

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS and ACAT  
2 special meeting held Wednesday, March 26, 2014 at the Truckee Tahoe Airport District Community Room, 10356  
3 Truckee Airport Road, Truckee, California at 3:00 pm.

4 **CALL MEETING TO ORDER:** 3:01 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.  
6 Vice President James W. Morrison  
7 Director Mary Hetherington  
8 Director Lisa Wallace  
9

10 **DIRECTORS ABSENT:** Director J. Thomas Van Berkem  
11

12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
13 Mr. Phred Stoner, Director of Operations and Maintenance  
14 Mr. Hardy Bullock, Director of Aviation and Community Services  
15 Mr. Mike Cooke, Aviation and Business Services Technician  
16 Mr. Mike Barrett, Safety Coordinator  
17 Mr. Brent Collinson, District Legal Counsel  
18 Ms. Maria Martinez, District Clerk  
19 Ms. Denae Granger, Administrative Clerk  
20

21 **ACAT PRESENT:** Chair Gerald Herrick  
22 Vice Chair Robert Anderson  
23 Member Andrew Terry  
24 Member Deborah Croyle  
25 Member John Aadland  
26 Member Leigh Golden  
27

28 **VISITORS PRESENT:** 3  
29

30 **SPECIAL ORDERS OF BUSINESS:** Mr. Smith stated that this joint meeting is not broadcasted.

31 **PUBLIC COMMENT:** None

32 Mr. Bullock stated that at the March 11, 2014 regular ACAT meeting, there was discussion about the current  
33 projects of ACAT and where they want to go in the future. ~~(Add the paragraph from the agenda)~~ The purpose of  
34 the meeting was to develop an understanding between the Airport Community Advisory Team and the Board of  
35 Directors on the priority associated with upcoming initiatives and projects that are of interest to either group. The  
36 Board may take planning action on any item related to the topics. The intent was not to directly address the listed  
37 topics; the goal was to understand relative priority and set upper level direction for staff, Board, and the  
38 Community Advisory Team.

39 Mr. Bullock reviewed the Project list. Mr. Bullock inquired if there was anything the Board would like to add to the  
40 project list. Director Hetherington would like to add a safety aspect to the list. Mr. Smith stated that there will be  
41 a safety management system (SMS) that will be coming into play within the discussion. President Jones  
42 questioned if this is going to be an ACAT project, or only a staff project. Mr. Smith stated that it will be allocated  
43 to both ACAT and staff. Director Hetherington stated that in terms of this meeting, the discussion should not only  
44 be about money, but also time and prioritization, specifically what each group, the Board, ACAT and staff, should  
45 be focusing on.

46 Mr. Bullock stated that some of the projects are already on a trajectory, and have already been budgeted for, and  
47 therefore, are not on this list. Director Hetherington questioned the Volans Modeling. Mr. Bullock stated that  
48 Bridgenet has created the 3D modeling that staff uses to display the flight tracking information, and there are  
49 many enhancements pending.

50 Vice President Morrison questioned if the goal of ACAT during this meeting is to create a list of projects and to  
51 then prioritize that list. Member Terry stated that the goal is to calibrate what is being worked on with the Board,  
52 and to communicate more with the Board about the projects that ACAT is working on. The Board, ACAT and staff  
53 began review the list item by item

#### 54 **NIGHT TIME OPERATIONS**

55 Mr. Bullock stated that ACAT has formed a subcommittee to look at possible solutions should night time  
56 operations become a problem. Mr. Cooke has been collecting data supporting the subcommittee. Member  
57 Croyle stated that the subcommittee was formed in part because the community is concerned about night  
58 operations. Mr. Peter Kirsch, with Kaplan, Kirsch and Rockwell, provided a written summary and came and spoke  
59 to ACAT about night operations, which also was a catalyst as well in the formation of the subcommittee. As of  
60 now, the team is in the first part of the study, which is understanding where the Airport is now in relation to night  
61 operations. The team is looking at ~~flight patterns inconsistent with voluntary night curfew, past violations and the~~  
62 ~~patterns of the flights that come in at night.~~ The goal of the subcommittee is to present a paper of their findings  
63 to the Board with options of possible solutions. Vice President Morrison questioned the definition of a night time  
64 operation. Member Croyle stated that is one of the questions that is being studied. For now, the subcommittee is  
65 looking at a night time operation in the wide view of dark to dawn, while also looking at ways to define night  
66 operations. Vice President Morrison also questioned when noise and annoyance become a problem in relation to  
67 night operations. Mr. Bullock stated that a lot of the data collected from commenters has been put into a  
68 scatterplot as far as what time the comment was recorded. The goal is to publish some of that supporting data  
69 with the paper to be presented to the Board. Mr. Cooke stated that the end of civil evening twilight is always a  
70 moving target, and he averaged the end of civil evening twilight per month for the purpose of data collection.

