arrive at mail boxes early-December.	Dec. 2013	Dec. 2013
	6	Sept. 2013	Potential for Night Operations Assessment	Staff, ACAT and Board will study and look for solutions where appropriate to understand and mitigate potential future night aircraft operations	Hardy	Staff will work with ACAT and the Board on a formal project to better understand aircraft operations and technology changes to anticipate and mitigate potential impacts from future night operations. Staff is currently working with a few different jet operators to limit or restrict night ops by agreement in return for the development of special departure procedures. This project will also be incorporated into the Master Plan and Strategic Plan.	Jan. 2014	Dec. 2014
	7	Sept. 2013	Air Show	Airport District partnership with local non-profits with the purpose of producing an annual Air Fair and Family Festival to benefit the airport and local non-profits.	Kevin	Planning is underway based on the approved budget of \$130,000. ICAS is the next step for the Air Fair Committee along with beginning the sponsorship development process. The Air Fair Committee will do their first Board update at the January 23, 2014 Board Meeting.	January 2014	July 12, 2014
	8	Sept. 2012	Quarterly Aviation Safety Seminars	Staff will work on a program to promote aviation safety through quarterly aviation safety seminars.	Hardy	John Fisher from Oakland Center was the guest speaker at our Safety Seminar. The meeting was well attended (about 30 pilots) and informative. The next meeting is scheduled for February/March 2014. A theme and speaker have not been selected.	Feb. 2014	Dec. 2013
	9	Jan. 2013	Website Update	Revise and update the District website, content, and website management system.	Hardy	New Leaders was selected to complete the work on the website. Periodic updates with the Board will occur throughout the process as well as regular meetings with the Landmarks Committee. The next Board update will be January 23, 2014	Jan. 2014	Fall 2013
Airport Operations								
	10	July 2008	Runway Load Bearing Study	Study process to evaluate load bearing capacity of TRK runways.	Kevin	Due to the infrequent nature of runway numbering changes, the FAA has taken an inordinately long time to process our AF/D and chart modification requests. The procedure updates continue and are getting closer. As we finish our obstruction removal project and the procedure reviews are completed, we have been told that the AF/D and plates will be updated. These are updated every 56 days.	Dec. 2013 – GM Update (Project Tracking List)	April 2014
	11	July 2010	Minimum Standards Policy	Develop Minimum Standards to be used in evaluating services provided on the airport under permit or lease	Hardy	This project has been tabled until Master Plan is complete. Staff will reinstate this project in fall of 2013.	Winter 2013 – Will begin	Spring 2014

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
	12	Sept. 2013	One in One Out Approach/Departure Issue	Currently due to a lack of surveillance, only one aircraft at a time can either depart or approach the airport in IMC. Project is intended to solve that problem to allow more efficient use of the airspace.	Hardy	Staff will be working on a scope for this new project. A few studies and projects underway are related to this item. Staff's current focus is to secure aircraft surveillance into and out of the valley allowing ATC to see aircraft. This project is related to Project #1.	Jan. 2014 (this may be a Board retreat item)	Dec. 2014
	13	July 2009	Alder Hill Beacon Tower	We have a beacon on the tower located on Alder Hill. There are some questions as to who owns the tower, how to access the tower, and the future of the facility.	Kevin	The first level of access barricades has been installed and the tower is posted restricting access. We are working with the agencies which have equipment on the tower to remove and clean up the antennas and equipment on the tower. The electrical issues related to access to the structure have been repaired with the assistance of the PUD. We continue to work with the HOA on final access agreements.	Jan. 2014	Summer 2014
	14	Jan. 2013	Aviation Safety Initiatives	Staff is managing various safety projects to enhance airfield and flight safety at TRK.	Hardy	Current projects include Density Altitude (DA) Sign Installation, aviation safety seminars, and new airfield signs. We are finalizing formal agreements with the Fire District on Aircraft Rescue and Fire Fighting (ARFF) training and equipment. Staff and ACAT are currently working on a study to review the feasibility of enhanced Unicom services to pilots; (traffic advisories, weather, etc.). We will continue to refine this important program and consider new ideas to promote safety.	Jan. 2014 (likely topic to be discussed at Jan. 29 th Board Retreat.)	Sept. 2014
	15	Oct. 2013	Enhanced ARFF (Aircraft Rescue and Fire Fighting) Training and Equipment	The Airport District will partner with the Fire District to provide advanced training and equipment to fire fighters to improve knowledge, response times, and equipment for Aircraft Rescue and Fire Fighting.	Kevin	Two fire fighters attended an ARFF Academy this fall in San Bernardino, CA. They are creating an in-services ARFF training program for all TFPD fire fighters. They said it was great training and the first time they were able to do ARFF specific training. The Fire District Board has reviewed and approved the agreement for the ARFF Truck. The Board will discuss this and consider approval of the agreement at the Dec. 5 th Board Meeting.	Dec. 2013	Sept. 2014
