

**PI NUMBER XXX**

**Formerly PI 311**

Formerly PI 220

**SUBJECT: COMMUNITY PARTNERSHIPS**

**PURPOSE:**

To provide guidelines for the prudent and transparent management and administration of community partnerships, and aviation incentive programs to ensure the best value of Truckee Tahoe Airport District's (TTAD) investment and overall community benefit of community tax revenue received by the Airport District.

**TRUCKEE TAHOE AIRPORT DISTRICT MISSION STATEMENT:**

The Truckee Tahoe Airport aims to provide safe, high-quality services and facilities, reduce impact on airport neighbors and the environment, and invest in opportunities that increase community safety and provide sustained benefit to the entire Truckee Tahoe region.

**SECTION I - POLICY OVERVIEW**

In 2023, the District adopted a new strategic plan, which identified the following focus area goals related to the use of tax revenue.

- a. 1.D. Give Back: Develop a community investment strategy that aligns directly to airport vision, mission, values, and public purpose.
  - i. 1.D.1. Define budget allocation of community investments.
  - ii. 1.D.2. Review existing community investments to prioritize major projects that benefit the region and align with airport purpose and mission.

The Truckee Tahoe Airport District ("District") in furthering its mission, in alignment with the 2023-2025 Strategic Plan, wishes to provide a high level of benefit and value to all Airport District constituents. Based on available funds, the District may provide 1) Funding to decrease the threat of wildfire within the District 2) Funding and partnerships with local public agencies and nonprofits to support Aviation Science, Technology, Engineering, Art, and Mathematics (STEAM) programs and facilities 3) Aviation incentive programs. To achieve the purpose of this policy, the following categories are established:

- 1) Wildfire Mitigation Funding
- 2) Aviation STEAM Education Program and Facility Funding
- 3) Fly Safe Aviation Incentive Program
- 4) Fly Quiet Aviation Incentive Program

## **COMMON DEFINITIONS:**

Definitions in this section apply to all sponsorship/partnership categories:

- a. District: For the purposes of this policy, "District" shall refer to the Truckee Tahoe Airport District (TTAD).
- b. Agency Partnership: A joint agreement between the District and another public agency, taxing agency, town, county, or local government to assist larger projects that mutually benefit constituents district-wide. When appropriate, such mutual support may be in shared assistance to a nonprofit leading the efforts for such projects.
- c. Agency Partnerships Funds: Funds set aside to partner with another public agency and or taxing agency, town, county, or local government where a specific defined airport benefit to mutual District/agency constituents, direct airport benefits, improvement of District property, shared equipment, and/or enhanced safety is realized.
- d. Partnerships with Non-profits: Common service that has District and public benefit which may involve education, recreation, youth development, arts, culture and civic benefit, health, and human services, and/or environment or other services.
- e. Constituent: A constituent of the District includes residents, property owners, community members, and voters within the District's political boundaries. Constituents may also include individuals and groups outside the District's political boundaries, but within its sphere of influence.

## **SECTION II – WILDFIRE MITIGATION**

As more people build homes, operate businesses and recreate in areas where natural vegetation meets human improvements, wildfire threats to life and property increase. Wildfire mitigation actions are on-the-ground treatments of wildland urban interface properties to reduce the chance of a wildfire causing damage. Remember that protecting a home, property and a community from wildfire is not a one-time effort. It is a process and requires ongoing participation, maintenance and shared responsibility. Local Fire Departments and CAL FIRE are removing overgrown vegetation through prescribed fire, tree thinning, pruning, chipping, and roadway clearance. These efforts create breaks that change fire behavior, reduce negative ecosystem impacts, and enable fire fighters to protect communities. Partnering with our local fire professionals by providing funding to accelerate identified wildfire mitigation projects is in alignment with the District's mission and benefits all members of the community.

**Process:** The District will, by invitation only, review wildfire mitigation projects which align with the local fire districts community wildfire protection plans, CalFire's Burn Plan, and available District fund. Potential District funding will be identified as part of the annual District budget process. Wildfire mitigation projects will be reviewed and approved by the District Board of Directors.

