

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	Comprehensive system to track detailed aircraft operations at the airport and within the region influenced by TRK.	Kevin B.	Staff is working on final stages of acceptance testing. System is fully functional, stable, and providing data. Kevin Bumen is in the final stages of negotiating terms with SRA to bring the project to a close and secure the Districts interest and protect our investment through an agreement (settlement) with SRA.	May 2012	Aug. 2012
	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. GM will report back to Board and TT-ALUC on findings. Construction of the land use maps is currently underway. Land use and zoning maps overlaid with our CLUP data is the first critical step to establishing an organized and thought out acquisition plan. Staff plans to complete this project this Summer.	May 2012	Fall 2012
	3	June 2010	Master Plan Update	Comprehensive update of 1998 Airport Master Plan.	Kevin S.	The Master Plan RFQ is out to bid. Proposals will be received on May 17 th . A combined ACAT/Staff/Board of Director committee will review the proposals and select the firms to present to the full Board and public in June.	June 2012	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.	June 2012	Fall 2013
	5	April 2011	Old Town Corp Yard Acquisition	Analysis and review regarding the acquisition of Town of Truckee Old Town Corp yard.	Kevin S.	GM and Dan Wilkins from Truckee Public Works have been in discussions regarding District's interest in old town corp yard. Town Council is still considering its options and will contact the Airport District when they have new information.	April 2012	Winter 2012
	6	Jan 2009	Additional Neighborhood Outreach	Meet with neighborhoods and stakeholders	Hardy	ACAT is committed to additional neighborhood outreach meetings and plans to utilize the Master Plan process to engage specific neighborhoods in discussion. These meeting will likely take place in the Fall and early Winter of 2012 and 2013.	May 2012	Fall 2012
	7	Mar. 2011	Spring News Letter	Bi-annual newsletter published late spring and fall	Kevin B.	Staff and the Board discussed articles for the newsletter. Staff will be working on material and anticipates mailing newsletter out in early May.	May 2012	May 2012
	8	2007	Air Show	Investigate the feasibility of an air show at TRK and the necessary level of District involvement	Kevin B.	The Truckee Tahoe Air Fair and Family Festival Committee is actively meeting and will provide monthly updates in our Board meetings through August.	Monthly updates through Aug. 2012	July 7, 2012
Airport Operations								
	9	July 2008	Runway Load Bearing Study	Study process to evaluate load bearing capacity of TRK runways.	Kevin S.	The Board approved raising the load bearing for runway 1/19 from 12500 to 35/50. And to lower the rating for 10/28 from 60/100 to 50/80. Staff will work with Brandley Engineering to complete this task. Staff will also assure that runway load bearing is a point of discussion in the upcoming Master Plan update process and that final resolution of this issue is achieved through that process.	May 2012	Fall 2012
	10	Jan. 2011	PI and SPI Revision and Update	Revise and update the current Policy Instruction (PI) and Standard Procedure Instructions (SPI) into current and usable format.	Maria	Board and Staff discussed revising and updating PI and SPI policies and integrating them with strategic plan. Section 300 is included in the Board Staff Report for January and completes all updates. The finalized product which will include other guiding documents such as the Strategic Plan and Rules and Regulations will be distributed in March.	April, 2012	April 2012
	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.	We are currently reviewing <i>Minimum Standards</i> documents from other GA airports. Staff is currently working on incorporating these into the new draft of PI 621.1 (504). Staff's current proposal is to divide our Rates and Fees section of PI 621.1 (504) from the real estate portion of the policy. The Minimum Standards will be completed with this second phase of the project.	July 2012	Sept 2012
	12	July 2011	Ground Power Unit (GPU)	Purchase/lease of ground power unit	Phred	Staff is in process of researching and purchasing a ground power unit to be deployed on ramp. An appropriate cost recovery fee will be applied to service delivery. This item is more complicated than previously expected. Buy in costs, cost recovery, and expected utilization are more difficult to target. Staff will continue to work on a proposal for discussion in February 2012. Due to our move in to the new building, this proposal will be delayed until April.	April 2012 – GM Update	June 2012

