



TRUCKEE TAHOE AIRPORT DISTRICT GENERAL MANAGER REPORT

AGENDA TITLE: General Manager Monthly Update

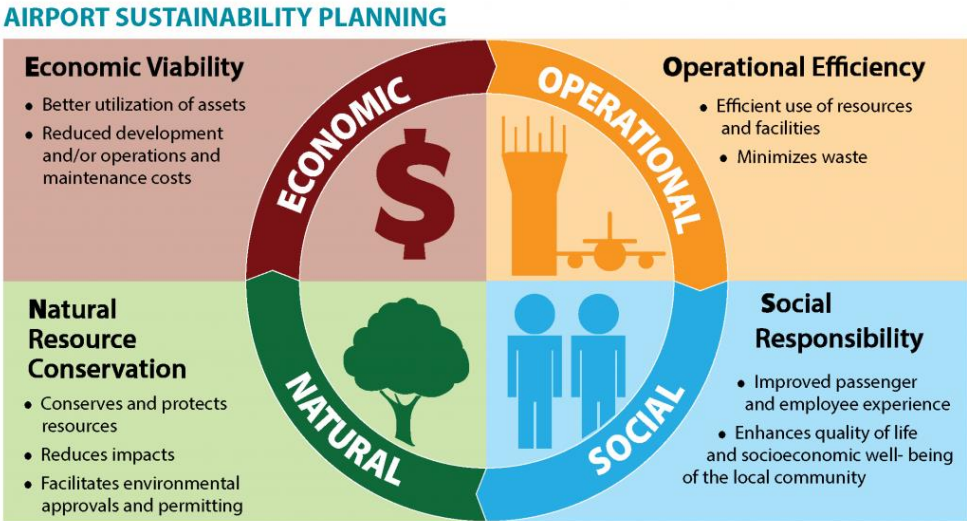
MEETING DATE: August 24, 2022

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)



'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	September-October 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	August 2022 Board Review		
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. While there is progress on the Master Plan, noted below and on the agenda this month, the Hangar Use and Fly Quiet review is schedule to take place in the coming months as lower priority item due to staff capacity.

Item 4. Updated Airport Master Plan Schedule, Phase 1

Airport Master Plan: The draft Runway Feasibility Study: Runway Utilization Estimate Paper was distributed to the Board, member of staff and the TTAD Pilots Group for review and comment. The final review of this document is on the agenda for the August 24, 2022, regular board meeting, with Mead & Hunt representative attending the meeting to address questions and take final feedback on the draft. At the completion of Phase 1 scope of work, it is expected the Mead & Hunt and TTAD management will make a recommendation on the five runway alternatives being studied to focus the effort of the Phase 2 Master Plan work.

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

Staff report and recommendation for a new landing fee is on this month's agenda.

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. Further updates are expected at the September 2022 board meeting after a plan flight validation the next few weeks. Proposed new flight procedures can be found on this website: <https://flightpaths.truckeeatahoeairport.com/> New Flight Procedures are the planned subject for the September Airport Community Team (ACT) meeting.

Item 7. Director of Aviation Recruitment Timeline

The below link provides additional details of the recruitment for this position by ADK Executive Recruiters. The posting for applications closes 8/28/2022. Initial screening of candidates will take place in September 2022, with in person interviews planned for early October 2022.

<https://adkexecutivesearch.com/current-projects/>

Item 8. AVCOM Report

No significant updates from last month's quarterly report. Ops and Comment Report attached.

Item 9. TART Bus / TART Connect Staging Areas

I've begin initial discussions with the Town of Truckee Engineer regarding the staging of TART Connect Micro Transit vehicles and future opportunities to locate these staging locations away from residential areas.

Item 10. Finance and Administration Department Report

See Attached Report

ATTACHMENTS

- TRK Director of Aviation Recruitment Brochure
- Operations & Comment Report
- Finance and Administration Department Report
 - Monthly Financial Report and Statements