### **SECTION III - AVIATION SCIENCE, TECHNOLOGY, ENGINEERING, ARTS, AND MATH (STEAM) PROGRAMS AND FACILITIES**

There is currently, and for the foreseeable future, a well-documented shortage of aviation professionals to fill the labor needs in aerospace, airport management, aircraft mechanics, pilots, air traffic control as well as other aviation industry professions the District depends on for day-to-day operations of the Airport. All professional sectors of the aviation industry are encouraging and supporting advocacy of STEAM programs as a method to encourage young people at all educational levels to explore and consider careers in the aviation industry. The District prioritizes working with both on airfield based non-profit programs related to STEAM education, and public agencies to further opportunities to enhance STEAM programs and facilities aligned with the District's Mission.

**Process:** The District will, by invitation only, review Aviation STEAM programs and projects which align with the Districts mission and strategic plan goals, and available District funds. Potential District funding will be identified as part of the annual District budget process. Aviation STEAM projects will be reviewed and approved by the District Board of Directors.

### **SECTION IV – FLY SAFE AVIATION INCENTIVE PROGRAM**

The District recognizes the vital role pilots have in the safety of the airport and local community. To enhance the role pilots, have in this relationship, the District offers an incentive program for pilots who volunteer to participate in the Fly Safe program. This program encourages pilots to further their aviation continuing education and commitment to pilot proficiency to be a safer pilot in alignment with TTAD's public purpose and mission.

#### **FLY SAFE OVERVIEW:**

This program incentivizes pilots to stay engaged in aviation continuing education and a commitment to pilot proficiency. The primary vehicle to accomplish these goals is to partner with the Federal Aviation Administration (FAA) WINGS program to provide a tailored Fly Safe program that addresses the inherent hazards of flying at KTRK. The FAA WINGS program is composed of three Knowledge Credit events (continuing education), and three Flight Activities focused on pilot proficiency (can be accomplished in one flight) with a Certified Flight Instructor (CFI). Once a pilot completes the three Knowledge Activities, and three Flight Activities, a "Phase" is completed and this renews a pilot's Flight Review for the next 24 months, per the FAA WINGS program. The FAA WINGS program has three levels, Basic which is targeted to a Visual Flight Rules (VFR) pilot, 'Advanced' which is targeted to a commercial instrument rating, and 'Professional' which is targeted to the Airline Transport Pilot rating. While the FAA WINGS program is broadly designed around a 24 month cycle, the intent of the 3 Flight Activities are to be spread out over the 2 year cycle to increase the number of flights with a CFI and improve pilot proficiency. To achieve this intent, the KTRK Fly Safe program requires pilots to complete an FAA WINGS "Phase" annually.

Other programs that meet or exceed the intent of the FAA WINGS program can be eligible for approval by TTAD on a case-by-case basis to qualify for the Fly Safe incentive program. The framework for approving an alternate program is a 'formal' continuing education aspect and flying

with a CFI annually in the KTRK environment. TTAD will also hold recurring events such as seminars, clinics, and fly-ins to provide value added training to Fly Safe enrolled pilots to aid the aviation continuing education journey. Below are some examples of alternative programs that can qualify for the Fly Safe program. These programs still require TTAD approval and may have certain caveats to meet the eligibility. Other alternate programs will be considered, but all require a continuing education portion, and a flight with a CFI annually, in the KTRK environment.

- 1) Cirrus Owners & Pilot Association (COPA) - COPA Pilot Proficiency Program (CPPP)
- 2) Bonanza & Barron Pilot Training Program

#### **PARTICIPANT INCENTIVE:**

Hangar Tenants who voluntarily enroll in the Fly Safe program receive a flat rate annual discount on their hangar rent which is discounted monthly and will be set in the annual budget process and published in the TTAD Master Fee Schedule.

Non-Hangar Pilots who voluntarily enroll in the Fly Safe program can receive reimbursement to offset the cost of an annual flight with a CFI. This reimbursement is paid directly to the CFI.

Commercial Operating Permit (COP) holders can enroll in the Fly Safe program. Their requirements will be articulated in their COP and may vary from this stated policy to capture their unique circumstances.