71 President Jones wanted to make sure that there is not currently a night operations problem at the Truckee Tahoe  
72 Airport. Member Terry stated that the problem is that the perception of technology is moving faster than the  
73 Airport is reacting to it. He stated that it is not a real world problem, but a perception problem. Mr. Bullock  
74 stated that the community is very noise sensitive. President Jones stated that there is not a curfew violation if the  
75 aircraft operators have not signed anything. Mr. Bullock mentioned that ACAT will bring the paper forward to the  
76 Board hopefully answering all the questions of the Board. Director Hetherington added that her concern is that  
77 the Airport needs to be proactive about night operations, even if it is not currently a problem, just to show the  
78 community that the Airport is actively working on this. Mr. Smith indicated that it will be important to have some  
79 remedies and tools ready to go should night operations become an issue.

#### 80 **PUBLIC COMMENT**

81 Mr. Jack Armstrong questioned what percentage of the night operations are emergency, and are not for the  
82 convenience of the aircraft operator. He stated that it is an entirely different category. Member Croyle stated  
83 that ACAT is careful to make that exception.

84 Vice President Morrison asked the general question of how the Airport can encourage pilots not to fly at night.  
85 He also questioned what incentives there could be for people not flying at certain hours. Mr. Smith stated that  
86 Mr. Kirsch gave the Airport some tools to use when and if the District realizes that night operations are becoming

87 a problem. Vice President Morrison stated that he would like to see more information given to the pilot  
88 community to avoid being the reason for complaints. Mr. Bullock stated that all of this will be prioritized.  
89 Member Terry stated that the decision has been made not to go with a mandatory curfew, but instead, stay with  
90 the voluntary curfew that is currently in place. Mr. Smith stated that an important aspect of the study will be to  
91 determine what constitutes a problem. Chair Herrick stated that it is important to make sure the paper brought  
92 to the Board is put online for public outreach.

### 93 LAKE TAHOE VISUAL RNAV

94 Mr. Bullock gave a quick update stating that Mr. Pete Elmore, with NextGen Aviation re-submitted this procedure.  
95 In meeting with a global aviation company, Tetra Tech, Mr. Bullock asked them to look into where in the process  
96 the Lake Tahoe Visual RNAV is. It was found that the procedure is in denied status, not pending status, due to lack  
97 of radar or surveillance coverage for the initial approach fix. Mr. Bullock and Mr. Smith have been discussing  
98 chartered visual procedures. Tetra Tech can help with this process, and these procedures will be disseminated to  
99 all pilots in a 56 day cycle. ACAT would like to continue with their support with the Lake Tahoe Visual RNAV. Mr.  
100 Bullock stated that the chartered visual procedures will not have a [signatory sponsor](#) assigned to it. Mr. Smith  
101 stated that if there is coverage over Lake Tahoe at a future date, the Airport can re-submit the Lake Tahoe Visual  
102 RNAV to the FAA, but he suggested not waiting for that to occur when there is an opportunity to move forward  
103 with a chartered visual procedure. Mr. Bullock stated that a chartered procedure is a good way to disseminate  
104 the procedure to everyone, not just to certain people. Member Golden stated that a visual procedure is a good  
105 thing to pursue because it would encourage pilots to look outside and fly, as opposed to only using a video or GPS.  
106 Member Terry stated that this project, in his opinion, is a low level priority for ACAT as it is in the hands of the  
107 consultant currently. Mr. Bullock stated that he has an active request into Tetra Tech to develop an official  
108 written proposal on a chartered visual procedure. Mr. Smith indicated that he felt this may have more value than  
109 what we are giving it right now. He will work with airport staff to further define how chartered visuals may be able  
110 to help staff achieve the same result and goal as the visual RNAV procedure is trying to achieve.