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

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	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.	New discussions with residents of Alder Hill Drive have proven productive. GM is negotiating a draft agreement with Alder Hill HOA and with Schwartz Family Trust to secure long term access to Beacon Tower through Alder Hill Drive. The Schwartz Family is considering information provided by the District in December regarding ownership of the tower and will provide a response in mid February.	April 2012 – Closed Session	Winter 2012
	14	July 2009	RNAV Approach/Departure	Development of special visual RNAV arrival/departure procedures	Kevin B.	Staff and ACAT will be working towards summing up the meeting and create a work program that will address the issue identified and consider solutions to improve our airport.	May 2012	Summer 2012
	15	July 2010	Peak Staffing	GM to review possible options to have senior staff scheduled at airport during peak operational time periods.	Kevin S.	Staff continues to process some scheduling and operational changes related to the move into the new Administration Building. We will report on these changes in early Spring as new information and trends develop. The GM is also compiling comments from the Dec. Board meeting regarding individual Board members definition of peak staffing. The GM will provide a common definition for Board Review at the April 2012 Meeting.	April 2012	Winter 2012
Capital Projects and Facilities Planning								
	16	Jan. 2012	2012 Pavement Work Program	Staff will supervise the completion of the 2012 pavement work program as outlined in the PMP and approved by the Board of Directors	Phred	The Board approved the 2012 Pavement work program at their Dec. 2011 Meeting. Project is out to bid. Bids are due first week of May. We expect construction to begin immediately after the AirFair. (July 9 th)	April 2012 –GM Report	Aug. 2012
	17	July 2006	Hangar Rows J and K	Review and analysis of pavement and drainage condition of pavement between hangar rows. Pavement is currently in very poor condition.	Phred	Board of Directors approved Granite Construction Bid for \$733,733 at the June 23 rd meeting. This project has been funded and is currently on hold for winter. Construction is scheduled to begin June 4 th .	May 2012	Aug. 2012
	19	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.	Based on Council from FAA we are preparing to bid apron lighting and segmented circle this summer and submit project for funding to FAA program Manager in mid summer. Staff anticipates an opportunity to secure “end of year” funding for this project.	June 2012	Summer 2012
	19	2008	New Administration Building	Design and construct new admin building	Kevin S.	Building is complete. Staff and contractor are working through final punch list. We will continue monthly updates until final completion.	Monthly updates through construction	Feb. 2012
	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.	Phred	Staff will work with a contractor to inspect all Airport structures and provide an annual plan for the upkeep and maintenance of these buildings. It is anticipated that this will be a 10 year plan similar in form to the Pavement Maintenance Plan.	May 2012	Sept. 2012
	21	March 2012	Airport landscaping and park	Landscape the east lawn and create a park like setting that is inviting to the community and enhances the visitor experience.	Kevin S	We are in the final stages of playground equipment selection. No good aviation themed playground options seem to be available from the vendors solicited. We have found a very nice Truckee themed forest/ranger station playground that was rated highly by our user focus groups. We may have some community members that want to donate additional funding to the project and the memorial. We will wait to order equipment until that endeavor is completed. We plan to sod the area and complete fencing and landscaping before the AirFair on July 7 th .	May 2012	August 2012
	22	June 2010	Forrest Management Plan	Update to Forest Management Plan taking into consideration accelerated work schedule in 2009 and 2010.	Phred	The Forester is hired and will begin the plan update in May.	June 2012	Summer 2012
Operating Budget, Funding Sources and Strategies								
	23	Aug 2010	Rates Fees and Charges (Non Hangar)	District will be considering various rates, fees, and charges for airport products and services such as transient fees and fuel charges.	Jane, Kevin B. and Kevin S.	New fee schedule is officially in place. Overall response by users has been quiet. Staff will begin quarterly updates beginning in April 2012.	April 2012	Dec. 2012
	24	April 2012	FY2013 Budget	Prepare and adopt the FY2013 Airport District Budget.	Jane	The Board and Staff met on April 18 th in the first Budget workshop. Staff will use that information to create Budget assumptions including revenue and expenditures for the May 2012 Board Meeting.	May 2012	Sept. 2012
	25	July 2010	Trust/Annuity for Waddle Ranch	Creation of Endowment for the maintenance and preservation of Waddle Ranch	Jane	As was discussed at the February 2012 Board Meeting, staff will begin dialogue with the Community Foundation to understand what an endowment might look like. By early Fall we will have an updated management plan to assist with the creation of an endowment.	May 2012 – Update, GM Report	Fall 2012

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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. Staff is considering tackling this issue with the upcoming revisions to land use portion of the P1504 revision.	July 2012	Sept 2012