

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 with the region influenced by TRK.	Kevin B.	Kevin B will provide an update on acceptance testing and new developments with interrogator. Staff along with ACAT are working on a Flight Tracking data usage policy. We will be incorporating usage of WASP camera system data into policy.	April 2011 – Update	Summer 2011
2	Oct. 2010	Land Use Assessment	Review land use planning and zoning in Placer and Nevada Counties and Town of Truckee for compatibility and future challenges.	Kevin S.	GM will assess land use compatibility and identify future challenges in Truckee, Nevada and Placer Counties. 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.	May 2011	Fall 2011
3	June 2010	Master Plan Update	Comprehensive update of 1998 Airport Master Plan.	Kevin S.	GM has met with FAA Project Manager and determined General Plan update is AIP eligible and encouraged. Master plan is now included in ACIP and scheduled for funding in 2012.	Summer 2011	Fall 2012
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. General Manager and senior staff met with pilot and airport user on April 20, 2011. General Manager will update Board at April Meeting. Staff will provide a detailed report at the May 2011 Board Meeting.	April 2011 – Update Conceptual adoption in May 2011	March 2011
5	Jan 2009	Additional Neighborhood Outreach	Met with neighborhoods and stakeholders	Hardy	ACAT has discussed various options for new neighborhood outreach. Staff and ACAT will present a program to increase District presence at various community events and the creation of a unique outreach tool. ACAT is also considering re-instituting the neighborhood meeting program conducted in 2007. This was discussed in detail at the March ACAT meeting.	April 2011 – ACAT Report	Spring 2011
6	Jan. 2011	Spring News Letter	Bi-annual newsletter published late spring and fall	Kevin B.	Staff will be creating a list of potential topics for the Spring news letter.	April 2011 – GM Report	May 2011
7	2007	Air Show	Investigate the feasibility of an air show at TRK and the necessary level of District involvement	Kevin B.	Staff is exploring options of combining a static “air show” with the Cannibal Cruise and the possibility of combining our efforts with South Lake Tahoe’s Lake of the Sky Air show. General Manager met with Lake of the Sky Air Show Committee on March 16 th .	April 2011 – Update GM Report	TBD
Airport Operations							
8	April 2010	WASP System – Sys Reliability Upgrade and Enhancement	Work with vendor to improve WASP system reliability for ops data and security	Hardy	New equipment has arrived and we are completing final stages of installation. New system is fully operational and providing reliability data. We are currently in acceptance testing.	April 2011 - Update	March 2011
9	July 2008	Runway Load Bearing Study	Study process to evaluate load bearing capacity of TRK runways.	Kevin S.	Staff along with Ad Hoc Runway Subcommittee has been reviewing the AppTech study of May 2010. We are in the process of issuing a new RFQ for a pavement management plan and FWD Testing to better determine the actual load bearing capacity of the runway. We anticipate final results of this project within 90 days.	April 2011 – Update	September 2011
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. District Clerk and GM will work with LRI to gain understanding of process and best practices to accomplish this task.	April 2011 – Update GM Report	Fall 2011
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. 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	July 2008	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	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.	Current efforts to secure access through Alder Hill Drive have been unsuccessful. We will begin working with Brookstone Drive residents and Shwartz Family Trust to secure access from Tahoe Donner.	May 2011 – Update GM Report	Spring 2011
14	July 2009	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.	April 2011 – Update	Summer 2011

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15	July 2010	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 spring.	June 2011	Summer 2011
Capital Projects and Facilities Planning							
16	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	Design work has begun on pavement rehabilitation and storm water drainage. Design is complete and final paper work is being submitted to FAA for approval to bid project.	April 2011	Nov. 2011
17	May 2010	Martis Creek Estates Property Acquisition	Proposal to acquire 122 acres of open space south east of airfield	Kevin S.	Staff is working with the Land Trust to complete closing and conservation easement process. Board will consider Conservation Easement and Purchase Agreement at the March Board Meeting. More information will be provided in the meeting.	April 2011	May 2011
18	2008	AIP - 20	2008 pavement Maintenance, Access Gates, Runway 1/19 FWD Testing, Pavement Management Plan.	Kevin S.	Brandley Engineering has been selected to complete Pavement Management Plan and 10/28 Runway Design. Staff is working with Reinard Brandley and FAA to finish contract documents.	April 2011	Oct. 2011
19	2008	AIP - 21	Apron Lighting and Segmented Circle – Design, Snow Blower Specs, Bi Direction Tractor Overage	Kevin S.	Snow Blower was delivered January 19, 2011. Bi Directional Tractor completed. Final design is completed and Staff is working with Engineer to receive FAA approval to bid project. Board will want to visit airport ramp and observe pole 12. Final lighting adjustments have been completed on demo light.	April 2011	Aug. 2011
20	2008	New Administration Building	Design and construct new admin building	Kevin S.	Project is in framing. Staff continues to monitor costs carefully. Poor weather has delayed project. Staff and ad hoc committee are working with architect and General Contract on coordination and expense issues.	Monthly updates through construction	Jan 2012
21	July 2008	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	Fuel island is operational. Staff is working on wireless linkages. As soon as all systems are functioning, island will be open for business.	May 2011	June 2011
22	June 2010	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 with new GIS system to track high priority properties and track land use and zoning designations.	May 2011	Fall 2011
23	June 2010	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.	May 2011 - Update	June 2011
24	August 2010	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.	May 2011	Sept. 2011
Operating Budget, Funding Sources and Strategies							
25	June 2010	Consideration of Part Time Engineer	Staff will look at the option of hiring a part time staff engineer in lieu of contracting with larger firms.	Kevin S.	GM will meet with Board to discuss if project merits study or if we are satisfied with level of service and current costs.	July 2011	
26	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.	Staff will be working on a proposal for Board consideration to review in detail TTAD rates, fees, and charges levied by the District for items such as transient use fees, fuel charges, overnight parking and other charges. Staff will use AMCG data along with market conditions and other factors to possibly propose adjustments for non hangar related fees and charges.	May 2011	July 2011
27	July 2010	Procurement Policy	Create a standardized procurement policy to guide purchase of goods and services in the District.	Kevin S.	GM will present a draft PI to Board. Due to higher priority projects, this item has been moved to late spring.	May 2011	July 2011
28	May 2010	Total Compensation Study	Consultant is studying compensation and benefits offered by TTAD to its employees	Kevin S.	GM will update Board of Directors on comments received by employees regarding new pay schedule and final results of the Total Compensation Study.	April 2011	March 2011
29	July 2010	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

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Other Items							
30	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.	Spring 2011	Summer 2011
31	July 2010	Buy Local Policy	Policy Instruction directing the District to Buy Local whenever possible	Jane	I believe this is a legal issue which Brent looked into it already. Staff is currently buying local where possible and prudent. GM and Attorney will report this spring.	Spring 2011	Summer 2011