



## TRUCKEE TAHOE AIRPORT DISTRICT

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## DIRECTORS

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## BOARD OF DIRECTORS REPORT

### AGENDA TITLE:

Technology Stipend Program

### RECOMMENDED ACTION:

Approve the acquisition of iPads for ACAT members for the purpose of researching the need and benefits of a technology stipend for Board, ACAT and Staff personnel.

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### SUMMARY

ACAT is seeking the Board's approval to purchase iPads for the purpose of assessment. The iPads will be used to test the dissemination of electronic material to ACAT members, staff, community members, and a growing tech savvy pilot population. The program will involve purchasing iPads for the ACAT members to utilize in the course of their business with the Truckee Tahoe Airport District. We expect that using iPads in place of printed materials will reduce the cost and environmental impact of document printing and distribution. We also expect the use of an electronic device, like the iPad, that can hold or access documents will increase productivity, facilitate communication and provide practical experience that will determine whether future use by willing Directors, ACAT members and airport personnel makes sense.

Although there are several types of technology which could provide a reasonable benefit, the Apple iPad is of particular interest due to the flexibility and intuitiveness of the device. In addition, the iPad has become a recognized brand within the aviation community and the growing use in the cockpit adds an ancillary benefit to ACAT investigating the benefits of similar technology for district business.

### RESEARCH

- ACAT will utilize the device for district business to determine if **information archiving** and communication is improved with the device.
- ACAT will determine if the **device assists staff** in information distribution and **reduces cost** in document preparation.
- ACAT will utilize the devices for multi-media presentations such as **The Road Show**.
- ACAT will utilize the device for **community outreach** in presentations, correspondence and information dissemination.

- ACAT will assess the information viewed by **pilots using the iPad** and determine if there is additional marketing which compliments the **Noise Abatement Procedures** or **safety information** provided by the airport.
- ACAT will document any unexpected opportunities, advantages or disadvantages to utilizing the device.
- ACAT will prepare a report 6 months from the start date which will document their findings regarding the device. ACAT will also make a recommendation as to the Technology Stipend amount.

## CURRENT TRENDS

**MARCH 7, 2011** – Apple iPad won approval from U.S. regulators to display aviation navigational charts. Jeppesen develops aviation navigational software for iPad.

**MARCH 11, 2011** – Apple releases the second version of the iPad with increased speed, functions and business productivity capabilities.

**MARCH 17, 2011** – Town of Truckee moves to electronic distribution of agenda packets and seeks approval to purchase 5 iPads for use by Council Members.

## BACKGROUND

With the increasing number of projects, presentations and paperless communications which take place within the Truckee Tahoe Airport District, ACAT believes it is possible to streamline and simplify the method in which information is disseminated and maintained. Using tablet based computers with wireless capabilities and 3G system network capability will greatly reduce the amount of paper documents that are created for meetings. Rough figures provided by District staff suggest the one year savings in preparation and copying alone might be as much as \$10,000 to \$15,000, which is expected to offset most of the total hardware acquisition costs for ACAT, staff and the Board. In addition, the use of devices that can store relevant documents could improve productivity and information sharing. The use of the iPad tablet computer by ACAT would serve as a test case to better understand the need and feasibility of implementing such devices district wide.

Currently, staff prepares and distributes materials used in ACAT and Board meetings in hard copy form. The information distributed is often vital, but it is difficult for staff to maintain hard copies and it is impossible for ACAT members, staff and the Board to carry all of the paper copies around that they might need in any one meeting or discussion. As projects extend farther from their inception date, the accompanying information becomes lost or difficult to retrieve in a timely fashion. The use of current technology and intuitive based systems, such as the iPad, will allow for more accurate project completion and more information archiving.

A related benefit is the increasing trend of tablet computers being used in the cockpit setting. As more professional and general aviation pilots manage more complex aircraft and expose themselves to internet based information for various destinations, tablet computers and the iPad are offering a simple and cost effective way of keeping current aviation information. By ACAT utilizing the same technology, the Truckee Tahoe Airport can better access how our

internet based information is viewed with that medium and how we disseminate safety and noise-related information so it reaches pilots where and when they need it.

It is the intent of ACAT to utilize the tablet computer over a six month period to assess whether;

- a) it can be a substitute for paper board books.
- b) it can be used by visiting pilots to obtain information about the Truckee Tahoe Airport in the same way they obtain other relevant information prior to departure.
- c) there are other applications that the District would find useful.

At the end of the evaluation period, ACAT will prepare a short report that summarizes the benefits, drawbacks and cost savings associated with utilizing the technology district wide.

## **ISSUES**

To address any perceptions that public funds will be used for private gain, ACAT has attempted to address the primary issues up front. Although some personal benefit is inherent in the use of the iPad, the following is intended to alleviate the major concerns:

A six month update and review would be completed by ACAT for presentation to Staff and the Board by January, 2012. In addition, the utilization for presentations related to The Road Show would be included. Information on current information made available to pilots would also be assessed along with an updated cost analysis related to document preparation and copy cost.

One important reason for using these devices is to free up staff time that is otherwise consumed with preparing Board materials. iPads should not require staff time to provide technology support or protect the hardware. From the date of purchase, the individual ACAT member would be responsible for the hardware and would not be entitled to a replacement if the iPad were to become lost, stolen or broken. Similarly, the ACAT member would be individually responsible for technical issues related to the iPad and would not use airport staff as technical support outside of the initial set-up. Maintenance costs would be the responsibility of the ACAT member.

Involvement would have to be group wide in order to best measure the impact. As part of the review process, a fiscal impact analysis will have to accompany the review along with recommendations on improving the utilization.

To prevent the district from continually having to deal with antiquated technology and the purchase of new equipment, the devices will be used by ACAT in order to determine if a Technology Stipend is beneficial. Although the district will own the first 6 devices supplied to ACAT, future purchases will be done on an individual basis and reimbursed by the district. It is the ACAT's intention to recommend the best type of technology and the method in which the individual would acquire the devices.

## **FISCAL IMPACT**

Funding is requested for the purpose of securing six (6) 16GB iPads with Wi-Fi and 3G capability. All monthly service costs for the 3G system, covers, screen protectors, key boards, memory upgrades, additional applications / software costs and unit costs above the allocated amount will be absorbed by the individual ACAT member. The initial purchase will be done by ACAT directly from Apple and is estimated to cost approximately \$4,300.00

Currently the district clerk estimates she spends about \$700 per meeting on staff time and (mostly color) copies. For monthly meetings alone, preparation and copying costs the District more than \$8,000 per year. Eliminating most of the copying would allow the District to recoup the cost of iPads in about a year.

## **IMPLIMENTATION PROCESS**

ACAT will purchase the 6 devices which will be owned by the district. In order to prevent the district from having antiquated and used equipment as various members of ACAT leave, Staff will allow departing ACAT members to purchase the devices at a reasonable cost given the current used market value. Several on-line resources are able to determine the used value of the devices.

Once ACAT has completed their research and reported their findings, the program will be implemented as a Technology Stipend for other members of the district to acquire the same or similar devices.