



General Manager's Report

Item 1 – Up Coming Training/Conferences

Item 2 – Tahoe City EMS Heliport

Item 3 – Aviation Safety Seminar for Fall 2013.

Item 4 – Godbe Research Community Survey

Item 5 – Project Tracking List Review

Item 1 – Upcoming Training Opportunities

- UC Berkeley Airport Systems Planning and Design Short Course Oct. 7-10, 2013 on Cal Berkeley Campus
- AOPA Summit – Oct. 10-12, 2013 – in Dallas Fort Worth.
- National Business Aviation Association NBAA Annual Convention – Oct. 22-24, 2013 in Las Vegas
- Special Districts Leadership Academy* – Nov. 17 -20 – Napa, CA
- International Council of Airshows – Paris Hotel Convention Center – Dec. 8-11, 2013 - Las Vegas

*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 – Tahoe City EMS Heliport

Design work continues. We are currently working on some wetland issues and identification of River and Stream Protection Zones around the site. The Tahoe City PUD has been very helpful in assisting the District in navigating the permitting process with TRPA and Placer County. We hope to have all environmental issues mitigated shortly and be able to finalize the design and move forward with permitting.

Item 3 – Aviation Safety Seminar for Fall 2013.

Staff will discuss some potential dates for a fall aviation safety seminar. This seminar could also involve a Q&A session with staff and the Board.

Item 4 – Godbe Research Community Survey

Godbe Research has provided a topline report for your review. They will present the full report at the August 2013 Board Meeting. The General Manager will briefly discuss and review the report.

Item 5 – Project Tracking List Review

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

- No new projects added this month

Completed Projects Removed From List

- No projects were removed this month

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.	Aug. 2013	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. The next deliverable to the public will be in September when we review the development alternatives and scope the process down to a preferred alternative.	Monthly Updates through 2013	Fall 2013
	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.	Summer 2013	Fall 2013
	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.	August 2013	Sept. 2013
	6	Mar. 2013	Community Survey (Godbe Research)	Conduct a professional community survey to follow-up on previous surveys completed in 2006 and 2009 to track District progress and community sentiment.	Kevin S.	The Board received the Top Line report and will receive a formal presentation at the August 2013 Board Meeting.	August 2013	August 2103
	7	2012	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.	The Airport District had a very successful Air Fair. Staff and the Air Fair Committee will present the final wrap up at the July Board Meeting.	Monthly updates through July 2013	July 6, 2013
	8	Sept. 2012	Quarterly Aviation Safety Seminars	Staff will work on a program to promote aviation safety through quarterly aviation safety seminars.	Kevin B.	Staff is planning a fall 2013 safety seminar. We plan to cover a safety topic but also incorporate a question and answer period with Board Members as part of the meeting. Potential dates will be reviewed with the Board within the next few weeks.	July 2013 – GM Update	Sept. 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 update with the Board will occur throughout the process as well as regular meetings with the Landmarks	August 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.	August 2013 – GM Update	April 2013
	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.	Fall 2013	Spring 2014
	12	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.	We have received 3 bids for access barricades for the tower. This work will be completed this summer. We are still trying to negotiate an agreement with the HOA and other property owners to clarify long term access to the site. We have asked for an update for the Alder Hill HOA on their review of the agreement. We have not heard back yet.	August 2013 – GM Update	Summer 2013

If you don't know where you're going, any road will take you there.

Priority	REF#	Start Date	Project	Description	P.M.	What's Next	Board Meeting	E.T.C. / C.D.
	13	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. New DA signs are installed and working. Staff and ACAT are currently working on a study to review the feasibility of enhanced Unicom services to pilots. (traffic advisories, weather, etc.)	August 2013 – GM Update	Sept. 2013
	14	Jan. 2013	100 LL and Jet A Fuel Vendor RFP	Solicit new fuel vendor proposals for 100LL and Jet A services for the airport.	Dave H.	The District received 3 proposals for Av Fuel services. The three responders were World Fuels, AV Fuel, and Epic. Staff has reviewed the proposals, met with the vendors, local pilots and other FBOs. Staff is recommending to contract with Avfuel for 100LL and Jet A services.	July 2013	July 2013
	15	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.	Oct. 2013	Summer 2013
Capital Projects and Facilities Planning								
	16	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	The District received 2 bids for the Summer Pavement work. Granite and Sierra Nevada Construction (SNC) submitted bids. SNC was the successful bidder at \$964,007 which was less than the Engineers Estimate. Staff has issued the contract to SNC with work scheduled to begin end of July. Staff and engineer are working with SNC to expand the scope of work based on FAA funding discussed at the June Board Meeting.	Sept. 2013	Oct. 2013
	17	Oct. 2012	Tahoe City Emergency Services Helipad.	Construct an emergency Service Helipad on the Tahoe City Golf Course	Dave Hoffman	The Tahoe City Golf Course Oversight Board approved the location for the heliport. Final design work has begun. The final design work has been delayed to allow a biologist and engineer to study and define the stream protection zone and wetland areas around the proposed site. We expect to be able move forward with the final siting and permitting within the next 90 days.	July 2013	Oct. 2014
	18	Nov. 2011	Capital Facility Plan - Structures	Create a Capital Facilities Plan to provide ongoing guidance on the care and maintenance of all District structures.	Mike Ketron	The sub consultants have finished their review of the facilities. Staff and District Engineer (Bill Quesnel) are in process of reviewing reports and preparing the draft Capital Facilities Plan. Mr. Quesnel will present the draft report at the July Board Meeting.	July 2013	Sept. 2013
	19	Sept. 2012	Pavement Maintenance – Historic Data Collection	Collect documents and create a GIS file layer for all known historic pavement management information.	Kevin S.	Staff will begin by building on the Atkins project from Dec. 2010 where all pavement work beginning in 1994 to 2010 was mapped by year work was completed. Staff will have this data converted to shape files for use in GIS system along with collecting supporting documents, files and institutional knowledge from employees regarding previous pavement work completed.	Fall 2013	Dec. 2013
	20	June 2010	Forrest Management Plan	Update to Forest Management Plan taking into consideration accelerated work schedule in 2009 and 2010.	Phred	The Plan was presented to the Board at their April meeting. Overall, projects seemed in line with expectations and funding allocations. Staff was directed to incorporate the maintenance road (Main Street) improvements in to the project. This work is underway and will be presented along with an updated project schedule at the July Board Meeting.	July 2013	July 2013
	21	Mar. 2013	Waddle Ranch Stream Crossing Road Improvements	Seek permitting and construct improvements to access road to Waddle Ranch.	Phred	Study plan and funding was approved. Staff will work with TRWC to begin study period and work towards permitting of the Road.	August 2013	Fall 2013
	22	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 have completed an archeological survey as well as a wildlife study. In an effort to conform to migratory water fowl regulations and to minimize impacts to the environment, staff will begin the tree removal work on Sept. 15, 2013.	Sept 2013 – GM Update	Sept. 2013
Operating Budget, Funding Sources and Strategies								
	23	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 at this time to explore options for an endowment or Trust for Waddle Ranch. The Board and Staff discussed the larger issue of protecting District assets and planning for District capital expenses such as forest management, pavement, and facilities. Staff is looking at how to “restrict” funds for these purposes. Staff will report back on this topic as part of the budget process.	Sept. 2013	Sept. 2013

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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	Nov. 2013	Nov. 2013