

KTRK Hangar Tenants,

Bottom Line Up Front: There has been lots of change as we enter 2024 and we want to keep you informed and part of the process as we seek to continuously improve our airport infrastructure and services...all to further this great airport community.

We'd like to start with a **huge thank you** to our hangar tenants and local pilots. There have been a lot of focused updates to past programs, and new programs to be aware of as we move into 2024; our local flying community has been extremely supportive.

Below are some key updates to keep you apprised of around the airport that **may impact you**. As we rollout these programs, we also want your feedback. We'd like to invite you to the [April 10, 2024, \(6-7 pm\)](#) Airport Community Team (ACT) meeting where we will discuss the new Hangar Inspection program, as well as the [May 8, 2024, \(6-7 pm\)](#) ACT meeting where we will cover the numerous operations around the airfield this summer. Both meetings will be in the airport conference room and offered on [Zoom](#).

Hangar Revitalization.

The airport team has discussed our hangar program for several years and very publicly since May 2023 at [Board Meetings](#), [Airport Community Team meetings](#), and numerous [Airport News Updates](#) ("E-Blast"). However, as we approach implementation and execution, it seems to have caught some tenants off guard...this is not our intent. This letter seeks to provide some of the 'why' to the changes and get everyone on a common footing. The catalyst to these changes were the adoption of the District's new [Strategic Plan](#) in Aug 2023, and the results of an [FAA Land Use Inspection](#) completed in Sep 2023. We aligned our policies to include re-papering all tenants to a common lease, restructuring TTAD incentive programs, on-boarding a new system to manage leases/billing/work-orders, and updating our 'Minimum Standards.' Lastly, in Nov 2023 we aligned the 2024 budget to provide the necessary resources for the hangar revitalization program. The 'revitalization' program is built upon 3 pillars:

- 1) Maintain a [safe](#) environment for tenants and employees.
- 2) Maintain and improve the useful life of existing [infrastructure](#).
- 3) Comply with [FAA](#) Grant Assurances.

Hangar Inspections.

The [FAA Land Use Inspection](#) (Sep 2023) identified conflicts between TTAD's hangar program and compliance with FAA policy. The new inspection program incorporates necessary additions that will align these obligations. This includes [safety/clear zones](#) for personnel to maneuver around the hangar and ensures compliance with the [FAA Hangar Use Policy](#). Most hangars already meet these standards, however, there are some hangars that will require significant attention. We will help you work through this process and take a reasonable approach to bringing everyone along. However, there are a handful of situations where we have asked tenants to vacate the airport for scenarios that are far-outside of FAA & TTAD policy.

Attached is a short presentation on the new DRAFT hangar inspection program. Our approach is to delineate the 'safety zones' around doors and your aircraft that allow our personnel access throughout the hangar. These 'safety/clear zones' also allow un-impeded movement of the aircraft in and out of the hangar, shelving requirements for the safety of people, structural integrity of facility walls, and a container for a small quantity of hazard material (HAZMAT) storage. Once in compliance with those 'safety/clear zones' the judgement of 'aeronautical' and 'non-aeronautical' is quite broad. There are a

few Red-Lines (see below), but our aim is to ensure the safety and functionality of our employees to maneuver about the hangar while performing their duties...which is to maintain your hangar infrastructure. See **Slide 6** of the attached presentation for a visual depiction and the ‘why’ for these policies, all grounded upon very specific reasons.

Bottom line: once the ‘safety/clear zones’ are complied with, use of the ‘white-space’ is quite broad ...barring the Red-Lines. We will work with tenants on challenging situations such as an ‘unpermitted/structurally incompatible lofts’ that were in the hangar before the current tenant’s lease.

FAA and TTAD Hangar Use Red-Lines.

- Hangar is not being used for aeronautical purposes.
- Derelict aircraft no-longer flyable.
- Use of hangar to run a non-aeronautical business (unless approved by FAA and TTAD; such as some of our ‘end-cap’ units).
- Prohibited items by law and storage of HAZMAT in unauthorized containers.
- Egregious storage of household good items (mattresses, antique furniture, vehicle maintenance displacing an aircraft, etc.)
- Unregistered vehicles with no insurance.

Hangar Inspection Timeline.

As we begin this process, we will place **additional dumpsters** by the hangar rows 2 weeks prior to the inspections. We strive to help you meet the standards, so please take this as an opportunity for spring cleaning. Be assured that once inspections are completed, airport management will review the results before tenants are notified, to ensure all tenants are being treated fairly and equitably. During these initial inspections, we will also address any waivers necessary for specific hangars and document them appropriately. If there is an item out of compliance, we’d ask that you rectify the situation within 45 days of being notified. We also welcome meeting you in person at your hangar to discuss any concerns or questions.

<u>Inspection window</u>	<u>Dumpster Placement</u>
May 1-15: Alpha, Bravo, Charlie	April 15 – May 1
May 15-31: Delta, Echo, Fox	May 1 – May 15
June 1-15: Golf, Hotel, Juliet	May 15 – Jun 1
June 15-30: Kilo, Lima, Mike, November, Papa	Jun 1 – Jun 15

New Flooring/Lighting.

We are working to improve hangar infrastructure and to this end we are updating 10+ hangars this summer with epoxy floors, GFCI outlets, and LED lights. We are **asking for volunteers** who would like their hangars updated from **rows A, C, F, G, & M** to please contact Jill.McClendon@TruckeeTahoeAirport.com by April 15th. This would entail removing **ALL** items from the hangar and parking the aircraft on the ramp for approximately 10 days (no ramp fees). We may have some limited swing-space to accommodate aeronautical items (ie, tug, towbar, snow-blower). There may also be an option for tenants to pay for their own epoxy flooring utilizing this same contractor at a group discount; please let us know if you are interested in that potential (Jill McClendon).

Summer Airfield Operation.

Major events this summer include the airshow (19-23 Jun), finishing work on runway 02/20, repairs from snow damage, painting 2 hangar rows, painting the fuel farm, ~ 10 hangar upgrades, installing an additional fuel storage tank, and a few other items. We will cover these and more topics at the Airport Community Team (ACT) meeting on [May 8, 2024, \(6-7 pm\)](#), in the airport main conference room, and offered via Zoom.

Runway 02/20.

There are a few items that need to be completed from last year's runway 02/20 reconstruction project. The biggest impact will be the 'fog-sealing' and re-painting; which will close the runway for approximately one week. Timing is predicated on weather and temperatures. We will cover the details at the [May 8, 2024, \(6-7 pm\)](#) ACT meeting.

Fly Safe.

Since kicking off the program in partnership with FAA WINGS in Jan 2024, our first seminar provided by the NWS on Mountain Weather had 88 attendees! The attached one sheet flyer on the [Fly Safe program](#) provides a link to Frequently Asked Questions (FAQs) and a brief overview of the program. Below are upcoming Fly Safe events which will be updated real-time on our [website](#).

- **March 26 (5:30-7 pm)** Truckee Hazards CFI Roundtable (Knowledge Credits 1 & 2)
- **April 19 (5:30-7 pm)** 10 Actions You Can Take to be a Safer Pilot: focusing on engine loss at 300' (Knowledge Credits To Be Determined [TBD])
- **April 20 (9-12 am)** AOPA Rusty Pilot Seminar (Knowledge Credits 1, 2, & 3)
- **July 15-16 (all day)** Cirrus Mountain Flying Clinic being taught by Mountain Lion Aviation
(new beta course from Cirrus). Fly Safe pilots will receive a major discount (Knowledge & Flight Activities credit TBD).
- **TBD** Stay tuned for more in-depth courses over the summer.

Fly Quiet.

To date, we have received **NO** noise complaints from aircraft that have flown the new Fly Quiet 'Shoulder Hour' [Protocol Procedures](#) between 6-7L and 22-23L. Thank you to everyone for your dedication to flight discipline and stewardship of our community's neighbors. This is a great new option that can accommodate most of the early/late departures for our tenants. If you have an extenuating circumstance outside of these windows, please contact us prior to work a waiver, either myself or David.VanQuest@TruckeeTahoeAirport.com. Note: for the year I've been on the airport staff, we've approved every Fly Quiet waiver.

Future Policy Considerations.

As we implement the Hangar Revitalization effort, there are a few other policies we are considering for adoption; please let us know if you have any thoughts.

- **Flight Frequency:** aircraft not flown within 180 days are subject to lease termination; GM may waive requirement for extenuating circumstances (medical, supply-chain issues, etc.).
 - *Why: maximize hangars for use of the flying public...some aircraft meet all paperwork requirements but haven't flown in years.*

- Hangar Use Frequency: aircraft not spending one night in the hangar within 180 days, and 14 nights annually are subject to lease termination; GM may waive the requirement for extenuating circumstances.
 - *Why: maximize hangars for use of the flying public...some aircraft meet all paperwork requirements but have not physically been in the hangar for years.*
- Overnight Hangars: provide reservation system for overnight hangars up to 6 months in advance, up to 14 days at a time.
 - *Why: minimize weather impacts to overnight stays...we currently have an overnight hangar program, but customers can't reserve until the day of.*
- Shared Hangars: allow multiple aircraft to lease one hangar; comply with all safety/clear zone requirements; owners coordinate schedules for use.
 - *Why: maximize hangars for the use of the flying public...this has been done before, and we are likely to re-implement a similar program.*
- "VRBO" Hangars: if tenant is amicable, and hangar is exceptionally clean & free of items, allow for certain temp hangar usage.
 - *Why: maximize hangars for the use of the flying public...some tenants have expressed interest to temporary rent their hangars, similar to an aircraft leaseback.*
- Late Fees: \$50 fee for documentation that is 30 days late (every month until received)
 - *Why: minimize staff time to acquire required documents...we spend an inordinate amount of time chasing down documents, many airports have similar programs.*

Your feedback is appreciated and much of the new ***Fly Safe, Fly Quiet, and Hangar Revitalization Programs*** are the result of your engagement and dialogue – thank you! Please don't hesitate to reach out to me or any of our staff to answer your questions or address ways in which we can be a better partner.

Blue Skies and Tailwinds!
Jeff

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Purpose



In alignment with the Airport's Strategic Plan (Aug 2023) and feedback from the FAA Land Use Inspection (Sep 2023), the Truckee Tahoe Airport District (TTAD) is implementing the hangar revitalization plan.

3 Pillars:

- 1) Maintain a safe environment for tenants and employees.
- 2) Maintain and improve the useful life of existing infrastructure.
- 3) Comply with FAA Grant Assurances (FAA Hangar Use Policy).

Timeline



March

- DRAFT inspection checklist developed (slides 4-6)
- Rehearse checklist across test-group of hangars for standardization
- Notify tenants of inspection timelines

April

- Update checklist from staff and tenant feedback
- Input checklist into ASOCS (new digital work order system)

May-Jun

- Temporarily place additional dumpsters across airport (see next slide)
- Execute inspections
- Resolve internal questions with management
- Notify tenants of inspection results

Jul-Aug

- All hangars compliant with standards
- Continue to work challenging situations

Inspection Timeline



<u>Rows</u>	<u>Dumpster Placement</u>	<u>Inspection Window</u>
Alpha, Bravo, Charlie	15 April – 1 May	May 1-15
Delta, Echo, Fox	1 May – 15 May	May 15-31
Golf, Hotel, Juliet	15 May – 1 Jun	June 1-15
Kilo, Lima, Mike, Nov, Papa	1 Jun – 15 Jun	June 15-30

Hangar Inspection Checklist



Yes No

___ ___

Pedestrian Door: 3' safety zone free of all debris (fire ext, momentary switch, electric panel).

Notes: _____

Yes No

___ ___

Hangar Door: 4' safety zone along entire length of door, except for aircraft nose/prop/tug.

Notes: _____

Yes No

___ ___

Aircraft Towing: free of all objects that would impede immediate towing of aircraft.

Notes: _____

Yes No

___ ___

Aircraft Clearance: 2' safety zone around entire aircraft unless approved by District.

Notes: _____

Yes No

___ ___

Walls: No items permanently attached to walls or "lofts" unless approved by District.

Notes: _____

Yes No

___ ___

Shelving: No shelves higher than 5' 9" unless approved by District.

Notes: _____

Hangar Inspection Checklist



Yes No

___ ___

Hazardous Materials: not stored in hangar, except in approved storage containers.

Notes: _____

Yes No

___ ___

Household Goods: no-egregious storage; does not interfere with aeronautical uses.

Notes: _____

Yes No

___ ___

Vehicles: meet safety/clear zone requirements, registered, insured, keys in ignition.

Notes: _____

Yes No

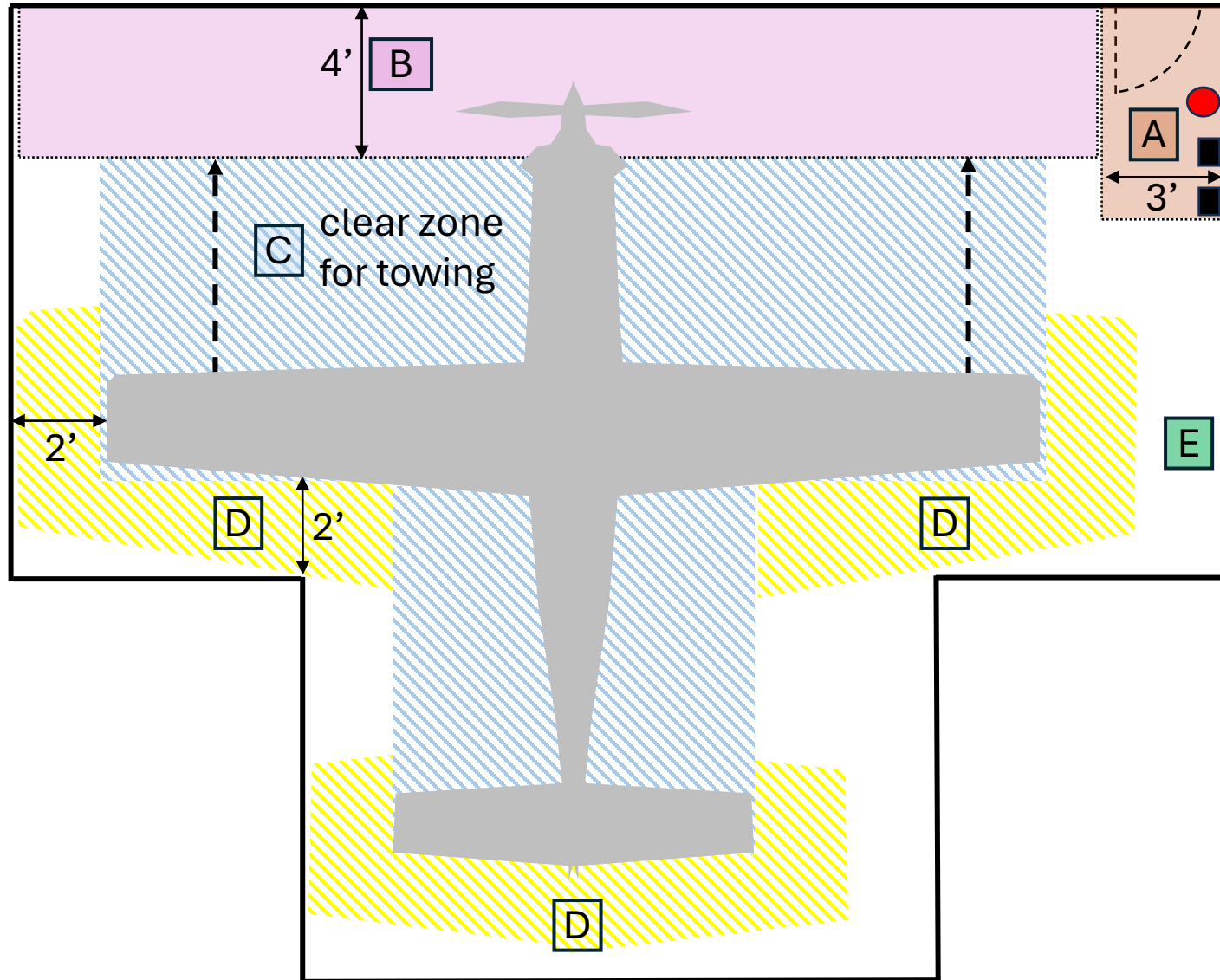
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Cleanliness: hangar is kept clean and free of clutter for movement about hangar.

Notes: _____

General Comments: _____

Safety/Clear Zones Depicted



- A** 3' safety zone around pedestrian door, momentary switch, electrical panel, & fire extinguisher (varies by hangar).

 - **Why: allows staff safe entry into hangar and execute Fire Code & Maintenance inspections.**
- B** 4' safety zone from bifold hangar door; cowling/prop/tug may intrude into the 4' clear zone (unique situations may be waived by district).

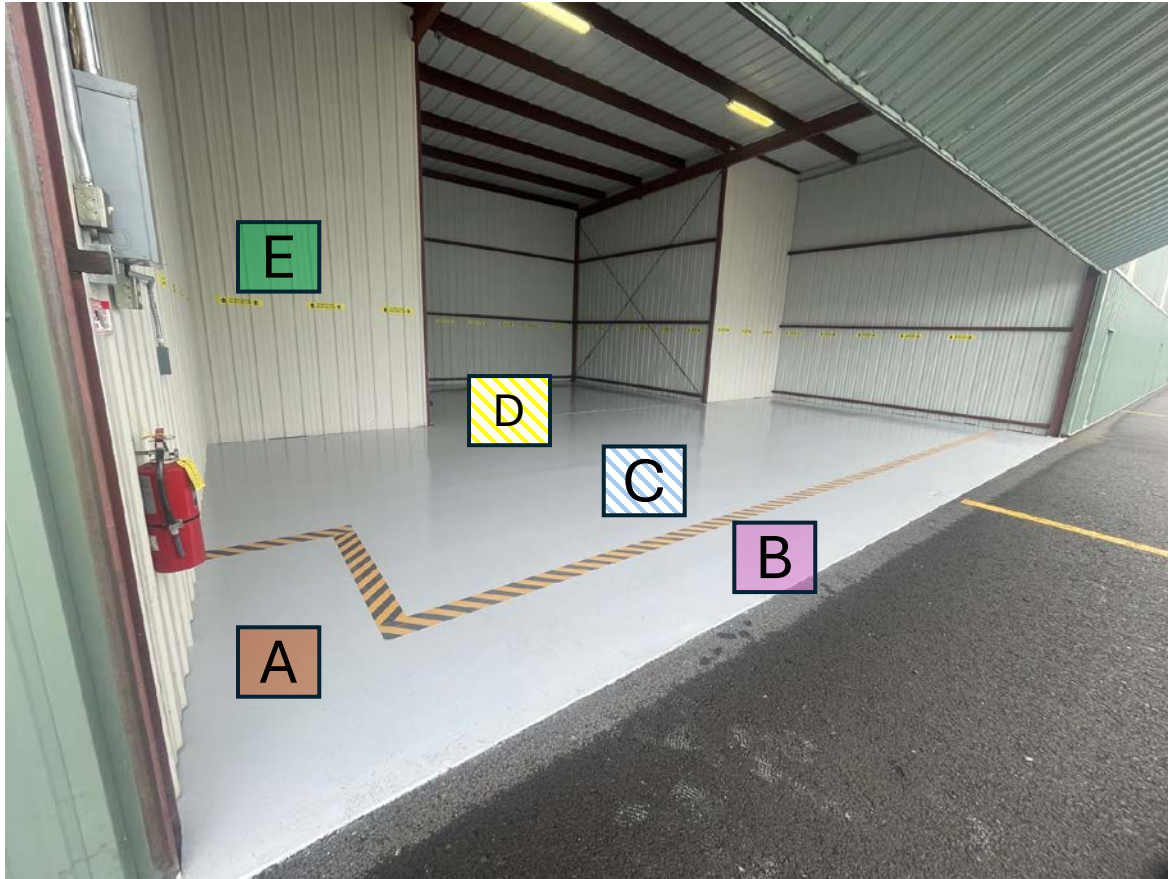
 - **Why: complies with OSHA ladder standards, allows staff to safely inspect hangar door/cables.**
- C** Clear zone with no objects that need to be moved that would impede immediate towing of aircraft by staff.

 - **Why: FAA policy, allows staff to tow aircraft for extenuating circumstances.**
- D** 2' safety zone around aircraft (unless waived by District).

 - **Why: allows staff ability to safely maneuver around hangar without risking damage to aircraft.**
- E** No shelving above 5' 9", lofts, or permanent attachments to walls (unless waived by District).

 - **Why: shelving height governed by CA Building Code 105.2 item 13, lofts can damage wall integrity if not built correctly.**

Revitalized Hangar



FAA Permissible Aeronautical Hangar Uses:

- Storage of active aircraft.
- Shelter for maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of non-operational aircraft.
- Construction of amateur-built or kit-built aircraft provided that activities are conducted safely.
- Storage of aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use.
- Storage of materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangars' primary use.
- Storage of non-aeronautical items that do not interfere with the primary aeronautical purpose of the hangar (for example, televisions, furniture).
- A vehicle parked at the hangar while the aircraft usually stored in that hangar is flying, subject to local airport rules and regulations.

FAA Non-Permissible Hangar Uses:

- Use as a residence.
- Operation of a non-aeronautical business, e.g., limo service, car and motorcycle storage, storage of inventory, non-aeronautical business office.
- Activities which impede the movement of the aircraft in and out of the hangar or other aeronautical contents of the hangar.
- Activities which displace the aeronautical contents of the hangar or impede access to aircraft or other aeronautical contents of the hangar.
- Storage of household items that could be stored in commercial storage facilities.
- Long-term storage of derelict aircraft and parts.
- Storage of items or activities prohibited by local or state law.
- Fuel, and other dangerous and Hazmat materials.
- Storage of inventory or equipment supporting a municipal agency function unrelated to the aeronautical use.

FLY SAFE

PILOT PROFICIENCY PROGRAM

Truckee Tahoe Airport is dedicated to enhancing safety in the sky and on the ground. To this end, we are promoting the continuous education of our local pilots by offering a **FLY SAFE incentive program**.



FLY SAFE



FLY QUIET



FLY SAF

FLY SAFE CHECKLIST

- 1 Join the FAA WINGS Program at faasafety.gov
- 2 Complete one FAA WINGS Phase annually
- 3 Send your completed Phase to FlySafe@TruckeeTahoeAirport.com
- 4 Save \$840 on hangar rent!



FLY SAFE DETAILS

- WINGS flight activities should be held at KTRK and at least one knowledge credit should be related to mountain flying.
- Alternatives to FAA WINGS may be approved by the airport. Examples: new rating earned, Flight Training, Sim Training, etc.
- Hangar discount will be applied at \$70 per month, via lease.
- Not a hangar tenant? Join our Fly Safe program and we'll pay \$300 towards your flight activities to the CFI.

For more information, scan the QR code or contact:
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