



# TRUCKEE TAHOE AIRPORT DISTRICT GENERAL MANAGER REPORT

**AGENDA TITLE:** General Manager Monthly Update

**MEETING DATE:** January 25, 2023

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

**Item 1.** Truckee Tahoe Airport District Mission: [2023 TTAD Budget Report](#)

*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 develop a new Truckee Tahoe Airport District Strategic Plan. Initial workshops dates:

February 8, 2023 | March 22, 2023 | April 27, 2023

**Items 3. Truckee Tahoe Airport District Major Projects, near-, mid-, and long-term priorities.**

Project / Initiative	Short-Term 3-6 months	Mid-Term 6-12 months	Long-Term 1-3 years
<b>Airport Master Plan Update</b>	<u>Phase 1</u> Runway Alternatives: February 22, 2023	<u>Phase 2</u> TBD	
<b>Communication Plan &amp; Website Review</b>	Updated Communications Plan - 90% complete.  New TTAD FBO Focused Microsite Contract Awarded to East River PR – May '23 Delivery	Implementation	
<b>Hangar Policy Update</b>		Review & Integrate with new CRM system	
<b>Flight Procedures</b>	Flight Validation Conducted September 2022  	10 Procedures being evaluated	
<b>Landing Fee   Ramp Fee</b>	August 2022 Board Approved October 1, 2022, Implementation	Review Market Rates / TTAD Cost Associated with Landing Fee	
<b>Director of Aviation</b>	Recruit & Hire January 30 '23 start date		
<b>Annual Budget Process</b>	'23 TTAD Budget Approved  New Budget Report (January '23)  Review of Capital Projects & Reserve Policy (1 <sup>st</sup> QTR '23)	Annual Report Audit Report	
<b>Strategic Plan Update</b>	 AGNEW::BECK Engaged	Workshops Begin February '23	

<b>Housing Land Use Review</b>		Work with Housing JPA to help fund various options.	
<b>Customer Relationship Management (CRM) Software</b>	Approval and Implementation of the GoCivix program	Implementation	
<b>Runway 2/20 Design</b>	Design completed and submitted to FAA		
<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>	October 2022 Complete		
<b>Board Policy Instruction Review/Update</b>	June – November 2022 	November '22 – March '23 Ongoing	Review PIs every 5 years
<b>Climate Transformation Alliance (CTA)</b>	Formation / Quarterly Meetings	Project Development	Project Implementation
<b>Bioenergy Initiative</b>	Town of Truckee Scoping Study - Estimated 2 <sup>nd</sup> QTR '23	Project Development	Project Implementation
<b>RFQ/SOQ Master Service Agreements</b> - Airport Engineer - Planning - General Engineering	RFQ November 2022 Award January 2023		
<b>Sustainable Aviation Fuel (SAF) Jet A</b>	Moved from 10% to 25% SAF in 2022	- 50% SAF January 2023 – June 2023 - 75% SAF July – December 2023	100% SAF 2024

**Item 4. Updated Airport Master Plan Schedule, Phase 1 – Runway Alternatives Complete**

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 April 2023. The runway alternatives study is complete and will be ready to be briefed and reviewed at the February 22, 2023, regular board meeting.

#### **Item 5. Director of Aviation**

Jeff Menasco is schedule to join the District as Director of Aviation, January 30, 2023.

#### **Item 6. AVCOM Report(s)**

See attached reports.

#### **Item 7. Finance and Administration Department Report**

See attached report.

#### **Item 8. Master Fee Schedule Update – Various Updates Noted Below**

- 1. Long Term Vehicle Parking Lot. Updated rates closer to market, \$20 nightly, \$600 monthly (\$150 previously), \$2,000 annual (\$600 previously), still only for aviation related use – i.e., tied to an aircraft tail number. Next step is automating the parking lot to reduce staff time.

- 2. Updated Aircraft Tie Down Fees. Daily rate was updated 1/10/22 and remains the same (based on MTOW). I've eliminated the monthly rate and increased the annual rate to better reflect market rates closer to our daily rate and impact / past utilization. The monthly rate <5,500lbs MTOW was only \$95 and was used during the summer months by about 40 aircraft. I've updated the annual rate to \$2,000.00, which more closely reflects a small discount vs. the previous annual rate of \$954 – and only purchased by 4 individuals. Aircraft without a monthly or annual product on file will be billed nightly by Vector.

- 3. 100LL Full Service. Eliminated the 10-gallon min roll fee/upload of \$50. Meeting minimums has not been a problem.

- 4. Tenant Door Unlock Fee: changed from \$11 to \$50. Hasn't been a problem, but the \$11 doesn't come anywhere close to the fully loaded staff cost of unlocking doors. Delegated staff discretion from GM to address frequent / problem areas.

- 5. Overnight Executive Heated Hangar; was \$27 / hour. I dropped this as a rate / option. We are renting N-1 to Mountain Lion Aviation for six months. We will be revisiting long term plans to have a "space available" hangar, currently not fiscally warranted.

- 6. Removed the public records request rates and replaced with a link to our website with that information.

- 8. Removed the RAC rental car rates. These are covered by lease agreements with rental car companies.

**Item 9. Commercial Operating Permits**

Mountain Lion Aviation: I signed a 6-month Commercial Operating Permit (Jan-June 2023), rather than renewing an annual commercial operating permit. We are discussing a long-term (multi-year) commercial operating permit for board review by the end of the current term.

**Item 10. Electric Vehicles**

As budgeted for 2023, we are replacing existing district internal combustion (ICE) Ford vehicles with electric Ford vehicles (EVs). This month we will acquire one passenger EV and one cargo van EV. Next month we will be selling three District ICE vehicles.

**ATTACHMENTS**

- Quarterly Communications Report
- Quarterly Operations and Comment Report
- Quarterly AVCOM Report
- Financial Report and Statements
- Master Fee Schedule – January 1, 2023
- 2023 TTAD Budget Report