



General Manager's Report

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Item 1 – Upcoming Training Opportunities

- National Business Aviation Association NBAA Annual Convention – Oct. 22-24, 2013 in Las Vegas
- AAAE Basics of Airport Law Workshop and Legal Update – Nov. 3-5, – Denver CO
- Airports Going Green Conference, Nov. 12-14, – Chicago IL
- Special Districts Leadership Academy* – Nov. 17-20, – Napa, CA
- International Council of Airshows – Paris Hotel Convention Center – Dec. 8-11, 2013, – Las Vegas
- AAAE Annual Aviation Issues Conference, Jan. 7-11, 2014 – Kohala Coast, HI
- ACC/AAAE Airport Planning Design and Construction Symposium, Feb. 19-21, 2014 – Denver CO

*2½ day leadership conference presented by CSDA to provide new Board Members with immediate training, offer newly elected Board Presidents the training they need to effectively lead, and provide experienced Board Members with current practices and information about the key concerns facing special districts.

Item 2 – Aviation Safety Seminar, Nov. 19, 2013

Our Fall Aviation Safety Seminar is planned and scheduled for Nov. 19, 2013 at 6:00 PM. John Fisher, Support Manager from the FAA's Airspace and Procedures Office will be presenting. Topics he will cover include operations at Oakland ARTCC and how TRK fits into the National Airspace system. He will also discuss current radar coverage limitations, transponder operations, flight following, glider operations, IFR clearances, approaches, departures, and the improvement expected with ADS-B. The Seminar will be held in the Airport District Community Rooms.

Item 3 – Summer Pavement Maintenance Project

Project is nearing completion. Staff will provide an update on project status and final completion date.

Item 4 – Calendaring of Future Meetings

We have confirmed the following Meetings and dates:

- Master Plan Public Workshop/Open House – November 13, 2013 6:00 to 8:00 PM
- Staff/Board of Director Retreat – January 29, 2014

Item 5 – Runway Obstruction Removal Project

The Tahoe Truckee Sanitation Agency has given final approval for tree removal on their property. Staff anticipates physical removal of trees to begin by the end of Oct. This project will take approximately 2 weeks to complete.

Item 6 – Potential Runway 20 Wind Shear Issue

Staff is in the process of following up on the concern raised by Mark Wirth regarding the potential for wind shear at the approach end of Runway 20. Mr. Wirth stated at the Sept. 26, 2013 Board Meeting that in his opinion, the trees are causing an issue for pilots as they approach the runway. Staff has asked

Reinard Brandley, Consulting Airport Engineer, to give an opinion as to this issue and advise the Airport as to any compliance or mitigation measures, if any, that should be done.

In preliminary discussions with various local and transient pilots, they are less concerned with the trees and feel the drop off at the end of the runway is the primary cause of the shear and down drafts. Some argue that removal of the trees may increase the effects of the shear because the trees would not be there to break up the effects of the wind. To assist pilots with managing wind and to add an extra level of safety, the District displaced the threshold 200 feet from the end of the runway, requiring pilots to land further down the runway from the drop off.

As of October 2013, aside from obstruction removal to be completed this month, all runways and approach design standards, safety areas, runway markings, signs, and advisories are compliant with FAA design criteria and mandatory runway design standards required by the FAA. Wind shear and downdrafts are a common weather pattern found at many airports, particularly high altitude airports. Pilot training standards require training and education in slow flight and low altitude operations including crosswind, wind shear, and up and downdrafts scenarios. The Airport endeavors to maintain a high quality runway facility, educate and advise pilots, provide a state of the art AWOS system (to be installed this year) and certified NOAA weather observers to assist pilots. It is staff's opinion that no amount of modification of the physical environment of the Airport will be able to eliminate the effects of the wind, but we do agree that all reasonable and effective safety measures should be considered. We will have Mr. Brandley do a preliminary analysis to see if they recommend any measures. We hope to have that report by January.

Item 7 – Project Tracking List Review

New projects have been added based on our adopted FY2014 Budget. To assist in your review, items listed in red have new information and updates. Any items on the project tracking list may be discussed in the meeting. The Priority color key is as follows:

RED: High Priority. Staff is currently working on the project.