### 111 UNICOM ENHANCEMENT

112 Mr. Bullock stated that there are two District employees dedicated to developing the standard operating  
113 procedures for Unicom. Mr. Ketron and Mr. Barrett are dedicated to this task. There are two phases of  
114 development, and currently, staff is in the first phase. Director Hetherington questioned the role of ACAT in this  
115 project. Mr. Smith stated that the enhancement side of this project will have a role for ACAT. Staff has learned  
116 that the FAA has no common definition of Unicom, partly because they do not want to police it. Staff members  
117 are crafting a common standard for Unicom to get every employee on the same level. Aircraft advisories to pilots  
118 will also be addressed. Mr. Smith stated that the Unicom assessment is still being worked on, and there have  
119 been some issues with the consultant but with the assistance of Mr. Bullock staff will have it ready within the next  
120 few weeks. Chair Herrick stated that with standard operating procedures, it would seem that a seasonal control  
121 tower might be necessary. Member Terry pointed out that ACAT sponsored the study, and they have not yet seen  
122 the study, based on staff request. Mr. Smith stated that staff is working on the standard operating procedure. .  
123 Chair Herrick added that if staff is not in Unicom and not on the same page with standard operating procedures,  
124 there may be legal exposure in terms of what is being told to pilots, or how staff is responding and dealing with  
125 the public. District Counsel Collinson responded stating that the District has no required responsibility or  
126 obligation to give traffic advisories or weather information in any particular standard format. As was mentioned,  
127 the FAA has no guidance or standard for Unicom operations. It was his opinion that there is very little exposure to  
128 the District but that the District would have to [pursue defend](#) any claims made against the District in court should  
129 they occur.

130 Mr. Bullock stated that both safety management and emergency response could fold into the Unicom  
131 enhancement as well. He pointed out that the role of ACAT will come in the enhancement phase of the project.  
132 Mr. Smith stated that staff is looking for a consistency standard. Vice President Morrison stated that part of the  
133 involvement with ACAT could be a marketing campaign for Unicom enhancements. Director Wallace would like  
134 some clarification on what the role of ACAT is regarding the enhancement of Unicom. Mr. Smith stated that staff  
135 is working on the standard operating procedure which is phase 1 of this project. He indicated that staff has to get  
136 everyone on a common standard first. He further stated that ACAT can be a tremendous tool to enhance safety  
137 and to assist airport staff in implementing new technology and tools to make the Airport environment safer for  
138 pilots and the community. That is the direction staff is heading. Mr. Bullock stated that from a staff perspective,  
139 this is at the top of the list. Phase two will start in either June or July.

#### 140 **PROCEDURE VIDEOS**

141 Mr. Bullock stated that the contractor is nearly completed with the second video, which is the bypass departure of  
142 Runway 29. This video is the second of eight videos. Member Terry stated that there was a lot of time spent  
143 reviewing the first video, which should make the second video and the process a lot smoother. Director  
144 Hetherington questioned what the contractors have been tasked to do. Member Terry answered stating that all  
145 eight runway departures and arrivals will have a video procedure. President Jones stated that it should be  
146 considered adding two more approaches to the contract, being IFR procedures. Vice President Morrison  
147 suggested making a charted video procedure video of how to leave the airport. Mr. Bullock stated that there is a  
148 lot of information for the pilots, and the goal here is to develop the most concise information for the pilots, which  
149 would be a video, with procedures to support those.

#### 150 **TRAILS**

151 Mr. Bullock stated that ACAT thought that the trails are something that they would like to work on. President  
152 Jones stated that in the winter, staff plows the trails-Maris Dam road already. He would like to find a way to put a  
153 trail around the Airport, and be able to use the trail for cross country skiing in the winter. Mr. Smith stated that  
154 the idea behind this is to possibly have a trails master plan for the Airport. The questions of who would build and  
155 maintain these trails are yet to be answered. Director Wallace questioned the role of ACAT in the trails systems.  
156 Chair Herrick stated that it would be a great initial project for ACAT to work on. He stated that it would be a huge  
157 outreach program. Mr. Bullock stated that he would like to capitalize on the need to explain aircraft flight  
158 through the trail systems, to make sense of where airplanes fly, and why. Mr. Smith stated that putting a trails  
159 master plan into place is not terribly complicated, and the important part would be how the trail network would  
160 integrate with the Town of Truckee, Placer County and Nevada County.

161 Vice President Morrison suggested charging pilots a fee to support the trail system if they plan on flying before or  
162 after the voluntary curfew hours. He would like ACAT to look at different ideas such as this to help community  
163 annoyance.

