



General Manager's Report

Item 1 – Aviation Exhibit

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Item 1 – Aviation Exhibit at the Kid Zone

Take Flight Tahoe is now open at the Kid Zone Museum in Truckee. The Grand Opening was Friday May 17th. The exhibit will be in place for the next 24 months.

Item 2 – Quarterly Aviation Safety Seminar

Staff will give a brief update and report on the Aviation Safety Seminar which took place on May 16th featuring Flight Instructor and aviation speaker Rod Machado.

Item 3 – Alder Hill Beacon Tower

Staff is working on safety improvements to the Alder Hill Beacon site. These safety improvements will be installed within the next 60 days. Staff continues to work with the Alder Hill HOA on securing a long term agreement for continued access to the site. General Manager will provide an update at the Board Meeting on any progress.

Item 4 – Upcoming Training Opportunities

- General Aviation Issues and Security Conference – July 9-11, 2013 – Chicago (Northbrook) ILL.
- 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
- International Council of Airshows – Rio Hotel Convention Center – Dec. 8-11, 2013 - Las Vegas

Item 5 – Aviation Safety Initiatives Progress Report

The new density altitude signs are installed and working at the run-up areas of Runways 2, 20, and 29. We also have a sign at the intersection of 2/20 and 11/29. Staff is working with the vendor to have the last sign installed at the self-serve island. Additional safety signage is in the works for the ramp area, reminding pilots of important considerations such as wildlife, wind shear, runway incursions, etc.

Item 6 – Runway Obstruction Removal

Staff anticipates commencement of the runway obstruction project within the next 45 days. Mr. Stoner is working with our forester and a biologist to assure the proper permitting. We have been in contact with the Town of Truckee on the project which will remove approximately 300 trees around the touch down area of runway 11 and 20.

Item 7 – Project Tracking List

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 removed.
- Two projects are complete and will be removed next month
 - a. Apron Lighting and Segmented Circle
 - b. Kid Zone Exhibit

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.	July 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.	July 2013	Aug. 2013
	3	June 2010	Master Plan Update	Comprehensive update of 1998 Airport Master Plan.	Kevin S.	The Community Workshops were completed in April. Fresh Tracks Communications will make a presentation to the Board at the May 23 rd Board meeting summarizing the comments, preparing the Board for the June 5 th Master Plan Workshop.	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	Oct. 2012	Truckee Tahoe Airport Aviation and Aerospace at the Kid Zone Children's Museum.	The Airport District is providing a \$30,000 grant to the Kid Zone Museum in Truckee to create an Aviation and Aerospace exhibit to teach children about aviation, aerospace, and the Mission of the Truckee Tahoe Airport District.	Kevin S.	The Exhibit is complete and open for business.	May 2013 – GM Update	Spring 2013
	7	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 Community Survey Ad Hoc Committee has met with the consultant to create and plan the 2013 Survey. Survey is anticipated for memorial day weekend. Most of the questions will be similar to the 2005 and 2009 surveys with a few additions and modifications to language for clarity.	June 2013	July 2013
	8	2012	Air Show	Investigate the feasibility of an air show at TRK and the necessary level of District involvement	Kevin S.	The Air Fair Committee is holding their regular meetings. They are planning for a July 6, 2013 event. The Air Fair Committee Chair will provide an update to the Board at the each month through July 2013.	Monthly updates through July 2013	July 6, 2013
	9	Sept. 2012	Quarterly Aviation Safety Seminars	Staff will work on a program to promote aviation safety through quarterly aviation safety seminars.	Kevin B.	We had a very successful Winter Flying Seminar in January. Staff has confirmed May 16 th as our next safety seminar. Rod Mochado will be the featured speaker. He is a nationally known aviation safety expert and California resident. We will speak on summer weather flying, density altitude and safety.	May 2013 – GM Update	Sept. 2013
	10	Jan. 2013	Website Update	Revise and update the District website, content, and website management system.	Hardy	Responses to the RFP were received. In all, the District received 3 responses. One from a local company and two from outside the District. All proposals are competitive and within budget. Staff is reviewing the responses and will make a recommendation to the Board at the May Board Meeting.	May 2013	Fall 2013
Airport Operations								
	11	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. This change had to circulate through a dozen federal agencies which required significant time. Airport Staff has been told that the changes to runway numbering, approach and departure plates, runway load bearing and other information will appear in the June updates.	June 2013 – GM Update	April 2013

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	12	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 reinitiate this project in fall of 2013.	Fall 2013	Spring 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.	We have submitted all information to the Alder Hill HOA and they are reviewing the access agreement. We should have information from them within the next 30 days. We are also planning and preparing to install access barriers to the tower this spring.	May 2013 – GM Update	Summer 2013
	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. 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.)	May 2013 – GM Update	Sept. 2013
	15	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 fuel vendor RFP is complete and was released on April 17 th . Submittals are due on May 29 th . New fuel vendor options will be presented to the Board for approval at the June Board Meeting. There are 4 potential candidates for this service that have been identified. (AvFuel, Epic, World Fuels, Eastern) We expect to receive a proposal from all of them.	June 2013	June 2013
	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. ACAT is also discussing comments from pilots regarding the real or perceived safety issues related to the procedure.	July 2013	Summer 2013
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	Final design work is completed. Project is currently out to bid. Ramp work is schedule to commence mid-July with the project taking 4 weeks to complete.	May 2013 – GM Update	Oct. 2013
	18	2008	Apron Lighting and Segmented Circle Improvements	This is an FAA AIP project to upgrade and improve the existing ramp lighting and segmented Circle.	Kevin S.	Project Compete.	May 2013	June 2013
	19	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. Staff and airport engineer will make a presentation at the July 25 th Airport District Board Meeting and to the GC Oversight Board at their July 29 th meeting showing the final design and layout.	July 2013	Oct. 2014
	20	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	Most of 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.	July 2013	Sept. 2013
	21	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.	July 2013	Sept. 2013
	22	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 June Board Meeting.	June 2013	June 2013
	23	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
	24	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 currently are doing archeological surveys to assure nothing will be disturbed as we move forward with the project.	May 2013 – GM Update	Sept. 2013
Operating Budget, Funding Sources and Strategies								

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	25	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.	June 2013	Sept. 2013
Other Items								
	26	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 and have it ready for discussion in Fall of 2013.	Nov. 2013	Nov. 2013