ORANGE: Medium Priority.

BLUE: Low Priority.

New Projects This Month

- #15 - Enhanced ARFF Training and Equipment
- #19 - Airport Utilities Maintenance Plan
- #20 - Pavement Maintenance Plan Update
- #23 - Multi Use Hangar (Hangar 3) Study

Completed Projects Removed From List

- 100LL and Jet Fuel Vendor RFP
- Capital Facility Plan – Airport Structures Project

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
Communication - Community Outreach - Annoyance Mitigation								
	1	May 2009	Flight Tracking – ATC Data utilization and transponder interrogation.	Project will continue exploring flight track data utilization in real time FAA air traffic control operations. Project will also continue to secure long term agreement with FAA to permanently interrogate aircraft.	Kevin B.	Staff is continuing ongoing outreach with the FAA, Oakland Center, TRACON, ERA, and others to secure ongoing agreements to maintain the MLAT system. Staff is currently working with ERA to seek additional investment in our system to move towards potential certification. Staff is also continuing to work with the FAA to extend our agreement past Jan. 2015.	Dec. 2013 – GM Update	Dec. 2013
	2	Oct. 2010	Land Use Assessment and Property Acquisition Watch List	Review land use planning and zoning in Placer and Nevada Counties and Town of Truckee for compatibility and future challenges. GM will assess land use compatibility and identify future challenges in Truckee, Nevada and Placer Counties.	Kevin S.	This process is intended to assist in identifying candidate properties for acquisition along with effects of current zoning, general plan land use designations, and (TDR) Transfer Development Rights programs. Land use and zoning maps overlaid with our CLUP data is the first critical step to establishing an organized and thorough acquisition plan. Staff is in process of building a GIS tool to query specific land use and zoning data along with CLUP data to identify high priority parcels. While we continue to work on the tool, the final data and associated parcels will be identified as part of the Master Plan process.	Winter 2014	Aug. 2013
	3	June 2010	Master Plan Update	Comprehensive update of 1998 Airport Master Plan.	Kevin S.	Mead & Hunt, Staff, and the ad hoc committee are meeting regularly preparing the draft development alternatives, along with the forecast and facility requirements. Mead and Hunt will make a formal presentation to the Board on Oct. 17 th . The Airport will be holding an Open House on Nov. 13 th to review Airport alternatives in preparing for completion of the draft plan.	Monthly Updates through 2013	Spring 2014
	4	Jan. 2007	Strategic Planning Process	Planning effort to create a strategic plan for TTAD by defining specific objectives and strategies for various planning and operational categories.	Kevin S.	Board of Directors has reviewed and incorporated comments from Staff and ACAT and Community. Board has approved Draft Strategic Plan. Finalization of Strategic Plan will be tabled until Master Plan process begins.	Winter 2014	Fall 2014
	5	Mar. 2012	Fall/Winter News Letter	Bi-annual newsletter published late spring and fall	Kevin B.	News letters were sent out in March. Next newsletter will be Fall of this year.	Dec. 2013	Dec. 2013
	6	Sept. 2013	Potential for Night Operations Assessment	Staff, ACAT and Board will study and look for solutions where appropriate to understand and mitigate potential future night aircraft operations	Kevin B.	Staff will work with ACAT and the Board on a formal project to better understand aircraft operations and technology changes to anticipate and mitigate potential impacts from future night operations. Staff is currently working with a few different jet operators to limit or restrict night ops by agreement in return for the development of special departure procedures.	Dec. 2014	Dec. 2014
	7	Sept. 2013	Air Show	Airport District partnership with local non-profits with the purpose of producing an annual Air Fair and Family Festival to benefit the airport and local non-profits.	Kevin S.	Planning is underway based on the approved budget of \$130,000. ICAS is the next step for the Air Fair Committee along with beginning the sponsorship development process. The Air Fair Committee will do their first Board update at the January 23, 2014 Board Meeting.	January 2014	July 12, 2014
	8	Sept. 2012	Quarterly Aviation Safety Seminars	Staff will work on a program to promote aviation safety through quarterly aviation safety seminars.	Kevin B.	The next Seminar is Nov. 19, 2013 in the Board Room. A controller from Oakland Center will be the featured speaker.	Nov. 19, 2013	Dec. 2013
	9	Jan. 2013	Website Update	Revise and update the District website, content, and website management system.	Hardy	New Leaders Group was selected to complete the work on the website. Work has begun. Periodic updates with the Board will occur throughout the process as well as regular meetings with the Landmarks Committee. Hardy will provide a brief update at the Oct. 17 th . Board Meeting.	Dec. 2013	Fall 2013
Airport Operations								
	10	July 2008	Runway Load Bearing Study	Study process to evaluate load bearing capacity of TRK runways.	Kevin S.	Due to the infrequent nature of runway numbering changes, the FAA has taken an inordinately long time to process our AF/D and chart modification requests. There has been some movement with the San Francisco Airport District Office to make the change. They are currently updating the GPS A approach to runway 20 which apparently has delayed the AF/D final update. As of Oct. 9, 2013, no changes or update	Dec. 2013 – GM Update	April 2014
	11	July 2010	Minimum Standards Policy	Develop Minimum Standards to be used in evaluating services provided on the airport under permit or lease	Kevin B.	This project has been tabled until Master Plan is complete. Staff will reinstate this project in fall of 2013.	Winter 2013 – Will begin	Spring 2014

