

Priority REF# Start Date Project Description P.M. What's Next Board Meeting E.T.C. / C.D.

High Priority						
Priority	Project	Project Description	Goal	Next Step	Anticipated Completion Date	
1	<b>Medical Evacuation Enhancements</b>	Enhance facilities and operating capabilities for medevac crews and equipment. Approved Project Budget: \$25000	Make Airport attractive and competitive to medevac operators. Create a facility which improves crew first response time.	Staff is working with current operator to modify old maintenance office as crew offices and quarters. Staff is also looking at modifications to ramp to allow aircraft to be stages close to hangar and crew Quarters	Crew Quarters – Oct. 2011 Ramp Improvements – Sept. 2012	
2	<b>Emergency Management Equipment Storage</b>	Assist local agencies with centralized emergency management equipment storage. This is already taking place to some degree in existing airport facilities.	Centralized equipment storage with associated public safety enhancements to District in general. If space permits storage could be expanded to non-public safety organizations.	Staff is currently analyzing existing airport facilities to see what additional potential exists. Staff is also looking into potential property acquisition per Open Space Strategic Directive which may also provide storage options.	Staff will present open space acquisition options along with analysis of options with existing facilities.	
3	<b>Attendance and Presence at Lake Tahoe Basin Events</b>	Identify and target key events in the basin to increase awareness and understanding of District Mission and core values. Provide information regarding benefits and value of airport at identified events.	Assemble an event calendar that can be updated on a year to year bases with key events. Compete mobile outreach vehicle and begin utilization of this enhanced outreach display.	Staff is still in the process of identifying appropriate events for participation and will provide a calendar for the remainder of 2011. We recently attended the North Lake Tahoe Business Expo in Kings Beach. We are also holding our October Board Meeting in the Squaw Valley Area.	This will be ongoing through the year.	
4	<b>Community Sponsorships</b>	Provide an enhanced community sponsorship program, targeting important community programs and events. Attention will be given to assure funds are spread evenly throughout Airport District.		Provide \$5000 to Excellence in Education for teacher grants for projects specific to the mission and purpose of the airport. Grants related to air and space, atmosphere, weather and climate, aviation education, flight, etc. This would be in addition to existing grant program per PI 220 – Community Sponsorships	October 2011	
5	Old Town Corp Yard Acquisition	Analysis and review regarding the acquisition of Town of Truckee Old Town Corp yard.	Kevin S	GM and Town Manager have been in discussions regarding District's interest in old town corp yard. This is an 11 acre site at the departure end of Runway 28. Town and District have partnered on an appraisal. Appraisal will be ready for Board review and consideration in 6 to 8 weeks.	August 2011	Nov. 2011
6	Additional Neighborhood Outreach	Meet with neighborhoods and stakeholders	Hardy	Staff and ACAT are working on summer outreach calendar and schedule for community events. We are proceeding with design and construction of mobile outreach trailer.	June 2011 – ACAT Report	Oct. 2011
7	Spring News Letter	Bi-annual newsletter published late spring and fall	Kevin B.	Spring news letter is in final stages of completion. Will be delivered to community late June.	June 2011 – GM Report	July 2011
8	Air Show	Investigate the feasibility of an air show at TRK and the necessary level of District involvement	Kevin B.	Airport District will be a sponsor and supporter of Lake of the Sky show. Concepts regarding a TRK Air Show will be discussed in more detail as part of the Budget process.	July 2011	TBD
9	Runway Load Bearing Study	Study process to evaluate load bearing capacity of TRK runways.	Kevin S.	Board of Directors will make a final decision on design of 10/28 runway rehabilitation project at June 23 <sup>rd</sup> meeting. Final decision regarding ultimate runway load bearing capacity will be considered as the airport moves through the Master Plan Update project.	Sept. 2011 - update	Dec. 2012
10	PI and SPI Revision and Update	Revise and update the current Policy Instruction (PI) and Standard Procedure	Maria	Board and Staff discussed revising and updating PI and SPI policies and integrating them with strategic plan.	August 2011	Fall 2011

