



# TRUCKEE TAHOE AIRPORT DISTRICT GENERAL MANAGER REPORT

**AGENDA TITLE:** General Manager’s Monthly Update

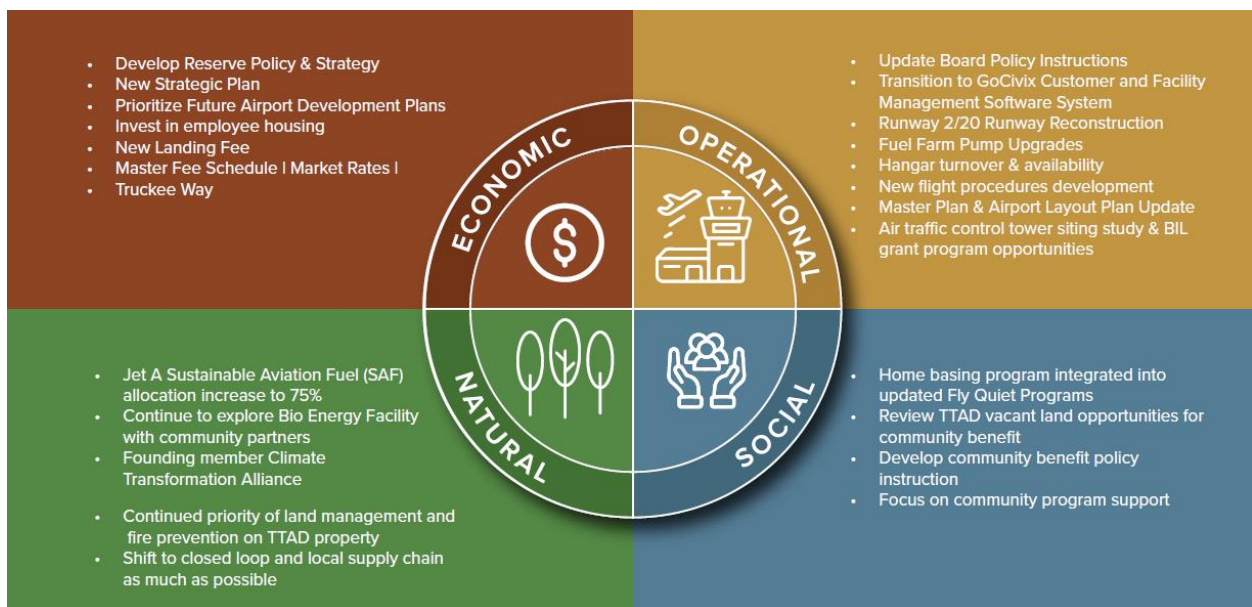
**MEETING DATE:** July 26, 2023

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

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## 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**


The final draft of the Truckee Tahoe Airport District Strategic Plan and Priorities is being presented at this July 26, 2023, Regular Board Meeting for approval and adoption.

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

This section of the General Manager’s Update will be replaced going forward with an approval Strategic Plan Work Plan: Timeline with Roles and Responsibilities.

<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>	<p><u>Phase 1</u> 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) Expect July/August 2023</p>	<p><u>Phase 2</u> 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 July 2023</p>	Implementation	
<b>Hangar Policy Update</b>	1. Addressing Winter 22/23 Damage & Repair	Implement Hangar Revitalization Program starting January 1, 2024	

	<p>2. Developing Hangar Revitalization program – Concept brief at 5/24/2023 &amp; 6/28/2023 board meeting. Pending FPPC feedback.</p> <p>3. CRM Integration/outreach to tenants – July-September 2023.</p>		
<b>Flight Procedures</b>	<p>1. Flight Validation Conducted 9-2022</p> <p>2. Final scoping of recommended procedures with Flight Tech</p> <p>3. Board review update at the August 2023 board meeting.</p>		
<b>Landing Fee   Ramp Fee</b>	<p>August 2022 Board Approved</p> <p>October 1, 2022, Implementation</p>	<p>Review Market Rates / TTAD Cost Associated with Landing Fee (Fall 2023)</p>	
<b>Annual Budget Process</b>	<p>'23 TTAD Budget Approved</p> <p>Review of Capital Projects &amp; Reserve Policy (2-3<sup>rd</sup> QTR '23)</p>	<p>Annual Report</p> <p>Audit Report</p>	
<b>Strategic Plan Update</b>	<p>AGNEW::BECK</p> <p>Final draft presentation</p> <p>July 2023</p>	<p>Implementation</p> <p></p>	
<b>Local District / Employee Housing &amp; Land Use Review</b>		<p>Work with Housing JPA to help fund various options.</p>	
<b>Customer Relationship Management (CRM) Software</b>	<p>Approval and Implementation of the Civix program – Go Live 7/2023</p>	<p>Implementation</p>	

<b>Runway 2/20 Design</b>	Design completed and approved by FAA		
<b>Runway 2/20 Reconstruction</b>	Construction RFP Issued 2/17/2023. FAA AIP Grant Award June 2023 TTAD Contract Award 6/28/2023 Notice to Proceed issued 7/21/2023. 70 days of Reconstruction Scheduled and Runway 2/20 Closure schedule 7/24/2023 thru October 31, 2023		
<b>Annual AIP Review</b>	July 2023		
<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 – Non-Selection, looking for additional grants	Project Development	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 - Airport Engineer</b>	<b>RFQ November 2022</b>		

<ul style="list-style-type: none"> <li>- <b>Planning</b></li> <li>- <b>General Engineering</b></li> </ul>	<ul style="list-style-type: none"> <li>- Airport Engineer &amp; General Engineering Awarded 1/2023</li> <li>- No award for planning, extended Phase I Master Plan work with Mead &amp; Hunt.</li> </ul>		
<b>Sustainable Aviation Fuel (SAF)</b>	Moved from 10% to 25% SAF in 2022	50% SAF Jan-May '23 75% Jun-Dec '23	100% SAF Goal for 2024
<b>100LL Fuel Transition to G100UL</b>			100% Transition when supply chain is available
<b>TTAD – T-TSA ~40 Acre Land Exchange</b>	FAA Section 163 Determination: March 28, 2023	<ul style="list-style-type: none"> <li>- May 2023 – Town of Truckee Update on General Plan</li> <li>- June 28, 2023, Board Approved Land Exchange Agreement</li> </ul>	
<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>	<ul style="list-style-type: none"> <li>Response submitted to FAA June 19, 2023</li> <li>- STT Declined temporary accommodation to operate 2023</li> </ul>		
<b>Part 13 Complaint – Truckee Tahoe Soaring Association</b>	<ul style="list-style-type: none"> <li>Response submitted to FAA June 19, 2023</li> <li>- TTSA accepted temporary accommodation to operate 2023,</li> <li>- However, due to runway 2/20</li> </ul>		

	reconstruction now funded, their lease terminates 7/23/2023		
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**Item 4. Short- & Long-Term Parking Changes**

- Additional direct engagement with current & expiring parking passholders planned for July 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/August 2023.
  - o Rates may be addressed again with this new reservation / payment system to best accommodate use, cost recovery, and daily/weekly/monthly parking flexibility to address short-term demand more than long-term demand/cost.
  - o Long term parking lot is Non-Aeronautical property, 2023 pricing will reflect current fully loaded cost to eliminate tax revenue subsidy of 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