



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS STAFF REPORT**

**AGENDA TITLE: PI 311 Update – Inclusion of New Incentive Programs**  
**MEETING DATE: Wednesday, November 29, 2023**  
**PREPARED BY: Jeff Menasco, Director of Aviation**

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**RECOMMENDED ACTION:** Board approve updated PI 311 to include new incentive programs to address aviation safety development for pilots “Fly Safe” and noise emission reduction “Fly Quiet” and discontinue Home Basing program.

**STRATEGIC PLAN:**

- 3.A.1. Strengthen communications with local neighbors about Fly Quiet and Safety Programs.
- 3.A.2. Strengthen communications with the aviation community about Fly Quiet and Safety Programs.
- 2.D.1. Update the Fly Quiet and Pilot Safety Programs to increase participation and engagement.

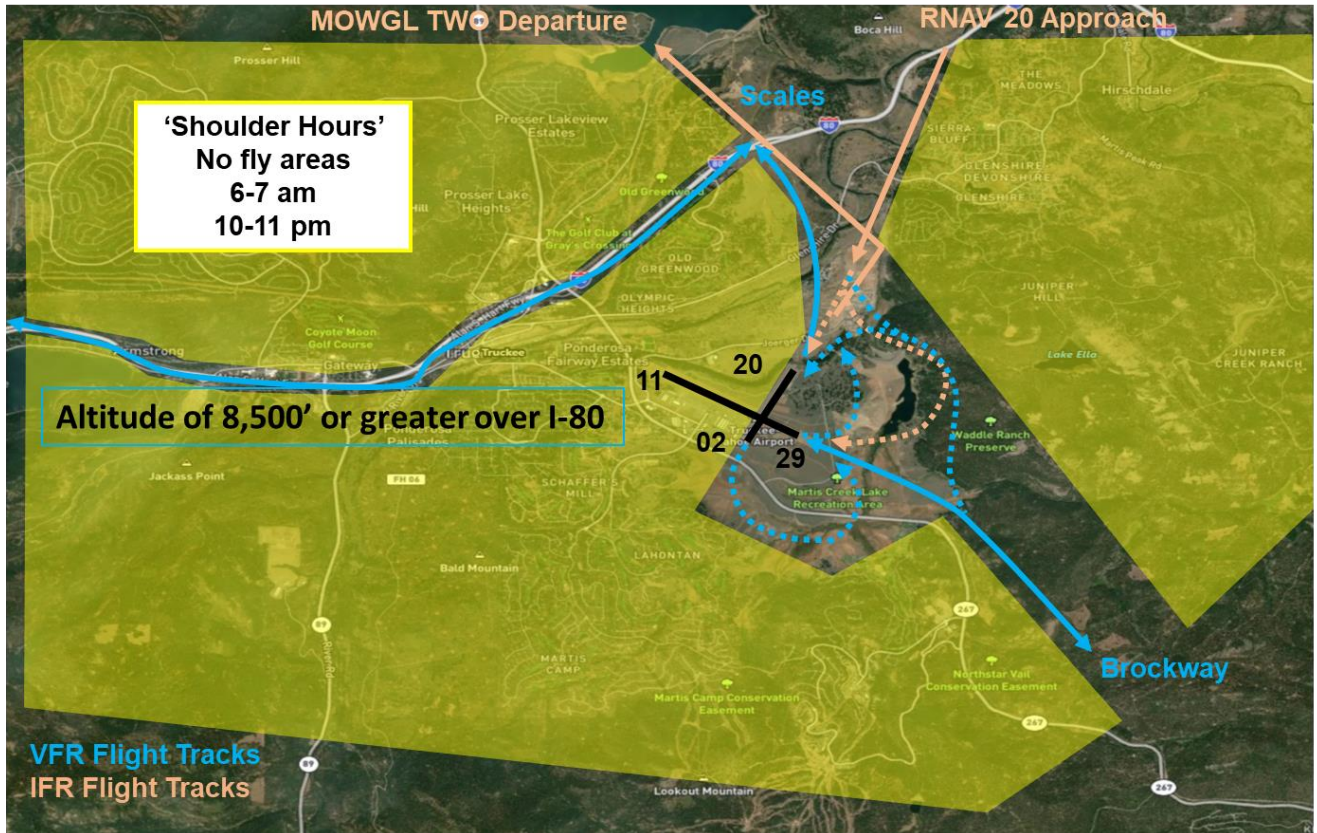
**BACKGROUND:** This proposal aligns TTAD programs with the newly adopted TTAD Strategic Plan. There are currently two incentive programs offered by TTAD to Hangar Tenants, Fly Quiet and Home Basing. This proposal discontinues the Home Basing Program, creates a more flexible Fly Quiet program, and introduces a new Fly Safe program. The new incentive programs will be documented in Policy Instruction 311 (Community Sponsorship and Agency Partnership) to capture the use of property tax revenue for these community benefit programs. The current Fly Quiet and Home Basing programs only exist in Lease Addendums and are not enshrined in any TTAD policy documents. Hangar Revitalization initiatives will be addressed in a separate plan consistent with the District’s Primary Management Compliance Documents (PMCDs). All hangar leases are planned to be reissued in the first quarter of 2024 to standardize past variations.

**PROPOSAL:** Programs would begin in January 2024 in conjunction with the reissuing of hangar leases.

- 1) **Home-Basing.** Discontinue; does not incentivize behavior regarding noise or safety.
  - A. Home Basing percentages from 2012 – 2023 have consistently remained at approximately 58% participation.
  - B. Past incentive was .04 cents per sqft on hangar rent, and annually cost TTAD approximately \$93,000 in foregone rent for this incentive program.
  
