



TRUCKEE TAHOE AIRPORT DISTRICT GENERAL MANAGER REPORT

AGENDA TITLE: General Manager Monthly Update

MEETING DATE: July 27, 2022

PREPARED BY: Robb Etnyre

Item 1. Truckee Tahoe Airport District Mission:

*The Truckee Tahoe Airport aims to provide **safe, high-quality services and facilities**, **reduce impact** on our airport **neighbors** and the **environment**, and **invest** in opportunities that increase **community safety** and provide **sustained benefit** to the **entire Truckee Tahoe region**.*

Item 2. Truckee Tahoe Airport District Sustainability Planning & Strategic Plan Workshop(s) Plans



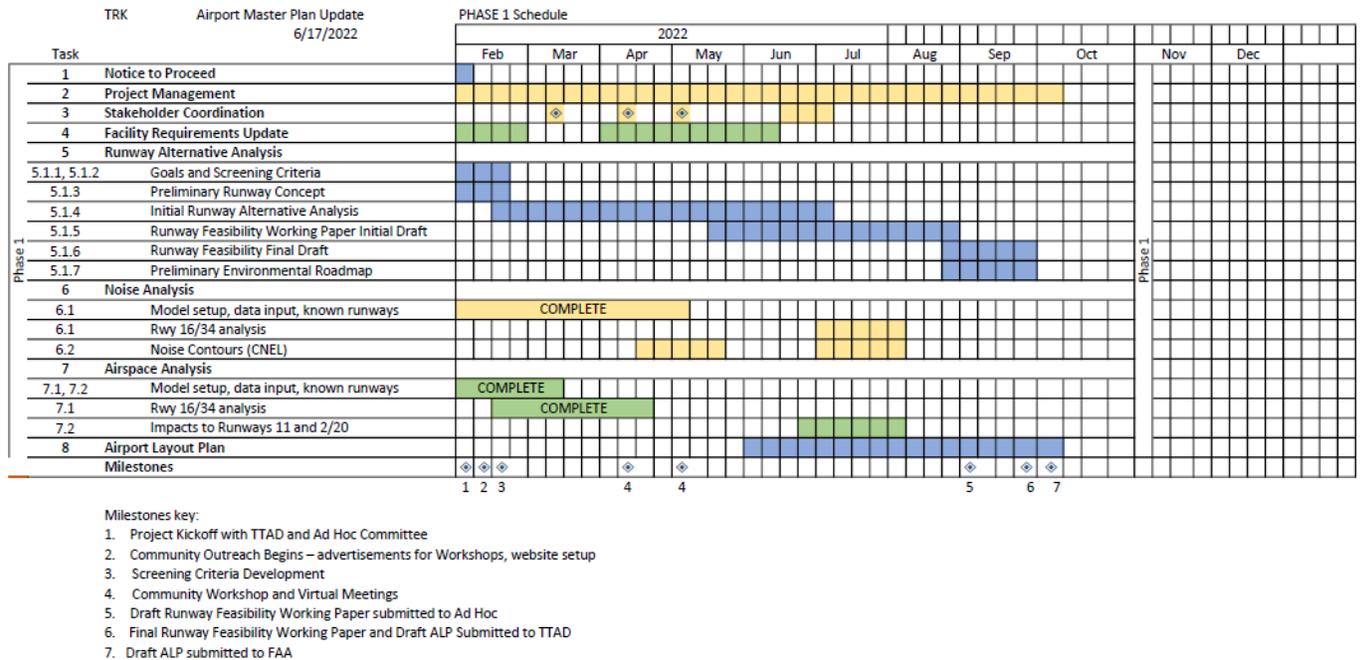
Airport sustainability is a holistic approach to managing an airport so as to ensure the integrity of the Economic viability, Operational efficiency, Natural resource conservation and Social responsibility (EONS) of the airport. — Airport's Council International – North America.

Items 3. Truckee Tahoe Airport District Major Projects, recommendations for near-, mid-, and long-term priority shift while Director of Aviation position is vacant.

Project / Initiative	Short-Term 3-6 months	Mid-Term 6-12 months	Long-Term 1-3 years
Airport Master Plan Update	Phase 1	Phase 2	
Communication Plan & Website Review	July 2022	Implementation	
Hangar Policy Update		Review & Integrate with new CRM system	
Flight Procedures	Limited Review 	Master Service Agreement already in place	
Landing Fee Ramp Fee	~September 2022		
Director of Aviation	Recruit & Hire		
Annual Budget Process	+ Review of Capital Projects & Reserve Policy	Annual Report / Audit Report / Budget Report	
Strategic Plan Update	July – November Consultant / Board – Staff Workshop		
Housing Land Use Review		Explore TTAD Land Use Opportunity for Employee Housing	
Customer Relationship Management (CRM) Software	July – November / Select – Purchase - Implement		
Runway 2/20 Design	Continue as planned		
Runway 2/20 Reconstruction		RFP for Reconstruction	Work competed
Annual AIP Review	Fall 2022		
Policy Instruction Review	June – November 2022		
Climate Transformation Alliance (CTA)	Formation	Project Development	Project Implementation
Bioenergy Initiative	Scoping	Project Development	Project Implementation

There are two Board Ad hoc committees (Hangar Use & Master Plan) that I'm recommending be dissolved and the roles and responsibilities of maintaining contract oversight and product development of these areas be turned over to management, with monthly reports to the board of directors. The inherent contract / program management of contractors and TTAD employees would be more appropriately be managed by the general manager.

