

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

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

DIRECTORS PRESENT: President John B. Jones Jr.
Vice President James W. Morrison
Director Mary Hetherington
Director Lisa Wallace

DIRECTORS ABSENT: Director J. Thomas Van Berkem

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

ACAT PRESENT: Chair Gerald Herrick
Vice Chair Robert Anderson
Member Andrew Terry
Member Deborah Croyle
Member John Aadland
Member Leigh Golden

VISITORS PRESENT: 3

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

PUBLIC COMMENT: None

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

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

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

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

NIGHT TIME OPERATIONS

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

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

PUBLIC COMMENT

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

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

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

LAKE TAHOE VISUAL RNAV

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

UNICOM ENHANCEMENT

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

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

PROCEDURE VIDEOS

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

TRAILS

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

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

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

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

RESIDENTIAL SOUND INSULATION

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

WEBSITE

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

MOUNTAIN TOP WEATHER

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

WILDLIFE DETECTION

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

VOLANS MODELING

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

PILOT INCENTIVES

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

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

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

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

MEASURING SUCCESS

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

PUBLIC COMMENT: None

BOARD ADJOURN

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

ACAT MOTION

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

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