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	12	Sept. 2013	One in One Out Approach/Departure Issue	Currently due to a lack of surveillance, only one aircraft at a time can either depart or approach the airport in IMC. Project is intended to solve that problem to allow more efficient use of the airspace.	Kevin B.	Staff will be working on a scope for this new project. A few studies and project underway are related to this item. Staff's current focus is to secure aircraft surveillance into and out of the valley allowing ATC to see aircraft. This project is related to Project #1.	Dec. 2013	Dec. 2014
	13	July 2009	Alder Hill Beacon Tower	We have a beacon on the tower located on Alder Hill. There are some questions as to who owns the tower, how to access the tower, and the future of the facility.	Kevin S.	The first level of access barricades has been installed and the tower is posted restricting access. We are working with the agencies which have equipment on the tower to remove and clean up the antennas and equipment on the tower. We are very close to final agreements with neighboring property owners on permanent access. We will close on Lot 8 of Alder Hill Estates on Oct. 18 th and will begin working on defining access through the lot to the beacon.	Dec. 2013	Summer 2014
	14	Jan. 2013	Aviation Safety Initiatives	Staff is managing various safety projects to enhance airfield and flight safety at TRK.	Kevin B.	Current projects include Density Altitude (DA) Sign Installation, aviation safety seminars, and new airfield signs. We have begun formal discussions with the Fire District on Aircraft Rescue and Fire Fighting (ARFF) training and equipment included in this year's budget. Staff and ACAT are currently working on a study to review the feasibility of enhanced Unicom services to pilots; (traffic advisories, weather, etc.). We will continue to refine this important program and consider new ideas to promote safety.	Dec. 2013	Sept. 2014
	15	Oct. 2013	Enhanced ARFF (Aircraft Rescue and Fire Fighting) Training and Equipment	The Airport District will partner with the Fire District to provide advanced training and equipment to fire fighters to improve knowledge, response times, and equipment for Aircraft Rescue and Fire Fighting.	Kevin S.	Preliminary discussions have begun with the Fire District to formalize a contract for the procurement of an ARFF truck. The contract and proposal will be brought before the Board in February of 2014. Two fire fighters are scheduled to attend an ARFF Academy this fall. It is a train the trainer type program. Upon their return, they will set up an in-service training program for all Truckee Fire District fire fighters.	Dec. 2013	Sept. 2014
	16	July 2009	RNAV Approach/Departure	Development of special visual RNAV arrival/departure procedures	Kevin B.	There have been some new developments in regard to the RNAV procedure, coupled with FAA utilization of M-LAT data and new non-precision approach runway markings for Runway 2/20. Staff continues to work with Oakland Center and NorCal Approach on options to use M-LAT data. Use of this data in Air Traffic Control operations will assist in finalizing and publishing RNAV procedures. This item is directly related to and influenced by project #1. It will be difficult to move forward with an approved procedure without surveillance which project 1 has the potential to provide. Staff will provide an update on these new developments at the Oct. 17 th Board Meeting.	Oct. 2013	Summer 2014
Capital Projects and Facilities Planning								
	17	Oct. 2012	2013 Pavement Work Program	Staff will supervise the completion of the 2013 pavement work program as outlined in the PMP and approved by the Board of Directors	Phred	All asphalt work is complete. Contractor is finishing stripping and ties down work. Staff anticipates 100% project completion by end of Oct.	Oct. 2013	Oct. 2013
	18	Oct. 2012	Tahoe City Emergency Services Helipad.	Construct an emergency Service Helipad on the Tahoe City Golf Course	Dave Hoffman	Design work continues. The biological survey has been completed and design and permitting is in the early stages of development. Staff is working with FAA and Cal Aeronautics to permit the restricted use heliport.	Dec. 2013	Oct. 2014
	19	Oct. 2014	Utility Maintenance Plan	Staff will create a facility maintenance plan for all airport overhead and underground utilities including sewer, water, storm water, electrical, and other utilities.	Phred and Bill Q.	This project will be similar to the Facility, Forest, and Pavement Maintenance Plans and will be the final CFP recommended by Staff. Staff will work with Bill Quesnel, District Engineer, to create a plan in the same framework as the facility maintenance plan. Staff anticipates plan completion by Summer of 2014	Jan. 2014	June 2014
	20	Oct. 2013	Pavement Maintenance Plan Update and Historic Pavement Data Collection	Update the 2011 Pavement Maintenance Plan and Collect documents and create a GIS file layer for all known historic pavement management information.	Kevin S.	Reinard Brandley has begun the update of the 2011 pavement maintenance plan reflecting all work completed including the acceleration of projects. They will also update the ACIP for the next 15 years reflective of work completed and changes to observed pavement conditions. Staff will also be collecting supporting documents, files and institutional knowledge from employees regarding previous pavement work completed.	Fall 2013	Dec. 2013
	21	Oct. 2013	Runway Obstruction Removal Project	This project will remove or top various trees which extend into the Runway Safety Area at the departure end of Runway 29 and 2.	Phred	Staff is working with a forester and surveyor to identify trees to be removed. In total we estimate 300 trees are affected by this project. We are waiting for a final agreement from TTSA allowing the District to remove trees from their property. Project is now scheduled to be completed in October 2013.	Oct. 2013	Oct. 2013

