



TRUCKEE TAHOE AIRPORT DISTRICT GENERAL MANAGER REPORT

AGENDA TITLE: General Manager Monthly Update

MEETING DATE: November 30, 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**.*



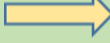




"Airport sustainability is a holistic approach to managing an airport so as to ensure the integrity of the Economic viability, Operational efficiency, Natural resource conservation and Social responsibility (EONS) of the airport." — Airport's Council International – North America.

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 January/February 2023 in conjunction with formal board governance training by legal counsel. Program development with AGNEW::BECK, President Rohlf, and myself is ongoing.

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
Airport Master Plan Update	<u>Phase 1</u> Estimated Completion for Board review - January '23	<u>Phase 2</u>	
Communication Plan & Website Review	Updated Communications Plan - 90% complete. New TTAD FBO Focused Microsite January/February '23	Implementation	
Hangar Policy Update		Review & Integrate with new CRM system	
Flight Procedures	Flight Validation Conducted September 2022 	Master Service Agreement already in place	
Landing Fee Ramp Fee	August 2022 Board Approved October 1, 2022, Implementation		
Director of Aviation	Recruit & Hire January 30 '23 start date		
Annual Budget Process	'23 TTAD Budget Approved New Budget Report (January '23) Review of Capital Projects & Reserve Policy (1 st QTR '23)	Annual Report Audit Report	
Strategic Plan Update	 AGNEW::BECK Engaged	Workshops Begin January '23	

Housing Land Use Review		Work with Housing JPA to help fund various options. Explore TTAD Land Opportunity for Employee Housing	
Customer Relationship Management (CRM) Software	Approval and Implementation of the GoCivix program	Implementation	
Runway 2/20 Design	Continue as planned	Scope of Work	
Runway 2/20 Reconstruction		RFP for Reconstruction 1 st QTR 2023	Work complete 2 nd or 3 rd QTR 2023
Annual AIP Review	October 2022 Complete		
Board Policy Instruction Review/Update	June – November 2022 	November '22 – March '23 Ongoing	
Climate Transformation Alliance (CTA)	Formation / Quarterly Meetings	Project Development	Project Implementation
Bioenergy Initiative	Town of Truckee Scoping Study - Estimated 2 nd QTR '23	Project Development	Project Implementation
RFQ Master Service Agreements - Airport Engineer - Planning - General Engineering	RFQ November 2022 RFQ Award January 2023		

Item 4. Updated Airport Master Plan Schedule, Phase 1 – No Update

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 still focused on noise analysis related to the runway utilization study previously reviewed.

Item 5. Director of Aviation

After a long and thorough due diligence process with our search consultant (ADK), November we completed final interviews from the initial 32 applicants. Thank you to our Board President Kathryn Rohlf, HR - Laruen Tapia, and the ADK Team, along with community leaders (Town of Truckee Manager, and Truckee Donner Public Utility District GM) for their assistance in this process. As a result, I've offered the position of Director of Aviation to Jeff Menasco, and he has accepted. Jeff will start January 30, 2023, after he completes his final retirement processing from the United States Air Force. Jeff will remain on the Nevada County – Department of Defense – Skillbridge program until the end of this calendar year.

Item 6. AVCOM Report

- Monthly Operations and Comment Report
- Hangar Waitlist Update: The wait list numbers as of 11/17/2022 are:
 - o 43 people on the Executive Hangar waitlist
 - o 95 people on the T-Hangar waitlist (16 waiting for Super-T+ with 48' doors or larger, 26 waiting for T-hangars with 44' doors, 53 waiting for regular T-Hangars)
 - o 3 people on the non-aero End Cap waitlist

Item 7. Finance and Administration Department Report

See attached report.

Item 8. Updated Board Policy Instructions – Implementation

- o PI 202 Board of Directors Basis of Authority Code of Ethics and Meeting and Agenda Management
 - “Derogatory racial, sexual, ethnic, sexual orientation, or similar slurs or inflammatory language is not tolerated. Refer to the District’s Policy Instruction Resolution 2022-01 – Justice, Equity, Diversity, and Inclusion (JEDI) Mission and Vision and Policy Instruction 320 Nondiscrimination by Vendors. Disruptive attendees may be removed from the meeting as permitted by the Brown Act.”
- o PI 208 Recording and Retention of Board Meetings and Board Meeting Minutes
 - “Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member’s name (if provided); and, at a maximum, include the overall topic and stance/position. Such as “Mr. Jones spoke in

opposition to the Project X”. Being mindful that the minutes are written recordings of the legislative body’s proceedings, it is not appropriate to include detail of individual comments.”

ATTACHMENTS

- PI 208 Recording and Retention of Board Meetings and Board Meeting Minutes September 2022
- PI 202 Board of Directors Basis of Authority Code of Ethics and Meeting and Agenda Management
- Monthly Operations and Comment Report
- Monthly Financial Report and Statements
- RFQ Master Service Agreement – November 2022