- 2) **“Fly Safe” (FS).** Create KTRK Fly Safe incentive program to encourage continuing education & pilot proficiency. This proposal partners with the FAA WINGS program targeted towards general aviation pilots. Pilots must complete 3 continuing education courses every 12 months and fly with a Certified Flight Instructor annually to complete FAA WINGS Flight Activities. This program can substitute for the pilot’s Flight Review that is required every 24 months. The FAA is willing to partner with KTRK to create a test-bed with a tailored program to address the inherent hazards of flying at KTRK. This program would extend beyond hangar tenants and seek to attract pilots who are local, or frequently fly in/out of KTRK. Under this program, TTAD could authorize other like programs to qualify under the Fly Safe program.
  - A. Hangar pilots would be eligible to receive rent discount of **\$840 annually (\$70 per month)**.
  - B. Non-Hangar pilots would be eligible to receive **\$300** credit for FAA WINGS Flight Activity flight.
  - C. Annual requirements:
    - i. Minimum of one FAA WINGS Flight Activity flight with a CFI.
    - ii. Three Knowledge Credit (classes) per year of the FAA WINGS program.
    - iii. One Knowledge Credit must be from the KTRK specific courses (i.e., Density Altitude).
    - iv. FAA WINGS Flight Activities take place at KTRK (exceptions approved by TTAD).
  - D. Alternatives to FAA WINGS could be authorized by TTAD. Alternative programs would require a structured program of continuing education and annual flight with a CFI.
  
- 3) **Fly Quiet (FQ).** This proposal creates a ‘flat rate’ hangar rent discount of **\$360 annually (\$30 per month)** to all tenants as opposed to the current sqft discount.
  - A. General Manager has the authority to review & adjudicate special circumstances.
  - B. Adopts one FQ window of 10 pm – 7 am.
  - C. Continues to offer waivers when requested for safety of flight issues (i.e., weather).
  - D. Limit touch-and-goes to 5 consecutive, switch runways, or temporarily depart pattern.
  - E. Commercial Operating Permit holders FQ programs will closely match this proposal.
  - F. Violation of FQ program; tenant will be removed from the program for 9 months.

- G. Re-admittance to FQ program; requires 9 months of following FQ protocols successfully.
- H. New 'Shoulder Hour' protocols allow arrivals/departures during the 1-hour left (6-7 am) and right (10-11 pm) of the FQ window without a waiver.
- I. Violation of 'Shoulder Hour' protocols constitute a breach of the FQ program.

**Fly Quiet 'Shoulder Hour' Flight Tracks.**



**PUBLIC COMMUNICATIONS:** TTAD Staff and Board members have held numerous events, both virtually and in person to engage with the aviation and local community.

**Engagements:**

- **11 Oct** (Wed PM/virtual) – ACT meeting (5 community members / 22 pilots)
- **23 Oct** (Mon PM/in-person) – Hangar Tenant/Local Pilot meeting – Board room (25 pilots)
- **29 Oct** (Sun AM/in-person) – Hangar Tenant/Local Pilot meeting – Board room (15 pilots)
- **8 Nov** (Weds PM/in-person) – ACT meeting (6 community members / 4 pilots)
- **Misc** – 20+ phone calls/emails/in-person engagements to TTAD Staff on these programs

**General Feedback**

- **Fly Quiet:** Pilot & community feedback very positive.
- **Fly Safe:** Pilot & community feedback very positive. Pilot concerns over flexibility and alternative programs have been incorporated into policy.
- **Hangar Revitalization:** Generally supportive but concerns over details of what constitutes “non-aeronautical.”
- **Home Basing:** Hangar Tenants generally not supportive.

**FISCAL IMPACT:** Annual cost of the current Home Basing program is \$93K, and for the Fly Quiet program is \$146K, for a total TTAD cost of **\$239,000**. The estimated cost of the new incentive programs would decrease to approximately **\$213,000**. For the standard T-Hangar tenant, assuming they participate in both Fly Quiet and Fly Safe, the monthly rent discount would go from \$1140 to \$1200 annually (an additional \$60 discount in 2024).

**Current 2023 Incentives Program Structure.**

Hangar Type	# of Hangars	Rent by sqft	Avg. Annual Rent	Avg. Annual Discount (FQ + Home Basing)	Total Annual Cost
T-Hangar	187	0.45	\$6,000	\$1,080	<b>\$239,000</b>
Exec Hangar	19	0.54	\$25,200	\$3,780	
N/P Hanger	10	flat rate	\$38,400	\$3,840	

**Recommended 2024 Incentives Program Structure.**

Program	Assumed Number of Program Participants	Incentive	Estimated Annual Cost
Fly Safe	Hangar Tenants (~150)	\$840 annual discount (\$70 p/month)	\$126,000
	Non-hangar pilots (~30)	\$300 annual CFI phase flight credit	\$9,000
Fly Quiet	Hangar Tenants (~ 214)	\$360 annual discount (\$30 p/month)	\$77,760
		Estimated program cost annually =	<b>\$212,760</b>

**SAMPLE MOTION(S):** I move to (approve) Policy Instruction 311 to adopt the new Fly Safe and Fly Quiet programs and discontinue the Home Basing program, effective 1/1/2024.

**ATTACHMENTS:**

- A. Tab 15a: Proposed PI 311 for approval
- B. Tab 15b: Hangar Revitalization and Incentive Programs Community/Pilot Outreach Presentation
- C. Tab 15c: FAA WINGS Program Overview
- D. Tab 15d: WINGS Pilot Proficiency Program