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Operating Budget, Funding Sources and Strategies								
	22	July 2010	Trust/Annuity for Waddle Ranch	Creation of Endowment for the maintenance and preservation of Waddle Ranch	Jane	Board consensus was not to create an ad hoc committee. While there is still some interest in pursuing this concept at some level, it is not ready for decision. Staff will discuss this at a future Board Meeting, outline a few options for Board consideration to either move forward with the project or remove it from consideration.	Dec. or Jan. 2014	Summer 2014
	23	Oct. 2013	Multi Use Hanger (Hangar 3)	Research cost and feasibility of constructing an all-purpose aircraft hangar capable of storing business jets and allowing for heated aircraft deicing. Hangar would also be used for community events and non-profit uses.	Kevin B.	Staff has been discussing the project with various different consultants to assess skill and expertise with focus on project development and feasibility. As soon as the Master Plan aviation forecast is complete and reviewed by the Board, staff will commission a projected usage study and operating cost study on the facility. Staff will also consider District staffing and the airports ability to operate such a facility.	March 2014	March 2014
Other Items								
	24	July 2010	Non-Compete Policy	Adopt a Policy to clarify Boards position on community vs. TTAD competition with local businesses with similar services.	Kevin S.	GM will seek further clarification from Board at future meeting and then provide a draft policy for Board review. In past discussions, staff intended to tackle this item as part of the PI 504 revision. As that PI revision has been delayed until the Master Plan is complete, staff will address this as a single item to be discussed Fall of 2013	Dec. 2013	Winter 2014