	16	July 2009	RNAV Approach/Departure	Development of special visual RNAV arrival/departure procedures	Hardy	There have been some new developments in regard to the RNAV procedure, coupled with FAA utilization of M-LAT data and new non-precision approach runway markings for Runway 2/20. Staff continues to work with Oakland Center and NorCal Approach on options to use M-LAT data. Use of this data in Air Traffic Control operations will assist in finalizing and publishing RNAV procedures. This item is directly related to and influenced by project #1. It will be difficult to move forward with an approved procedure without surveillance which project 1 has the potential to provide.	Jan. 2014	Summer 2014
Capital Projects and Facilities Planning								
	17	Oct. 2012	2013 Pavement Work Program	Staff will supervise the completion of the 2013 pavement work program as outlined in the PMP and approved by the Board of Directors	Phred	This project is completed. The Summer 2014 Pavement Program will begin in January after the ACIP is approved by the Board and submitted to the FAA.	Jan. 2014	Oct. 2014
	18	Oct. 2012	Tahoe City Emergency Services Helipad.	Construct an emergency Service Helipad on the Tahoe City Golf Course	Dave Hoffman	Design work continues. The biological survey has been completed and design and permitting is in the early stages of development. Staff is working with FAA and Cal Aeronautics to permit the restricted use heliport.	Jan. 2014	Oct. 2014
	19	Oct. 2014	Utility Maintenance Plan	Staff will create a facility maintenance plan for all airport overhead and underground utilities including sewer, water, storm water, electrical, and other utilities.	Phred and Bill Q.	This project will be similar to the Facility, Forest, and Pavement Maintenance Plans and will be the final CFP recommended by Staff. Staff will work with Bill Quesnel, District Engineer, to create a plan in the same framework as the facility maintenance plan. Staff anticipates plan completion by Summer of 2014	Jan. 2014	June 2014
	20	Oct. 2013	Pavement Maintenance Plan Update and Historic Pavement Data Collection	Update the 2011 Pavement Maintenance Plan and Collect documents and create a GIS file layer for all known historic pavement management information.	Kevin	Reinard Brandley has completed an update of the 2011 PMP to include accelerated work from 2010 to 2013 and has updated the 5 year ACIP and 15 year project projections. The Board will consider the ACIP at the Dec. 5 th Board meeting. Staff will also be collecting supporting documents, files and institutional knowledge from employees regarding previous pavement work completed.	Dec. 5, 2013	Feb. 2014
	21	Oct. 2013	Runway Obstruction Removal Project	This project will remove or top various trees which extend into the Runway Safety Area at the departure end of Runway 29 and 2.	Phred	Staff is working with a forester and surveyor to identify trees to be removed. In total we estimate 300 trees are affected by this project. We have received final approval from TTSA and tree removal is currently underway. This project will be removed from the list next month.	Dec. 2013	Oct. 2013
Operating Budget, Funding Sources and Strategies								

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
	22	July 2010	Trust/Annuity for Waddle Ranch	Creation of Endowment for the maintenance and preservation of Waddle Ranch	Jane	Board consensus was not to create an ad hoc committee. While there is still some interest in pursuing this concept at some level, it is not ready for decision. Staff will discuss this at a future Board Meeting, outline a few options for Board consideration to either move forward with the project or remove it from consideration.	Dec. or Jan. 2014 (Staff would like to review this at the Jan. 29 th Retreat)	Summer 2014
	23	Oct. 2013	Multi Use Hanger (Hangar 3)	Research cost and feasibility of constructing an all-purpose aircraft hangar capable of storing business jets and allowing for heated aircraft deicing. Hangar would also be used for community events and non-profit uses.	Hardy	Staff has been discussing the project with various different consultants to assess skill and expertise with focus on project development and feasibility. We are in the final states of soliciting 3 quotes for a Hangar Market Assessment and Business Plan. This study will be underway in early December.	March 2014	July 2015
Other Items								
	24	July 2010	Non-Compete Policy	Adopt a Policy to clarify Boards position on community vs. TTAD competition with local businesses with similar services.	Kevin	GM will seek further clarification from Board at future meeting and then provide a draft policy for Board review. In past discussions, staff intended to tackle this item as part of the PI 504 revision. As that PI revision has been delayed until the Master Plan is complete, staff will address this as a single item to be discussed Spring 2014.	(This project is delayed Spring of 2014)	Summer 2014