



Aviation & Community Services Team Report

Item 1 – Monthly Operations and Comment Reports

Item 2 – Monthly Flight Procedures Update

Item 3 – Website RFP

Item 4 – Lease Term Update

Noteworthy

Item 1 – Annual Operations and Comment Reports – David Van Quest

See Attached Report.

Item 2 – Monthly Flight Procedures Update - Hardy Bullock

This flight procedure work began in March 2021. The running development timeline is now at 12 months. The Board approved a contract addendum to pursue the new ASTAA Departure and authorize the flight validation portion of the project at the February meeting. Flight Validation is delayed, the flight procedures project is delayed. Flight Tech Engineering is the subconsultant to Mead & Hunt on the new runway 16/34 airspace design and analysis. The company has dedicated resources to the new runway project and postponed work on the existing flight procedures. This will delay the project. When the project resumes Staff will notify the Board.

Staff is prepared to present the draft flight procedures to the community at the scheduled Master Plan Outreach sessions in April.

Item 3 – Website Redesign RFP – Marc Lamb

The Truckee Tahoe Airport District (TTAD) Board of Directors approved \$25,000 for a website redesign in the Fiscal Year 2022 Final Budget, (under Capital Project Expenditures).

AVCOM District staff has provided an attached draft “Request for Proposals (RFP) Website Redesign” for Board review.

Website History: Circa 2007 the TTAD Board directed staff to develop an Airport District presence online. CLM Design out of Reno was hired to design and launch a District website. CLM Design managed 100% of the content of the District’s website through late 2013 early 2014.

In March of 2014 a new TTAD website was designed and launched by New Leaders, a locally based, pilot-owned website design company. New Leader’s web design allowed for a more robust website, viewable across multi-media platforms and included a Content Management System which allowed airport staff full control of content around New Leader’s website template. There have been several iterations of the current website, with significant refresh updates in 2016 and 2019.

As part of its Board directed Flight Procedures outreach, TTAD hired Aviatrix Communications in 2019 to develop a small Flight Procedures “microsite” which is linked to, but is not part of, the District’s website.

It is managed solely by Aviatrix Communications. The Flight Procedures microsite was designed to be similar in appearance as a seamless “satellite” to the District’s main website.

Next Step: Once the Board approves the finalized RFP, airport staff will issue the RFP publicly as well as work toward soliciting at least three qualified vendors for bids. A 30–45-day deadline for responses will be incorporated into the final Website Redesign RFP.

Item – 4 Lease Update

The terms approved by the Board of Directors at the February closed session meeting were formed into a Term Sheet and reviewed by Director Stephens. A cover letter was developed and reviewed by Director Diamond. Staff meet with Sierra Aero, answered questions, and completed that rate adjustment beginning April 1, 2022. Truckee Tahoe Soaring Association has a meeting scheduled with Staff and Director Stephens on March 15th to begin discussions. Skydive Truckee Tahoe acknowledged receipt of the Term sheet and has complaints regarding its timing. Staff is coordinating with the FAA on this issue and the Airport Compliance Program Manager for the FAA has referred this to the Airports District Office for further consideration.

Staff is developing a Request for Proposal for Rotorcraft Emergency Medical Services. Response from bidders is anticipated within the month of April.

The building occupied by the Experimental Aircraft Association on the east end of the field, is up for lease renewal. Staff is tasking Airport Management Consulting Group (AMCG) to conduct a rent appraisal of this space. As the rent appraisal is complete, staff will follow the same review and term sheet process as other airport leases.

Noteworthy

David Van Quest was promoted to Aviation and Community Coordinator. This position includes his previous role plus elements from the pilot and Passenger Outreach Coordinator role. The goal is to align these efforts under one position connecting commenter to flight track to pilot outreach. Additional efficiencies will be gained on the commenter outreach side when describing pilot behavior and aircraft activity. Staff is still developing the new Communications & Marketing/PR position.

Staff is considering opening the airport flex room rooms for community use. Lisa Tenorio is researching automated booking systems to fill the rooms while meeting the needs of the airport and the Board.

ATTACHMENTS:

Item 1 – Monthly Operations and Comment Report

Item 3 - Website Redesign RFP