



# TRUCKEE TAHOE AIRPORT DISTRICT GENERAL MANAGER REPORT

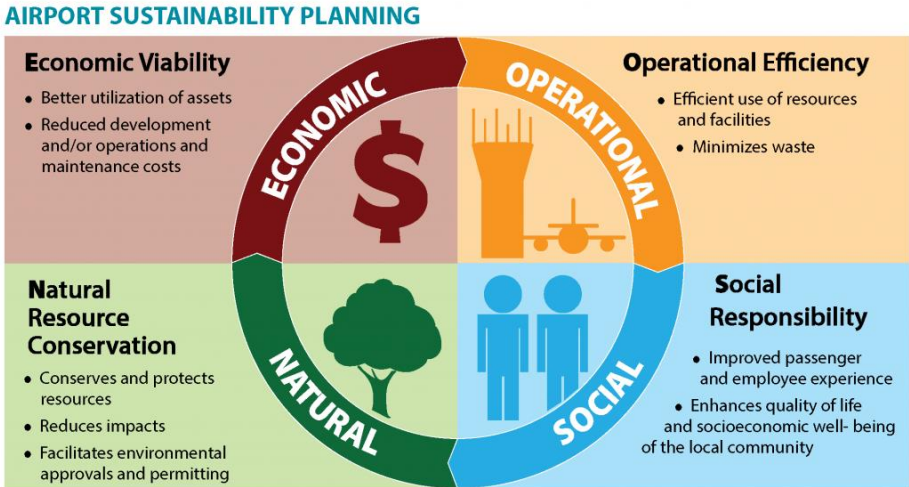
**AGENDA TITLE:** General Manager Monthly Update

**MEETING DATE:** September 28, 2022

**PREPARED BY:** Robb Etnyre, General Manager

**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**.*






\*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.

**Item 2. Strategic Plan Workshop(s)**

AGNEW::BECK has been engaged to conduct a series of board workshops to update the Truckee Tahoe Airport District Strategic Plan. Initial meetings with AGNEW::BECK and TTAD Board will take place in November/December 2022.

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

<b>Project / Initiative</b>	<b>Short-Term 3-6 months</b>	<b>Mid-Term 6-12 months</b>	<b>Long-Term 1-3 years</b>
<b>Airport Master Plan Update</b>	Phase 1	Phase 2	
<b>Communication Plan &amp; Website Review</b>	September-October 2022	Implementation	
<b>Hangar Policy Update</b>		Review & Integrate with new CRM system	
<b>Flight Procedures</b>	Flight Validation Conducted September 2022 	Master Service Agreement already in place	
<b>Landing Fee   Ramp Fee</b>	August 2022 Board Approved October 1, 2022, Implementation		
<b>Director of Aviation</b>	Recruit & Hire		
<b>Annual Budget Process</b>	+ Review of Capital Projects & Reserve Policy	Annual Report / Audit Report / Budget Report	
<b>Strategic Plan Update</b>	July – December Consultant / Board – Staff Workshop		
<b>Housing Land Use Review</b>		Explore TTAD Land Use Opportunity for Employee Housing	
<b>Customer Relationship Management (CRM) Software</b>	Approval and Implementation of the GoCivix program		
<b>Runway 2/20 Design</b>	Continue as planned		
<b>Runway 2/20 Reconstruction</b>		RFP for Reconstruction 1 <sup>st</sup> QTR 2023	Work complete 2 <sup>nd</sup> or 3 <sup>rd</sup> QTR 2023
<b>Annual AIP Review</b>	Fall 2022		
<b>Policy Instruction Review</b>	June – November 2022		

<b>Climate Transformation Alliance (CTA)</b>	Formation / Quarterly Meetings	Project Development	Project Implementation
<b>Bioenergy Initiative</b>	Town of Truckee Contracted Scoping Study	Project Development	Project Implementation

**Item 4. Updated Airport Master Plan Schedule, Phase 1**

Airport Master Plan: 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. Phase 1 is expected to be complete by the end of 2022. Currently, work on Phase 1 is focused on noise analysis related to the runway utilization study reviewed this past month.

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

Implementation of the approved landing fee and ramp fee will begin October 1, 2022. Attached is the updated Master Fee Schedule (Effective October 1, 2022), and TTAD General Aviation Leasing/Rents and Fees Policy (Revised 9/21/2022). Vector Airport Systems, LLC, and TTAD have entered into a professional service agreement to provide TTAD automated aircraft fee billing and collection solutions for the new TTAD landing fee and overnight tiedown fees. Aircraft with a Maximum Take Off Weight (MTOW) below 5,500lbs, federal, state, county, and emergency service aircraft, and aircraft registered with a TTAD hangar leases or commercial operating agreements with TTAD will be exempt from the landing fee.

**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.

September 6-8, 2022, a flight validation of the core procedures along with a few alternative variants was conducted by Flight Tech at KTRK. The flight validation was conducted in a PC24 with limited space of only the pilot, Flight Tech team and our Mead & Hunt representative Hardy Bullock. Flight Tech noted the coordination between tower manager Larry and his Tower folks with both Oakland ARTCC and NORCAL was flawless, and the weather held out both days – although smoke and a random thunderstorm were present Wednesday afternoon. All in all, every procedure was a success and while they had a few “clean-up” items on Flight Techs end for the charts and ARINC coding, however overall, all procedures were satisfactorily validated. Further update is expected for the October 26, 2022, regular board 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 is take place in September 2022, with in person interviews of a ADK vetted pool of qualified applicants planned for mid 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. Finance and Administration Department Report**

See Attached Report

### **ATTACHMENTS**

- Master Fee Schedule – October 2022
- GA Leasing, Rents, and Fees Policy – Revised September 2022
- AVCOM Report
  - Operations & Comment Report
  - Hangar Waitlist Update
  - Equipment Donations
  - Special Events
- Finance and Administration Department Report
  - Monthly Financial Report and Statements