#### **FLY SAFE ELIGIBILITY:**

The following criteria must be met to participate in the Fly Safe program.

- 1) Have a minimum of an FAA Private Pilot certification.
- 2) Fly into/out of KTRK at least once per calendar year (to include a hangar tenant).
- 3) Enroll in the “KTRK Fly Safe” FAA WINGS program; or other TTAD approved program.
- 4) Complete one FAA WINGS “Phase” every calendar year.
- 5) Continuing Education is accomplished:
  - a) Via the FAA WINGS Knowledge Credit activities.
  - b) Three Knowledge Credits must be completed annually (Basic 1, 2, & 3).
  - c) One of the Knowledge Credits must address an inherent hazard of KTRK. The list below is not all encompassing but are examples of common risks in this environment.
    - i. High Density Altitude.
    - ii. Mountain Flying.
    - iii. Mountain Weather.
    - iv. Crosswind Landings and Windshear.
    - v. Winter Flying / Icing.

d) For pilots participating in other TTAD approved Fly Safe programs, some continuing education must be dedicated to these same topics that present long term risk exposure inherent to KTRK.

6) Flight Proficiency is accomplished:

- a) Via the FAA WINGS Flight Activities.
- b) Some portion of the flight must occur at KTRK to provide the pilot with the opportunity to fly with the CFI in mountainous conditions.
- c) With TTAD approval, the Flight Activity with a CFI may occur elsewhere due to unique circumstances such as lack of appropriate CFI in the local area, however the intent would be to focus some of the flight activities on the inherent hazards of KTRK.

For pilots participating in other TTAD approved Fly Safe programs, a portion of the flight (or simulator) activity must be completed at KTRK. If unable to complete a portion of the flight (or simulator) activity at KTRK, the intent would be to focus some of the flight activities on the inherent hazards of KTRK.

Pilots must provide documentation to TTAD annually showing completion of their continuing education and pilot proficiency (flight with a CFI). For pilots enrolled in the KTRK Fly Safe FAA WINGS program, TTAD can get this documentation directly from the FAA.

Waivers to any of the eligibility requirements are the authority of the Director of Aviation.

#### **FLY SAFE APPLICATION:**

Hangar Tenants volunteering to participate in the Fly Safe program will sign an addendum to their lease agreement. TTAD assumes that participating pilots are actively engaged in their Fly Safe program of record and TTAD will audit participation on an annual basis through basic documentation provided by the pilot, or voluntarily from the FAA WINGS program.

Non-Hangar Pilots can volunteer to participate in the Fly Safe program via the Truckee Tahoe Airport Pilot Website, or by contacting the Director of Aviation. Once enrolled, pilots can seek direct payment to their CFI to cover the cost of an equivalent FAA WINGS Flight Activities event. Non-hangar pilots are not required to live in the district, rather the program is aimed at pilots who frequently fly into/out of KTRK. To be eligible as a non-hangar tenant pilot, you must have flown into KTRK once in the past year and be approved by the Director of Aviation.

#### **FUNDING LIMITS:**

Funding shall be determined during the budget process annually. These discounts will be published in the TTAD Master Fee Schedule.

#### **DISPUTES:**

Any challenges or disputes about this program shall be adjudicated by the General Manger.

## SECTION IV – FLY QUIET AVIATION INCENTIVE PROGRAM

### FLY QUIET OVERVIEW:

This program incentivizes pilots to honor low noise emission operations and to not fly between the hours of 10 pm and 7 am daily unless they are flying specific Shoulder Hour protocols. Waivers to this program will always be considered for safety of flight and unique circumstances and can be approved by the Director of Aviation.

### FLY QUIET REQUIREMENTS:

These procedures are designed to provide low noise emissions to the local community.

