



General Manager's Report

- Item 1 – Upcoming Training/Conferences
 - Item 2 – Ad Hoc Committee Updates
 - Item 3 – Workshop #2 Planning
 - Item 4 – Financial Software
 - Item 5 – Upcoming Meetings
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Item 1 – Upcoming Training Opportunities

American Association of Airport Executive Aviation specific training:

- AAAE/ACI-NA Airport Board & Commissioner Conference – April 12-14, 2015 – New Orleans, LA
- AAAE Airport National Aviation Environmental Management Conference – April 15-16, 2015 – New Orleans, LA
- AAAE Arts in the Airport Workshop – April 22-24, 2015 – Dallas, Texas (Carole Sesko will be attending on behalf of the District)
- AAAE Annual Conference and Exposition - June 7-10, 2015 – Philadelphia, PA
- SWAAAE Annual Conference – July 19-22, 2015 – San Jose, CA
- CSDA Annual Convention – Sept. 21-24, 2015 – Palm Springs, CA (consider moving Board Meeting to Sept. 30th to facilitate opportunity to attend)
- NBAA Annual Convention – Nov. 17-19, 2015 – Las Vegas, NV
- 30th Annual Aviation Issues Conference - Jan. 10-14, 2016 – Maui, HI

Item 2 – Ad Hoc Committee Meetings Update

Master Plan Ad Hoc Committee (Directors Hetherington and Morrison)

- The full draft document is available for public review on the Master Plan website. www.ttadmasterplan.org.
- Board accepted final draft of Master Plan on August 27, 2014.
- CEQA Scope and Fee were approved August 27, 2014. Work is underway. Staff anticipates a late spring presentation.

Warehouse/Office Building (WOB) Ad Hoc Committee (Directors Jones and Van Berkem – previously the Land Leasing Ad Hoc Committee)

- Staff is currently working on the Development Permit to Nevada County along with the Airport Land Use Commission Application, and the CEQA documents. Project is currently on schedule.

Hangar 3 Ad Hoc Committee (Directors Hetherington and Morrison)

- The Consultant team is working on the draft of the Concept and Budget Report. The Ad Hoc Committee has been meeting with the consultant team is preparing a presentation for the April 22, 2015 Board Meeting.

Demand Drivers Ad Hoc Committee (Directors Hetherington and Morrison)

- Committee and project team are working on Scope. Final Scope is complete and work is schedule to begin in April. The Ad Hoc Committee will review the attached Direct/Indirect Drivers List with the Board. This is a key document that will drive much of what is studied and considered. More info will be presented at the meeting.

Item 3 –Workshop #2 Planning

We had a very productive and fruitful retreat on February 12, 2015. The next meeting is April 2nd. Staff is preparing documents and resources for this meeting related to “What is our Community” and the “Managed Growth” discussion.

Item 4 – Financial Management/Point of Sale Software Acquisition

While this proposal does not require formal Board action, staff would like to briefly review decision making and the chosen vendor selected by staff. The budget included \$40,000 for financial/point of sale software. Staff has gone through an exhaustive search of FBO point of sale and governmental accounting software and has chosen Caselle. Caselle is a Provo, Utah based governmental accounting software company (that’s all they do) that serves more than 1200 cities, counties, and special districts nationwide. They have great references. This software will allow us to consolidate 4 other financial software systems we are currently using (PayChex, Cyma, Prodigique, Asset Keeper). These 4 systems cost between \$35,000 and \$40,000 per year to maintain. Caselle will cost \$18,615 for installation and maintenance and about \$23,000 per year for hosting, tech support, and maintenance. We are paying a little extra to have Caselle host our software and data rather than buy a new server and use our own IT resources to maintain data and systems. Staff anticipates significant time and resource efficiency with the implementation of this software. Regarding Point of Sale, staff will either continue with FBO Manger or implement AvFuel’s free Point of Sale product. Removing hangar billing and other quirky functions from FBO manager to Caselle will assist in making FBO Manager more efficient and user friendly. At the same time, staff is also continuing to look at AvFuel’s product.

Item 5 – Upcoming Meetings

Just as a reminder, the following meetings are forthcoming:

- Board Workshop #2 – April 2, 2015 – 2:00 to 4:00 PM
- Budget Workshop – May 27, 2015 from 2:00 to 4:00 PM
- Combined ACAT/Board Meeting – May 12, 2015 from 9:00 to 12:00

Fall Board Meeting Schedule Suggestions:

- September 30th in lieu of September 23rd to allow attendance at the CSDA Annual Conference.
- Regularly scheduled meeting on October 28, 2015
- Dec. 2, 2015 for the combined Nov./Dec. Board Meeting

Attachments to GM Report

Demand Drivers (Direct/Indirect) Control Document. – Ad Hoc Committee will review with the Board.