



# TRUCKEE TAHOE AIRPORT DISTRICT GENERAL MANAGER REPORT

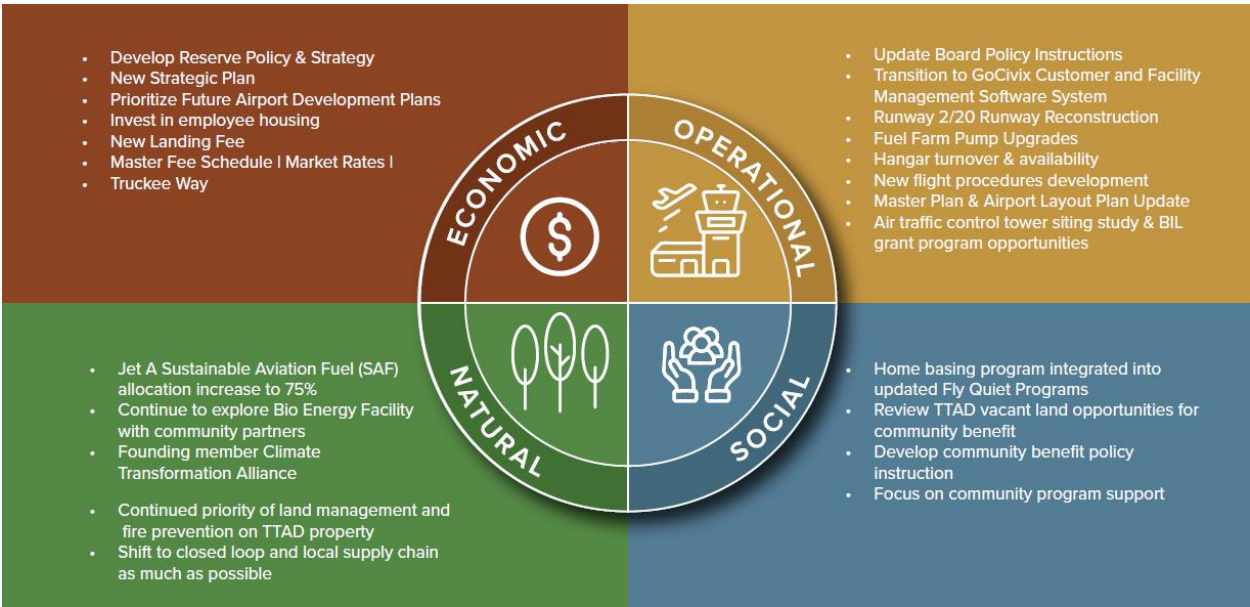
**AGENDA TITLE:** General Manager Monthly Update

**MEETING DATE:** May 24, 2023

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

**Item 1. Truckee Tahoe Airport District Mission & 2023 Budget Priorities:**

*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. Strategic Plan Workshop(s)**

Workshop #1 and #2 have been completed. Workshop #3 is May 23, 2023, documents are online to review the draft strategic plan and associated organizational goals. Following Workshop #3, a final draft strategic plan will be prepared and presented for adoption as early as the June 28, 2023, regular board meeting.

**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>	<p><u>Phase 1</u></p> <p>Runway Alternatives: Board approved moving forward with Alternative #1 (RW16/34) and submitting an updated Airport Layout Plan to the FAA. (Pending final documentation development for submission)</p>	<p><u>Phase 2</u></p> <p>TBD</p>	
<b>Communication Plan &amp; Website Review</b>	<p>Updated Communications Plan – final adjustments based on final strategic plan.</p> <p>New TTAD FBO Focused Microsite – final revisions underway with an anticipated full launch by July 2023</p>	Implementation	
<b>Hangar Policy Update</b>	<p>1. Addressing Winter 22/23 Damage &amp; Repair</p> <p>2. Developing Hangar Revitalization program – Concept</p>	<p>Implement Hangar Revitalization Program</p> <p></p>	