- 1) Safety is the #1 priority; disregard these procedures if an unforeseen situation dictates.
- 2) Waivers to these procedures are always considered and a pilot should contact the Aviation & Community Coordinator when they believe they may need a waiver, or as soon as reasonable after the fact for unique circumstances that could not be foreseen (i.e., thunderstorm deviations result in landing after 10pm and don't allow for Shoulder Hour protocols and could not have been reasonably foreseen).
- 3) No flights between the hours of 10 pm and 7 am.
- 4) Limit touch-and-goes to 5 consecutive patterns, then switch runways or temporarily depart the pattern.
- 5) Violations of Fly Quiet program requires 9 months of following these procedures until readmittance.
- 6) Flights during the Shoulder Hours (6-7 am & 10-11 pm) are authorized without waivers if the pilot flies the Shoulder Hour Protocols (see Figure 1 - 'Shoulder Hour Times').
- 7) Shoulder Hour restrictions:
  - a. No jet aircraft.
  - b. No touch-and-goes.
  - c. No overflight of neighborhoods (see Figure 2 - 'Shoulder Hour Visual')
  - d. No training, a CFI can depart with a student, but not return to KTRK before 7 am.
  - e. Departures during Shoulder Hour:
    - i. RWY 02 & 11 – climb out over KTRK, Martis Creek Lake or Prosser Reservoir, avoiding neighborhoods.
    - ii. VFR South use Brockway Summit.
    - iii. VFR North use Truck Scales.
    - iv. If transiting to the west, fly over I-80 via Truck Scales at 8,500' or greater.
    - v. MOWGL TWO authorized off RWY 02 – not RWY 29.
    - vi. RWY 20 & 29 – takeoffs not authorized.
    - vii. TRUCK FIVE – not authorized.

f. Arrivals during Shoulder Hour:

- i. RWY 20 & 29 – landings authorized.
- ii. VFR South use Brockway Summit (or Visual-29).
- iii. VFR North use Truck Scales.
- iv. If transiting from the west, fly over I-80 to Truck Scales at 9,500' or greater, then to KTRK.
- v. RNAV 20 – only land RWY 20 & 29, no circling Glenshire.
- vi. RNAV (GPS) 11 – not authorized.
- vii. RNAV (GPS)-A – not authorized.
- viii. RWY 02 & 11 – not authorized.

Figure 1 - SHOULDER HOUR TIMES:

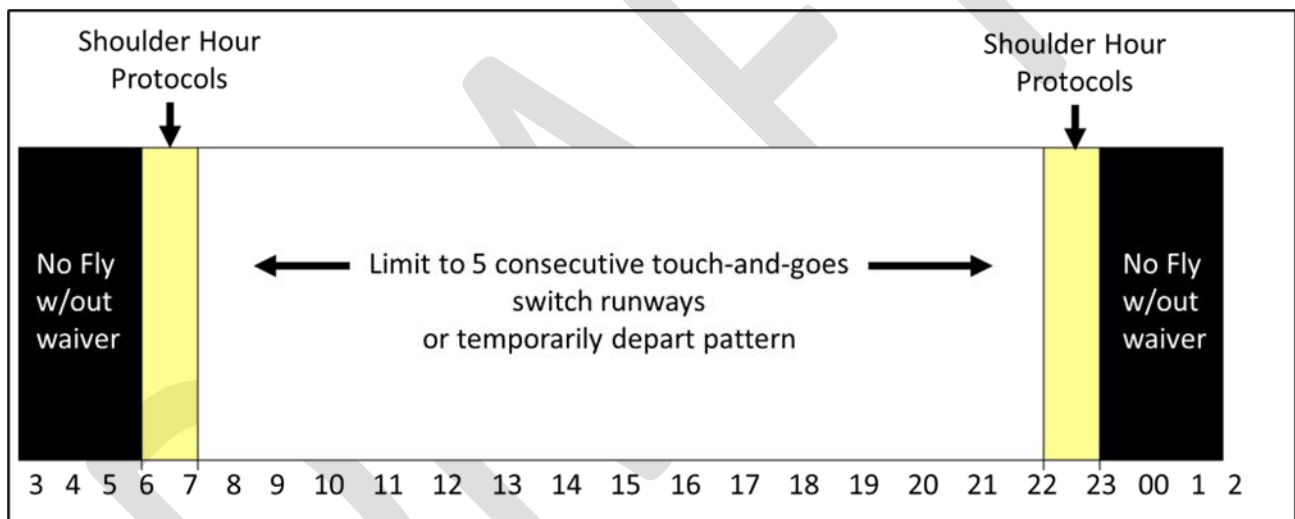
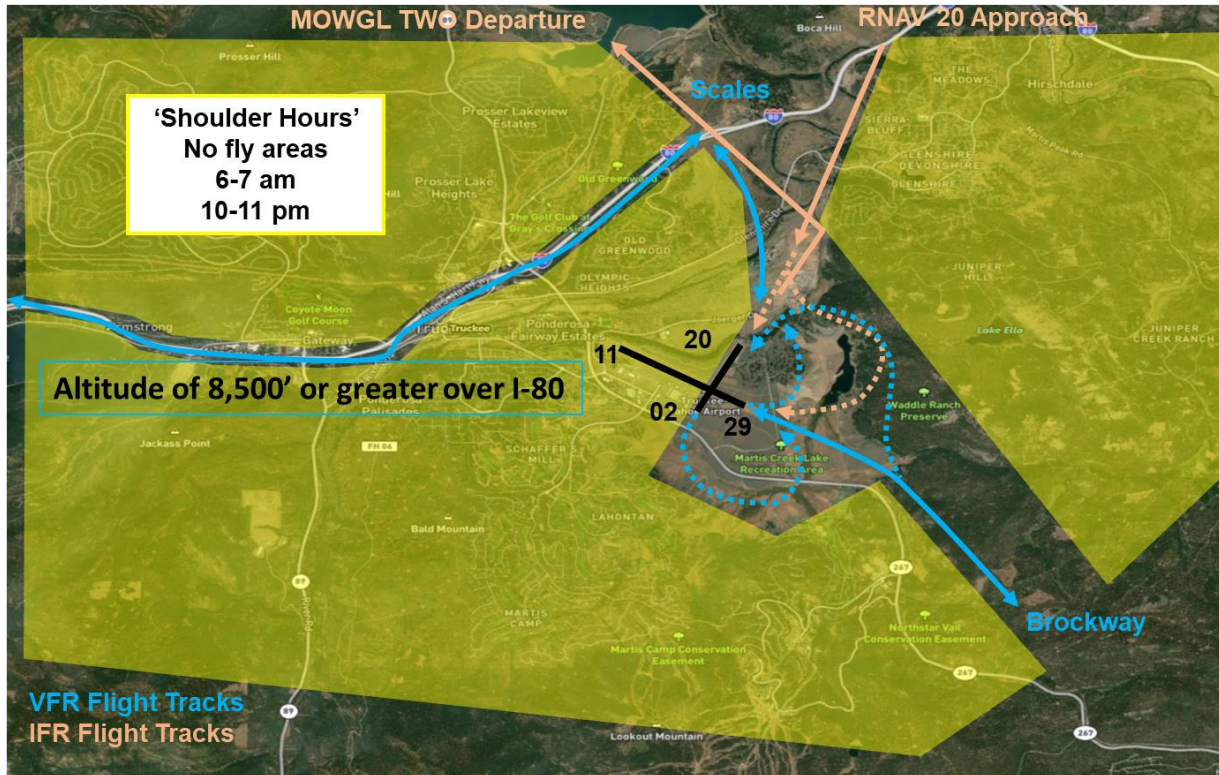


Figure 2 - SHOULDER HOUR VISUAL:



**FLY QUIET APPLICATION:**

Hangar Tenants volunteering to participate in the Fly Quiet program will sign an addendum to their lease agreement.

Non-Hangar Pilots are not eligible for any financial incentive for this program but are encouraged to follow this policy to be a good neighbor.

Commercial Operating Permit (COP) holders can enroll in the Fly Quiet program. Their requirements will be articulated in their COP and may vary from this stated policy to capture their unique circumstances.

**FUNDING LIMITS:**

Funding shall be determined during the budget process annually and published in the Master Fee Schedule.

**DISPUTES:**

Any challenges or disputes about this program shall be adjudicated by the General Manger.

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Rick Stephens, Board President