



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

AGENDA TITLE: Airport Software Solutions

MEETING DATE: July 27, 2022

PREPARED BY: Stacey Justesen – Safety and Security Manager

RECOMMENDED ACTION: Approve funding for airport management software that integrates interdepartmental management activities and processes while greatly enhancing communications and data analysis.

DISCUSSION:

Airport management has multiple processes, functions, and regulatory requirements that lace throughout all departmental responsibilities. It is essential that our airport operate at a high level of transparency, business efficiency, and regulatory compliance.

To help streamline the complexities of airport management, staff collaborated to define gaps and overlaps in our current business processes, communications, reporting and information/document sharing. The key discovery identified various internal processes that are paper based, making it difficult to aggregate data, identify patterns, track fixes, and communicate the progress or results. This leads to inefficiencies and potential risks to the airport.

Next steps were to discover software companies that provided a digital, web-based solution to improve business productivity and efficiencies, including communications, reporting, data analysis and oversight. Five management software companies responded to a request for product demonstrations and pricing. After multiple presentations with each airport department, it was determined that GoCivix offered a suitably comprehensive, interconnected and cost appropriate product for our airport.

The 5 suite software product offered by GoCivix airport specific solutions covers the following areas:

1. Daily and Periodic FAA Airfield Inspections
2. Airport Facilities Tracking
3. Safety and Hazard Reporting
4. Standard operating procedures and Emergency checklists

5. Property and Lease Management
6. Finance Business and Revenue
7. Tenant Portal
8. Integrated enterprise-wide Work Order system
9. Inventory and Preventative Maintenance schedule
10. Custom Logs and Forms development
11. Cloud-based Recordkeeping and trend analysis

The software package provides a single collaborative platform that is easily accessible in a centralized location. It establishes a standard in-office and on-field reporting and communications method, a streamlined work order system, active process monitoring, and data driven information at the ready.

WHAT'S NEXT:

Implementation would be completed using a phase-based approach, determined by department schedule and staff availability.

FISCAL IMPACT:

Total cost for implementing: \$40,000. Invoiced upon completion of each system. Annual Cost: \$37,000

MOTION: