

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Wednesday, February 19, 2014 at the Truckee Tahoe Airport District Community Room, 10356
3 Truckee Airport Road, Truckee, California at 5:30 pm.

4 **CALL MEETING TO ORDER:** 5:30 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.
6 Vice President James W. Morrison
7 Director J. Thomas Van Berkem
8 Director Lisa Wallace
9

10 **DIRECTORS ABSENT:** Director Mary Hetherington
11

12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
13 Mr. Phred Stoner, Director of Operations
14 Mr. Hardy Bullock, Director of Aviation and Community Services
15 Ms. Jane Dykstra, Director of Finance and Administration
16 Mr. Brent Collinson, District Legal Counsel
17 Mr. Bill Quesnel, District Engineer
18 Ms. Maria Martinez, District Clerk
19 Ms. Denae Granger, Administrative Clerk
20

21 **VISITORS PRESENT:** 9
22

23 **SPECIAL ORDERS OF BUSINESS:** President Jones summed up a letter he received sent from Mr. Sandy Schwab in
24 which Mr. Schwab is questioning why the Board is potentially spending \$7 million on a new runway, when there is
25 a lack of executive hangar space at the Airport now. President Jones stated that he will respond to Mr. Schwab as
26 Board President with assistance from Mr. Smith.

27 **PUBLIC COMMENT**

28 Mr. Andrew Terry stated that on June 3, there will be a primary election in which there will be a Measure R, which
29 will increase the sales tax in the Town of Truckee one-quarter percent to fund accelerated trail development in
30 the Town of Truckee. He asked the Board to consider endorsing that Measure and consider allowing employees
31 to endorse the Measure as well using their titles.

32 **CONSENT CALENDAR**

33 Ms. Dykstra requested that the Policy Revisions PI 204 and PI 211 – Conflict of Interest and Ethics Training be
34 pulled from the Consent Calendar.

35 **PUBLIC COMMENT:** None

- 36
 - Minutes: January 22, 2014 Regular Meeting
 - Minutes: January 29, 2014 Budget Retreat
 - Monthly Service Bills and Fees
 - Financial Report

39
40

41 **MOTION #1 FEB-19-14:** Director Van Berkem moved to approve the items on the Consent Calendar with the
42 exception of the Policy Revisions PI 204 and PI 211 – Conflict of Interest and Ethics Training. Vice President

43 Morrison seconded the motion. President Jones, Vice President Morrison, and Directors Van Berkem and Wallace
44 voted in favor of the motion. The motion passed.

45 **PUBLIC COMMENT:** None

- 46
 - Policy Revisions PI 204 and PI 211 – Conflict of Interest and Ethics Training

47 Ms. Dykstra stated that in Policy Instruction 211, Paragraph 2, sub-paragraph a, the wording should be rearranged
48 for clarification. The next change, on page 2, the old Policy Instruction, 132.2 should be corrected to reflect the
49 new policy instruction numbering system. The last change is on Attachment A, with the Policy Instruction reading
50 130.2, which should change to 204. These changes were noted.

51 **PUBLIC COMMENT:** None

52 **MOTION #2 FEB-19-14:** Vice President Morrison moved to approve the Policy Revisions PI 204 and PI 211 –
53 Conflict of Interest and Ethics Training as amended. Director Wallace seconded the motion. President Jones, Vice
54 President Morrison, and Directors Van Berkem and Wallace voted in favor of the motion. The motion passed.

55 **AIRPORT COMMUNITY ADVISORY TEAM**

56 Mr. Bullock gave a summary of the February 11, 2014 ACAT meeting. He stated that ACAT approved the Redbird
57 flight simulator upgrade for approximately \$6000. The operating system will be changed, and it will add a lot of
58 functionality. Vice President Morrison stated that the logic behind the flight simulator is to allow pilots to
59 maintain currency and train, without having to fly around in circles and annoy people. Mr. Bullock stated that the
60 travel reimbursement policy was discussed as there are several ACAT members going to the UC Davis Noise
61 Symposium in the next week.

62 Most of the content of the ACAT meeting was focused on the night operations discussion with Mr. Peter Kirsch
63 with Kaplan, Kirsch and Rockwell. Mr. Bullock gave a little history on the Kaplan, Kirsch and Rockwell firm. The
64 intent of the Airport and their actions is very important in mitigating noise and annoyance. There are a lot of rules
65 and regulations that an airport has to abide by. Currently, the Truckee Airport has measures in place to mitigate
66 annoyance, including pilot communication, incentives, and noise abatement procedures, as well as a voluntary
67 curfew. Other more aggressive measures that could be considered include altering the airfield, implementing
68 restrictions, and doing a Part 150 or Part 161 study. These are difficult and costly.

69 The next steps that ACAT is taking is to form a sub-team to talk more about night operations. The outcomes of
70 the study with the sub-team, along with some possible solutions will be presented to the Board. President Jones
71 questioned how much of the possible solutions that ACAT will bring to the Board is practical, and if ACAT will look
72 at everything. Mr. Bullock stated that everything that is available will be brought in front of the Board, so that the
73 Board can see all the options that airports have available to them. Vice President Morrison would like to
74 understand the different measures that are available, and the goal of why ACAT is researching these measures.
75 He would like to understand why the Airport is trying to limit night operations. Mr. Bullock stated that the
76 concept of an impending night problem in the future is why the night operations is being looked into. Currently,
77 the Truckee Airport does not have a problem, but they are looking into the future. The goal is to create an
78 understanding between staff, the Board, and ACAT on where the Airport stands on the steps to mitigate
79 annoyance. Mr. Smith added that should night operations become a problem in the future, the goal of the project
80 would be to create a toolbox of ideas and measures that can be quickly implemented as the research will have
81 already been completed.

82 The hours of night operations depend on the type of airport, where the airport is located, and other factors.
83 President Jones questioned what the threshold is for night operations to be a problem. This will be looked into.
84 Vice President Morrison would like a guide of what will happen in the future in terms of night operations. Mr.
85 Bullock stated that within the Master Plan process, there is a forecast of the Airport operations, which will help as
86 a guide to develop some of the requested thresholds. He stated that understanding the drivers that produce
87 night operations is important as well. Most of the people that fly into the Truckee Airport come from around the
88 area where they can get off work at 5pm and still make it to this Airport without breaking the voluntary curfew
89 hours. Mr. Bullock stated that he will be meeting with Tetra Tech, an airspace design company. This company is
90 also a principal contractor for the FAA. The focus of the meeting will be to get information on how this company
91 works and to get a fresh prospective on the RNP (Required Navigation Performance) procedures.

92 **PUBLIC COMMENT:** None

93 **ENGINEERING PROJECTS AND ACTIVITIES UPDATE**

94 District Engineer Bill Quesnel gave an update on the Utility Master Plan. Staff is working on combining all
95 underground utility and drainage infrastructure drawings since 1970 into one Master Map file. This will help for
96 future improvements.

97 The replacement of the plow truck has been in the budget for a number of years, but is now necessary to replace.
98 In terms of the Tahoe City Helipad, the land is subject to TRPA regulation, which makes it a little more challenging
99 to work through. The construction plans are approximately 80% complete. District Engineer Quesnel is
100 estimating construction to begin in 2015. The fuel island corrections are not complete yet. District Engineer
101 Quesnel met with the original general contractor to determine specific experience levels with the installations. In
102 meeting with the contractor, they realized that they interpreted some language differently and that is why the
103 fuel island is not up to code.

104 There was a field survey completed in relation to the ADA compliance. A report to the Board will be presented at
105 the March Board Meeting. Deficiencies will be addressed this summer. The north wall of Hangar 1 needs to be
106 repaired, and District Engineer Quesnel suggests adding horizontal “girts” and replacing the corrugated metal
107 sliding with one-quarter inch plate steel to 48 inches above the asphalt grade.

108 District Engineer Quesnel gave an update on the Pavement Management Plan. He stated that Apron A-4 is the
109 worst pavement on the airfield, according to the Pavement Condition Index (PCI), and that is the proposed work
110 for the summer of 2014. The total projected cost for 2014 is \$1.74 million, which is to reconstruct Apron A-4
111 south ramp. In 2015, District Engineer Quesnel is estimating a cost of \$2.45 million for the scheduled projects. He
112 gave an update on each year and the projected cost. Director Van Berkem questioned why the parts of the
113 airfield that are in very poor ranking are not all being reconstructed this year. District Engineer Quesnel stated
114 that everything that is in fair condition is being addressed within the next couple of years, and there is nothing
115 that needs attention in the next three years that is not receiving attention. Mr. Smith stated that there are
116 various levels of poor condition, and there are other priorities that may come into play before some of the airfield
117 places that are considered to be in poor condition. Director Van Berkem stated that he would like to see a
118 different label other than “poor” for clarification to the public. Mr. Smith stated that PCI rankings are a general
119 engineering standard used by many agencies, including the FAA. The FAA does not like to fund “good” or “fair”
120 pavement. The PCI index goes from one to 100, one being the worst, with 100 being new pavement. A PCI
121 ranking between 25 and 40 is considered “poor”. A PCI of 40 still has a year or two of life left, while a PCI of 25
122 should be replaced. Mr. Smith explained that PCI is the general term used to reference pavement condition and is
123 important to the AIP funding of the District. This should and will be explained in detail in the Pavement

124 Maintenance Management Plan. He also stated that the District is not ready to add the two run-ups to the 2014
125 Pavement Maintenance Plan. He further stated that the run-ups are too big right now and may be constructed to
126 a smaller size. Staff is looking into this.

127 **PUBLIC COMMENT**

128 Mr. Terry stated that the District has a much more formal plan in place for repairs than in the past, and he said
129 that labels may not be the right measurement for the repairs and reconstruction.

130 **APPROVAL OF 2014 SUMMER PAVEMENT PROJECTS**

131 District Engineer Quesnel stated that during the 2014 summer, the reconstruction of Apron A-4 will happen. He
132 gave a description of the work to be done on Apron A-4. The estimated cost of this project is \$1,736,000, which
133 includes the base project as well as the additive alternate. District Engineer Quesnel discussed the possible
134 funding sources for the 2014 pavement repair and maintenance project. He stated that \$340,000 has been
135 verbally committed to Mr. Smith from the FAA. There is a little over \$2 million in funding available from possible
136 sources. District Engineer Quesnel went through the proposed funding for both the base project and the additive
137 alternate. The base project total is approximately \$905,000 while the additive alternate project total is
138 approximately \$831,000. Director Wallace questioned why there is not an increased cost for a two year split.
139 District Engineer Quesnel stated that the cost estimate is assuming that all work would be done in 2014. Mr.
140 Smith stated that he is confident that more money will come from the FAA. District Engineer Quesnel went over
141 the proposed schedule, stating that the contract will be awarded during the May 28, 2014 Board meeting with
142 construction to start after the July 12, 2014 AirShow. It is the recommendation of staff to proceed with the design
143 and bidding of the entire project, including the submittal to the FAA for additional funding, as well as to allocate
144 \$500,000 from the Pavement Project Reserves and additional funds from the grant-eligible project designation.

145 **PUBLIC COMMENT:** None

146 **MOTION #3 FEB-19-14:** Director Wallace moved to authorize staff to proceed with the design and bidding of the
147 2014 Apron A-4 reconstruction project including the Base and Alternate #1 components and submit the project to
148 the FAA for funding consideration. The will of the Board is to proceed with the whole ramp project and make up
149 the difference in whatever is unattainable from the FAA with the money from the District's unrestricted net
150 assets. Vice President Morrison seconded the motion. President Jones, Vice President Morrison, and Directors
151 Van Berkem and Wallace voted in favor of the motion. The motion passed.

152 **SELECTION AND APPROVAL OF DISTRICT LEGAL COUNSEL**

153 District Counsel Collinson disclosed that he has a financial interest in this matter and he recused himself and left
154 the room. Mr. Smith gave an update as to how this came about, with the solicitation process with an RFP (request
155 for proposal) for a legal counsel. There were four candidates that applied. The Ad Hoc committee, that consisted
156 of Directors Morrison and Wallace met in January 2014 and reviewed the applicants. One of the candidates was
157 interviewed, and the Ad Hoc committee is recommending to continue on with the agreement with the District's
158 current legal counsel.

159 **PUBLIC COMMENT:** None

160 **MOTION #4 FEB-19-14:** Director Van Berkem moved to approve the recommendation of the Ad Hoc committee to
161 authorize the Board President to enter into a retainer agreement with the Law Offices of Collinson and LaChance.

162 Director Wallace seconded the motion. President Jones, Vice President Morrison, and Directors Van Berkem and
163 Wallace voted in favor of the motion. The motion passed.

164 Mr. Smith thanked everyone that applied for the position.

165 **PUBLIC COMMENT**

166 District Counsel Collinson thanked staff and the Ad Hoc committee for their work. He stated that in the past,
167 there was not an opportunity for the Board and staff to provide feedback regarding his performance. He would
168 like to get periodic reviews on what can be improved in the future.

169 **GENERAL MANAGER'S REPORT**

170 Mr. Smith covered the upcoming training opportunities. Chapters 1-3 of the Master Plan have been vetted by the
171 Ad Hoc committee, and will be given to the Board for review soon. The final three chapters will essentially be the
172 alternatives in the Airport layout plan, making six chapters total. The public will also be able to review all six
173 chapters and can make comments during a 30 to 45 day comment period.