164 Director Hetherington stated that to date, there is no defined program to encourage the use of Runway 2-20 as  
165 the calm wind runway. This is a project that dates back to 2000. Mr. Bullock stated a paper came to the Board  
166 from ACAT, but the Board did not support ACAT's finding regarding the use of a preferred runway, instead of a  
167 calm wind runway. Vice President Morrison stated that while staff or ACAT does work on things that make a big  
168 impact, and then put it aside, it needs to be looked at again, after a certain amount of time. Mr. Smith stated that  
169 the preferred runway issue was specifically tabled until the Master Plan outreach process and airport  
170 development alternatives were studied. As the Master Plan is in the final stages of completion, it may be time for  
171 Staff and the Board to work on this item again. Director Hetherington acknowledged that a lot of these projects

172 are time intensive for staff. She further indicated that if staff needs additional support we should have that  
173 discussion. Mr. Bullock stated that the preferred runway is on the NAPs, and is publicized. President Jones  
174 questioned why there are no advisories on AWOS about the preferred runway given to the pilots. Mr. Bullock  
175 answered that it had proven to be problematic, and the Airport ended up in litigation over it. It was decided years  
176 ago to only include weather information on the AWOS. Mr. Smith indicated that the District has an automated  
177 weather observation service which is very different than the Airport Terminal Information System (ATIS).  
178 Typically, AWOS provides weather. He further indicated this does not mean staff cannot look into it again, it has  
179 been a few years since this unwritten policy was reviewed and there may be value in reviewing it again District  
180 Counsel Collinson stated that, in a past incident, staff did note of the partial runway closure in 2009. The runway  
181 was partially closed, and lightning hit the AWOS, which deleted all of the special notices that were there. The  
182 policy was created because it was realized that it was a potential problem having special notices on a system that  
183 is designed to provide weather data Mr. Cooke stated that the preferred runway advisory used to be on the  
184 weather system, but it was too long and the Airport received complaints from pilots

#### 185 **RESIDENTIAL SOUND INSULATION**

186 President Jones stated that the District is doing a lot to address noise mitigation, and he would like to see ACAT  
187 consider evaluating an insulation program for the affected areas. Vice President Morrison stated that his concern  
188 is how the community perceives this. Mr. Smith stated that this was a topic of discussion in the outreach  
189 meetings. President Jones stated that perception is a lot of the issue. He said that the District could benefit from  
190 programs at other airports.

#### 191 **WEBSITE**

192 Mr. Smith stated that the website is almost finished. Member Terry stated that the ACAT function is to review the  
193 content. Mr. Bullock indicated that he would provide a link to the new website for the Board so the Board can  
194 review the draft website.

#### 195 **MOUNTAIN TOP WEATHER**

196 Mr. Bullock stated that there is a need to get enhanced weather surrounding the mountain tops. Member Terry  
197 stated that this was just something that ACAT expressed an interest in. Mr. Smith said that this is a funding issue,  
198 and there will be more talk about it during the Budget Workshop. Member Golden indicated that this would be a  
199 good service for the Airport to provide and would be well received by pilots.

#### 200 **WILDLIFE DETECTION**

201 Mr. Bullock stated that wildlife is something that the District should be thinking about, and can possibly be  
202 addressed through an SMS program.

#### 203 **VOLANS MODELING**

204 Mr. Smith stated that this will be shown at the April 23, 2014 Board meeting.

#### 205 **PILOT INCENTIVES**

206 Mr. Bullock stated that the District has a long history of supporting pilot incentive programs, such as equipment  
207 modifications, voluntary curfew, etc. There has been talk of a possible bi-annual flight review as well as funding  
208 assistance if they use trained CFIs that know and can teach the NAPs of the Airport. Vice President Morrison  
209 stated that in his opinion this should be high on the list of priorities.

210 Director Hetherington stated that she has other ideas for ACAT to look into, such as reviewing how staff uses  
211 flight tracking data to communicate with pilots as well as the passengers. She indicated that a thorough review of  
212 and Policy Instruction 511 could find ways to enhance the effectiveness of the system and how staff uses the data.

213 Mr. Bullock stated that staff is going out to bid with the NOMs right now.

214 President Jones summarized the projects on the white Board and ask for input regarding prioritization. Attached  
215 to the minutes is the prioritization table as reviewed by ACAT and the Board of Directors.

## 216 **MEASURING SUCCESS**

217 Mr. Bullock stated that the District tends to gravitate to comments, which is the measure of success for  
218 community annoyance. He is looking to the Board and ACAT to give a concise definition of what is the measure of  
219 success for community annoyance reduction. He indicated that this should be discussed at a future meeting to  
220 assure that staff and the Board have clarity regarding when we know we are successful and what we still need to  
221 work on.