	brief at 5/24/2023 Board meeting. 3. CRM Integration/outreach to tenants – July 2023		
<b>Flight Procedures</b>	1. Flight Validation Conducted 9-2022 2. Final scoping of recommended procedures with Flight Tech 3. Board review 7/2023		
<b>Landing Fee   Ramp Fee</b>	August 2022 Board Approved October 1, 2022, Implementation	Review Market Rates / TTAD Cost Associated with Landing Fee	
<b>Annual Budget Process</b>	'23 TTAD Budget Approved  Review of Capital Projects & Reserve Policy (2-3 <sup>st</sup> QTR '23)	Annual Report Audit Report	
<b>Strategic Plan Update</b>	 AGNEW::BECK Engaged	Workshops Underway	
<b>Local District / Employee Housing &amp; 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 – Go Live 7/2023	Implementation	
<b>Runway 2/20 Design</b>	Design completed and approved by FAA		
<b>Runway 2/20 Reconstruction</b>	Construction RFP Issued 2/17/2023.	Reconstruction Bid Award & Potential FAA Funding 2 <sup>nd</sup> -3 <sup>rd</sup> QTR 2023	Fall Back Construction Date if FAA Funding Delay May – Oct '24

		~12 Week Project May – Oct '23	
<b>Annual AIP Review</b>	October 2022 Complete		
<b>Board Policy Instruction Review/Update</b>	June – November 2022 	November '22 – June '23 Ongoing	Review PIs every 5 years
<b>Primary Management Compliance Documents (PMCD) Review / Update</b>	3 <sup>rd</sup> Quarter 2023 after Strategic Plan Completion		
<b>Climate Transformation Alliance (CTA)</b>	Formation / Quarterly Meetings  Joint Member Grant Application March 22, 2023	Project Development  -Review TTAD Community Sponsorship Funding of CTA Accelerator Projects	Project Implementation
<b>Bioenergy Initiative</b>	Town of Truckee Scoping Study Estimated 3 <sup>rd</sup> QTR '23	Project Development	Project Implementation
<b>RFQ/SOQ Master Service Agreements</b> - Airport Engineer - Planning - General Engineering	RFQ November 2022 -Airport Engineer & General Engineering Awarded 1/2023		
<b>Sustainable Aviation Fuel (SAF) Jet A</b>	Moved from 10% to 25% SAF in 2022	50% SAF January '23  75% SAF June '23	100% SAF 2024
<b>100LL Fuel Transition to G100UL</b>			When supply chain is available
<b>TTAD – TTSA ~40 Acre Land Exchange</b>	FAA Section 163 Determination: March 28, 2023	- May 2023 – Town of Truckee Update on General Plan - June 2023 Board Review T-TSA Surplus land &	

		Land Exchange Agreement for Action	
<b>Waddle Ranch Land Management</b>	CalFire Grant Application Feb '23 (May '23 – Not Selected)		
<b>Fly Quiet / Home Basing / Safety</b>		Developing combined policy for local, transient flight operations & Safety	January 1, 2024, Incentive Implementation
<b>Part 13 Complaint – Skydive Truckee Tahoe</b>	Developing response to FAA findings	- STT Offer Temp Accommodation to operate 2023 season while reviewing Part 13	
<b>Part 13 Complaint – Truckee Tahoe Soaring Association</b>	Developing response to FAA notification	- TTSA Offer Temp Accommodation to operate 2023 season while reviewing Part 13	

**Item 4. Short- & Long-Term Parking Changes**

- Additional direct engagement with current & expiring parking passholders planned for June 2023
- 142 parking spaces, new rates in effect 1/1/2023 – 2023 Calendar Year Only Renewals to address the follow.
  - o Planned full parking lot maintenance June 2024 (no parking available that month)
    - Pavement placed in service 2005 with limited maintenance conducted to date.
    - Tentative reconstruction date 2035 will hopefully be extended with additional maintenance in 2024.
  - o Current revenue shortfall and ~52% (2022) annual cost recovery being addressed with rates and additional operating efficiencies.
  - o 3<sup>rd</sup> Party online parking reservation and payment system planned to launch July 2023.
  - o Rates may be addressed again with this new reservation / payment system to best accommodate use, cost recovery, and daily/weekly parking flexibility to address short-term demand more than long-term demand/cost.
  - o Long term parking lot is Non-Aeronautical property, 2023 pricing reflects current fully loaded cost to eliminate tax revenue subsidy of annual parking. It is anticipated pricing will eventually be reduced with an online payment/reservation system along with operating efficiencies in 2023.

## **ATTACHMENTS**

- AvCom Reports
- Financial Report and Statements