Item 4. Updated Airport Master Plan Schedule, Phase 1



Phase 1, item 5 Milestone, Runway Feasibility Study: The Runway Utilization Estimate Paper would be the next milestone in the Airport Master Plan deliverable to review with management, the board, and community. The Runway Utilization Estimate Paper is intended to summarize the process by which operations are estimated on the different alternative runway scenarios for the Master Plan’s Runway Feasibility Study. The Paper would be organized into the following sections: project introduction, runway alternatives overview, pilot and operator interview summary, and runway use estimates with methodologies. The intent of the Paper is to receive feedback and concurrence on the runway use estimates, which will be used as input for noise and overflight analysis. The Paper will eventually be merged into the full Runway Feasibility Study.

I’m recommending TTAD move forward with Mead & Hunt as our Mater Plan consultant to deliver this product on the established timeline above, along with our continued community outreach.

Item 5. Landing Fee & Ramp Fee to replace existing Transient Use Fee

Management is moving forward with further refinement of the plan to move from a Truckee unique Transient Use Fee (TU Fee) to a more industry common Landing Fee and Ramp Fee. Initial concepts on a Landing Fee were discussed at the April 27, 2022, board meeting. Based on that good work completed, the management team is continuing to refine the analysis of a Landing Fee and Ramp Fee to address cost recovery related to pavement wear and tear.

A detailed report is expected to be presented to the board of directors at the August 24, 2022, regular board meeting. Implementation of a Landing Fee and Ramp Fee, replacing the existing TU Fee would take place 30-60 days after approval of these new rates and fees / program.

Item 6. Flight Procedures

An Instrument Flight Procedure (IFP) Ownership Master Service Agreement has been established with Flight Tech Engineering (5/18/2021), including recent amendments to this agreement in February 2022. Management is working with Flight Tech to move this work forward, while also reviewing the existing plan of action and milestones to update deliverables based on current progress in 2022.

Item 7. Policy Instruction 119 – Campaign Contributions

District Counsel Nelson will provide an overview of Policy Instruction 119 – Further Transparency Regarding Contributions to Board Members and Promoting Harmonious Board Relations.

Item 8. Truckee Tahoe Airport District Scholarship

Truckee Tahoe Community Foundation (TTCF) partners with local scholarship committees to make more than 90 community scholarships available every year. TTCF provides an online platform with a common application. This helps more students attend college and vocational schools. Since 2017, TTCF donors have grown our own scholarships by nearly 400%!

Item 9. Annual TTAD Hangar Consumer Price Index Increase Notification Before – September 1, 2022

Annually, hangar tenant's rent is adjust based on the CPI from June, as outlined in their rental agreements.

- Hangar Rows Alpha – Mike agreements discuss the CPI increase:

D. CONSUMER PRICE INDEX (CPI). Tenant shall pay to District as additional rent a cost of living adjustment computed annually as follows: on September 1st of each year beginning with September 1, 2008, regardless of the commencement date of this Agreement, the monthly base

rent shall be re[1]computed. The resulting monthly rent shall be equal to the original initial monthly rent multiplied by the ratio of the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, Western- B/C (cities of 50,000 to 330,000 population), All Items (1982-84 = 100), for the month of June just preceding said September 1st to the same Index for the month of June just preceding the beginning of the original term. The amount, rounded up to the nearest dollar, thus derived shall be the monthly rent for each succeeding month during the next one (1) year of the term and shall be adjusted accordingly for each succeeding annual period, provided that the monthly rent shall in no event be less than the rent imposed at the beginning of the original term. In the event that the defined Index is not available as of September 1st, the consumer price adjustment shall be computed as soon as such Index is available, and the rent shall be retroactively adjusted to the anniversary date of the Agreement. In the event no Index is published on September 1st, the Index used shall be that for the next succeeding month which is published and an adjustment shall be made based thereon annually.

- Hangar November and Papa are on a different lease that has the following language:

5.2 Annual Adjustments. Throughout the Original Term and any Term Extension, the annual rent shall be adjusted on an annual basis between each Rent Study (defined herein) in compliance with the Leasing/Rents and Fees Policy. In no event shall rent be adjusted less than the rent paid during the immediately preceding year.

The CPI for June 2022 is 8.5%.

Item 10. Fly Quiet 3 Policy – Hangar Tenant Outreach Review

See Attached Report

Item 11. Aviation and Community Services Department Report

See Attached Report

Item 12. Finance and Administration Department Report

See Attached Report

ATTACHMENTS

- Policy Instruction 119 - Further Transparency Regarding Contributions to Board Members and Promoting Harmonious Board Relations
- Consumer Price Index Summary – Western States June 2022
- Fly Quiet 3 Policy – Hangar Tenant Outreach Review
- Aviation and Community Services Department Report
 - Monthly Operations and Comment Report

- Quarterly Operator/Pilot/Passenger Outreach Report
 - Quarterly Communications Report
- Finance and Administration Department Report
 - Monthly Financial Report and Statements