222 **PUBLIC COMMENT:** None

## 223 **BOARD ADJOURN**

224 **BOARD MOTION #1 MAR-26-14:** Director Hetherington moved to adjourn. Vice President Morrison seconded the  
225 motion. President Jones, Vice President Morrison, and Directors Hetherington and Wallace voted in favor of the  
226 motion. The motion passed.

## 227 **ACAT MOTION**

228 **ACAT MOTION #1 MAR-26-14:** Member Terry moved to adjourn. Member Croyle seconded the motion. Chair  
229 Herrick, Vice Chair Anderson, and Members Terry, Croyle, Golden and Aadland voted in favor of the motion. The  
230 motion passed.

231 At 5:09 p.m. the March 26, 2014 joint meeting of the Truckee Tahoe Airport Board of Directors and ACAT  
232 adjourned.

Priority / Status Review ACAT Projects 2014

PRIORITY	PROJECT	BOARD DIRECTION	STATUS
#1 HIGH	UNICOM ASSESMENT	Complete UNICOM assessment document and circulate internally for review. Complete standard operating procedure for activities that currently exist, emergency procedures, training standards and certification.	Unicom assessment document nearly complete. Standard operating procedure under construction anticipated completion date June 18.
#2 HIGH	UNICOM ENHANCMENT	Outline enhancement strategies that support strategic operational goals to improve airfield safety, reduce community annoyance and improve Unicom service offerings.	In the queue following completion of the Unicom assessment and construction of the standard operating procedures
#3 MEDIUM	NIGHT TIME OPERATIONS	Define "NIGHT". Define the problem statement including threshold levels of annoyance triggering action. Don't wait for a problem to use tools outlined by Peter Kirsch (FEB 2014). Contribution to trails for out of curfew violations and other non-traditional incentives may be considered.	Subcommittee to publish white paper outlining findings. Paper to be disseminated in draft format prior to final publication for consumption.
#4 MEDIUM	Pilot Incentives	Board supports programs that incentivize pilots to improve safety and reduce community annoyance.	Curfew Incentive program funded by District for hangar tenants. Incentives for preferred runway use, aircraft modification and commercial operators.
#5 MEDIUM	Residential Sound Insulation	Board supports ACAT or consultation regarding the viability of a residential sound insulation program	In the queue
#6 LOW	Volans Modeling / ipad APP	Board supports ACAT in work to integrate this tech.	In the queue

Priority / Status Review ACAT Projects 2014

\*\*Priority for staff driven projects set by General Manager. Projects listed here are driven by staff time and resources but reviewed and supported with direction from the Airport Community Advisory Team or Board of Directors as required.

PRIORITY	PROJECT	BOARD DIRECTION	STATUS
STAFF #1	Safety Management System	Highly supportive as a staff driven priority. Tertiary projects deserve ACAT visibility.	Director of Aviation to attend ACI Safety Management Training SEPTEMBER 2014. Components within ACAT priority item #2 require integration.
STAFF #2	Lake Tahoe Visual RNAV	The concept of transforming the existing procedure into a charted visual was well received. Concerns exist regarding adoption and circulation. Near unanimous consent outlined support for the continuation of this project. Board supports enhanced use of airspace/procedures to reduce annoyance	Staff has pending request with Tetra Tech for a firm fixed proposal to provide charted visual procedure construction. Staff is the lead. Proposal to be disseminated to GM for internal routing either to ACAT, Board or both.
STAFF #3	Trails	Board supports ACAT or consultation regarding an airport trails master plan. Integration with surrounding trails a must. Concept of aviation specific interpretive trails favorable for nexus.	In the queue
STAFF #4	Mountain Top Weather	Good idea. Unsure where priority lies. Project as time permits. Workflow from staff to ACAT.	In the queue
STAFF #5	Wildlife Detection	Good idea. Unsure where priority lies. Project as time permits. Workflow from staff to ACAT.	In the queue / Components within ACAT priority item #2 requires integration.
STAFF #6	AWOS Append	AWOS append language for advisory service to pilots	In the queue
STAFF #7	Website	None	Staff is completing website. Phase two includes business process enhancement, pilot page enhancement. Components within ACAT priority item #2 integration.
STAFF#8	Video Procedures	Support additional videos IFR / Commercial	Underway. Staff driven ACAT reviewed.



Priority / Status Review ACAT Projects 2014