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

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				Instructions (SPI) into current and usable format.		The first phase of this update is complete. Staff is working on next group of PI's for Board review.		
11			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. Will be working on a draft to be presented in early summer 2011. This project will be completed in conjunction with PI and SPI Update and Revision project.	Summer 2011	Fall 2011
12			Lavatory Cart	Consider purchase and deployment of lavatory cart system and begin service.	Phred	Board has budgeted funding for lavatory cart. Staff will proceed with study to ascertain feasibility and cost analysis of providing this service.	Summer 2011	Sept. 2011
13			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 to secure long term access to Beacon Tower through Alder Hill Drive.	July 2011	Summer 2011
14			RNAV Approach	Development of special visual RNAV arrival	Kevin B.	Arrival procedure is approved. Waypoints have been published. We are awaiting final approval from FAA on official publication. Discussion has begun on RNAV departure procedure.	July 2011 – Update	Summer 2011
15			Peak Staffing	GM to review possible options to have senior staff scheduled at airport during peak operational time periods.	Kevin S.	GM is currently evaluating options and will have a plan ready for Board review this summer.	July 2011	Summer 2011
16			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	Bid opening was Friday June 10 <sup>th</sup> . Low bid was Granite Construction at \$733,733. Staff will recommend moving forward with low bidder contingent upon FAA funding.	June 2011	Nov. 2011
17			Runway 10/28 Rehabilitation	Rehabilitation of western 5000 feet of pavement on runway 10/28	Kevin S.	Board of Directors will make final determination on runway design options for Runway 10/28. Final design and bidding will commence in July based on Board decision.	June 2011	Aug. 2012
18			Pavement Management Plan	Study to provide 5 year Pavement Management Program	Kevin S.	Staff is working with Reinard Brandley Engineering to produce a new 5 year pavement management Program. To date FWD and most of the field work has been completed for this study. Staff anticipates a rough draft within the next 6 to 8 weeks. This Project is funded as part of AIP 20.	July 2011	Aug. 2011
19			2011 Summer Pavement Maintenance Work Program	Annual pavement maintenance work to be completed summer 2011	Phred	Staff is moving forward with bidding process for pavement work as approved at the May Board meeting.	July 2011 - Unupdate	Sept. 2011
20			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.	Bid opening was Friday June 10 <sup>th</sup> . Acceptable low bid came in at \$425,531. Staff will recommend moving forward with low bidder contingent upon FAA funding.	June 2011	Aug. 2011
21			New Administration Building	Design and construct new admin building	Kevin S.	Staff continues to monitor costs carefully. Staff and ad hoc committee are working with architect and General Contract on coordination and expense issues.	Monthly updates through construction	Jan 2012
22			Self Serve Island	Construction of new self service fuel island to facilitate removal of old self service facility and to accommodate new administration building.	Phred	Staff has had some struggling with wireless data processing. At one point last month, it was thought they were resolved. Trouble shooting continues. We anticipate having the island operational this month.	July 2011	July 2011
23			Property Acquisition Watch List	GM will keep a watch list of high priority properties and watch for opportunities to acquire such.	Kevin S.	Board and staff to identify properties to add to list such as Old Town Corp Yard, any property in the B1, C, D, and some E Zones. Staff is working on creating a map	July 2011	Fall 2011

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						with new GIS system to track high priority properties and track land use and zoning designations.		
24			Forrest Management Plan	Update to Forest Management Plan taking into consideration accelerated work schedule in 2009 and 2010.	Phred	Staff has meet UC Davis facility regarding a graduate seminar to update our Management Plan. Graduate seminar has been scheduled for fall semester. OM Director is reviewing various certified foresters to assist with plan certification.	August 2011 - Update	Dec. 2011
25			Medivac Crew Quarters	Staff will look into options to provide crew facilities on the airfield for air ambulance crews to quarter close to helicopter.	Kevin S.	Staff met with Care Flight again in January. Staff is working on a proposal for crew quarters and an estimate for project management.	July 2011 - update	Sept. 2011
26			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.	Staff will provide the first draft detailing various proposed changes the current rates and fees for services. This will be the first in a series of meetings through the summer.	July 2011	July 2011
27			Procurement Policy	Create a standardized procurement policy to guide purchase of goods and services in the District.	Kevin S.	Staff will have a new procurement policy ready for Board review at the July 28 <sup>rd</sup> Board meeting. This policy will also include a local preference policy.	July 2011	July 2011
28			Trust/Annuity for Waddle Ranch	Creation of Endowment for the maintenance and preservation of Waddle Ranch	Jane	This would involve the use of a consultant/attorney to investigate the possibilities available to the District. Finance Director, Legal Counsel, and GM have met and discussed options. Staff will make a presentation regarding feasibility and options at the June Board Meeting.	June 2011	Summer 2011
29			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.	Spring 2011	Summer 2011