174 Director Van Berkem gave an update on the recent land leasing meeting with JMA Ventures, staff, and the Ad Hoc
175 committee. Currently, Clear Capital has another financially attractive option in relocating to Nevada. He
176 mentioned that JMA Ventures have put together a revised budget to accommodate for the options in Nevada,
177 taking in the construction costs, land leasing costs, and mitigation costs. He stated that Clear Capital would like to
178 stay in the Truckee area if they can make the money work. There are three main issues that working with the
179 Airport District would create: lease costs, financing costs, and incentives. Clear Capital has agreed to do a second
180 appraisal at their expense. President Jones added that because of the current market, Clear Capital would be
181 looking at constructing a much smaller building. Instead of the original 60,000 square foot campus, the building
182 would now be approximately 40-50,000 square feet. If the Airport and the Town of Truckee can come up with a
183 rational incentive that comes close to what Clear Capital is being offered in Reno, Clear Capital could commit to
184 staying in Truckee, and move forward with the Airport District land lease. Director Wallace asked if JMA Ventures
185 is representing Clear Capital in Nevada as well. President Jones said no. Director Wallace wants to make sure that
186 the Airport District is doing what needs to be done in order to protect the District. Director Van Berkem stated
187 that the District could be the funding source, which would help towards future self-sufficiency and sources of
188 income. Mr. Smith stated that he met with the Town of Truckee, LAFCO, and Nevada County, among other
189 agencies and made sure everyone was up to speed about Clear Capital.

190 **PUBLIC COMMENT**

191 Mr. Terry stated that originally, the District came into this looking at investing for the future, and it seems as
192 though things are starting to come apart on the first project for this.

193 Director Wallace wants to make sure there are policies regarding Clear Capital and if the District goes ahead to
194 support the Truckee Donner Recreation & Park District in building a pool. President Jones stated that the
195 difference between the two is that Truckee Donner Rec & Park is asking for District money, and in the case of
196 Clear Capital, the District is not using District funds, but instead, using the funding capabilities. He stated that
197 there are many ways to make sure that the Airport District is protected.

198 In terms of the Rec center and the pool, Mr. Smith stated that the bid has been extended one week. The policy
199 regarding this, as well as the bid, will be brought to the Board during the March Board meeting. There is an
200 aviation safety meeting on March 3 regarding single pilot flight risk assessments.

201 In relation to the AirShow, the Wings of Blue will be here, the skydiving team from the Air Force Academy.

202 Mr. Smith went over the project tracking list, focusing on Alder Hill. Mr. Stoner is working on cleaning up the
203 tower as the District is part of the Homeowner's Association now. Director Van Berkem questioned if the
204 unauthorized equipment on the tower will be removed, or if it is a revenue source in the future. Mr. Stoner
205 stated that he is worried about the structural integrity of the tower, but people that have agreements with the
206 District will be able to stay on the tower, and he will be removing all other equipment. District Counsel Collinson
207 stated that ~~part of the~~ the proposed agreement with the Homeowner's Association is that the District limit the
208 other people on the tower, ~~and so to~~ restrict the number of people traveling through there.

209 Mr. Smith stated that the Hangar 3 needs assessment report is here and he distributed it for Board review. He
210 said that Mr. Cory Hazlewood, with C&S Companies, will be here at the March Board meeting to talk about the
211 assessment, hear the comments from the Board, and to discuss the next steps.

212 **PUBLIC COMMENT**

213 Mr. Terry stated that on February 28, there will be a Civil Air Patrol meeting regarding winter weather flying.

214 **BOARD MEMBER ANNOUNCEMENTS**

215 President Jones reminded everyone of the joint meeting with ACAT and the Board on Wednesday, March 26, 2014
216 before the regular Board meeting. Director Van Berkem stated that he will not be present at the March Board
217 meeting.

218 President Jones stated that the UC Davis Noise Symposium is February 23 through February 26 and there are six
219 people from ACAT, the Board and staff going.

220 **PUBLIC COMMENT:** None

221 **ADJOURN**

222 **MOTION #5 FEB-19-14:** Director Van Berkem moved to adjourn. Director Wallace seconded the motion.
223 President Jones, Vice President Morrison, and Directors Van Berkem and Wallace voted in favor of the motion.
224 The motion passed.

225 At 7:16 p.m. the February 19, 2014 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.