



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Western-Pacific Region  
Airports Division  
Safety and Standards Branch

777 S. Aviation Blvd, Suite 150  
El Segundo, CA 90245

July 10, 2023

Robb Etnyre  
Airport Manager  
Truckee-Tahoe Airport  
10356 Truckee Airport Rd  
Truckee, CA 96161

Dear Mr. Etnyre:

**Truckee-Tahoe Airport  
Truckee, California  
Land Use Inspection Announcement**

The Federal Aviation Administration (FAA) has scheduled a Land-Use Compliance Inspection (Inspection) August 23-24, 2023, for the Truckee-Tahoe Airport (TRK). The FAA's Western-Pacific (AWP) Airports Division, Safety and Standards Branch, and members of the Office of Airports Compliance and Management Analysis will conduct this Inspection. The purpose of this Inspection is to determine the Airport's compliance with its Federal obligations for land use. This Inspection is part of a national program initiated in May 1999, in response to Senate Report No. 106-55 (Report). This Report directed the FAA to perform inspections and identify inappropriate activities and agreements, if applicable, at general aviation airports receiving federal assistance. The FAA is required to provide an annual report to the U.S. Congress, containing the findings of all inspections conducted within the year.

The Inspection of TRK will consist of two activities. The first is a review of records and documents pertaining to the financial management of the airport and the use of federally obligated airport land. The second activity is a physical inspection of the airport facilities and federally obligated airport land.

Records and documents review is normally conducted by the FAA, prior to the date of the airport visit. This allows FAA inspectors to utilize their time, while at the airport, focusing on the Inspection of airport property and facilities. Please submit the following documents for FAA review, **within 30 days of receipt** of this letter:

1. A list of all Airport leaseholds, both aeronautical and non-aeronautical;
2. Copies of all leases, rentals, and land use agreements of airport property, and a drawing or pictorial depiction that shows their locations on the airport;
3. If applicable, identification of any Through-The-Fence access points (TTF) and the entities that have TTF rights (TTF means a right or privilege that permits airport access to a property owner next to the airport to taxi aircraft between the private property and any location on the airport.);

4. If applicable, copies of the most recent three Single Audit Reports of the airport regarding FAA Airport Improvement Program grants;
5. Copies of airport financial information for the current year (2023) and the past three (3) years – i.e., budget reports, airport operating/capital funds account/schedules identifying the income revenue generated at the airport in a monthly basis itemizing all sources; such as, concessionaire fees, rental/lease income from each tenant or business, landing fees, parking, fuel flowage/sales, etc., and records of airport expenses.
6. If applicable, the identification/description of all easements on the airport (acquired or conveyed);
7. Copies of past land releases and disposals of airport property;
8. Historical or background information describing the airport; i.e. how the airport was developed, ownership history;
9. Copies of any land conveyance deeds or agreements in obtaining property for the airport;
10. The Airport Layout Plan and Exhibit A property map.

Documents may be submitted in electronic form, via e-mail, or other source. Hard copies of documents may be sent to the FAA Regional Office, addressed as follows:

Victor Globa, AWP-620.4  
Airport Compliance Program Manager  
Federal Aviation Administration  
Western-Pacific Region, Airports Division  
777 S. Aviation Blvd., Suite 150  
El Segundo, CA 90245

The physical inspection of the airport facilities and property will occur on the pre-arranged inspection dates identified above. We will need access to airside and landside areas of the airport during the Inspection. Please have a staff member or yourself provide us with an escort/tour of the airport to include the airfield, and all other federally obligated airport land. During the Inspection, we will be observing airside and landside utilization of the airport including the condition and maintenance of Airport property and facilities. Upon conclusion of the visit, we will conduct a post-Inspection briefing, where we will review our findings and assessment of the Airport.

Thank you in advance for your assistance in accommodating the Land-Use Compliance Inspection. If you have any questions, please feel free to contact me at (424) 405-7272, or via e-mail at [victor.globa@faa.gov](mailto:victor.globa@faa.gov).

Sincerely,

Victor Globa  
Airport Compliance Program Manager