

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Wednesday, March 25, 2015 at the Truckee Tahoe Airport District Community Room, 10356 Truckee
3 Airport Road, Truckee, California at 4:30 p.m.

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

5 **DIRECTORS PRESENT:** President John B. Jones Jr.
6 Vice-President Lisa Wallace
7 Director Mary Hetherington
8 Director Tom Van Berkem

9 **DIRECTORS ABSENT:** Director James W. Morrison

10 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
11 Mr. Phred Stoner, Director of Operations & Maintenance
12 Ms. Sally Lyon, Director of Finance and Administration
13 Mr. Hardy Bullock, Director of Aviation and Community Services
14 Mr. Brent Collinson, District Legal Counsel
15 Mr. Mike Cooke, Aviation and Community Services Manager
16 Mr. Marc Lamb, Aviation and Community Services Associate
17 Mr. Mike Barrett, Safety Coordinator
18 Ms. Lauren Tapia, Administrative Clerk

19 **VISITORS PRESENT: 15**

20 **PUBLIC COMMENT:** Ms. Laurel Lippert, Town of Truckee resident and local pilot, urged the Board to consider
21 acquiring the Planned Community 3 (PC-3) parcel 4. Ms. Lippert described Mr. Harrison Ford's emergency landing
22 that occurred on a small 9 hole golf course is similar in location as Ponderosa Golf Course is to the Truckee Tahoe
23 Airport. Ms. Lippert explained that she has made two emergency landings in her 27 years of flying, and knows how
24 critical it is to have safe options near airports. Ms. Lippert stated that acquiring parcel 4 is an opportunity to fulfill
25 the Airport's master planning strategies while securing public safety now and into the future.

26 Mr. Tom Lippert, Town of Truckee Resident and local pilot, emphasized the emergency landing capability of parcel
27 4, and that it is spotted by every pilot who takes off of runway 29 as an option to land a plane if needed. Mr.
28 Lippert provided a list of pilots and local residents who have signed a petition in favor of the Airport acquiring
29 parcel 4.

30 Director Tom Van Berkem asked Mr. Kevin Smith to remind him about why the District wanted to wait to put the
31 acquisition of parcel 4 on the agenda. Mr. Smith stated that the District chose to wait for the Town of Truckee to
32 get through the approval process of PC-3.

33 **SPECIAL ORDERS OF BUSINESS:** Mr. Kevin Smith informed the Board that the District has been awarded the District
34 Transparency Certificate of Excellence through California Special District Association (CSDA). The Transparency
35 Certificate of Excellence is a program that promotes transparency in the operations and governance of Special
36 Districts and provides an opportunity to showcase their efforts in Transparency. The certification is recognized for
37 two years. Vice President Lisa Wallace inquired if the award will be publicized on the District's website. Mr. Smith
38 stated we are planning to promote the award.

39 **CONSENT CALENDAR**

- 40
- 41 • Minutes: February 12, 2015 Special Meeting
 - 42 • Minutes: February 25, 2015 Regular Meeting
 - Monthly Service Bills and Fees

- 43 • Financial Report
- 44 • Acquisition of Arrival Cameras
- 45 • Acquisition of Lektro Tug

46 **PUBLIC COMMENT:** None.

47 **MOTION #1 MARCH-25-15:** Vice President Wallace motioned to approve the February 12, 2015 Special Meeting
48 Minutes, February 25, 2015 Regular Meeting Minutes, Monthly Service Bills and Fees, Financial Report, Acquisition
49 of Arrival Cameras, and the Acquisition of the Lektro Tug. Director Van Berkem seconded the motion. President
50 Jones, Vice President Wallace, Directors Hetherington, and Van Berkem voted in favor of the motion. The motion
51 passed.

52 **ARFF REPORT AND TRUCK DEMONSTRATION**

53 Mr. Bill Seline, Deputy Chief of the Truckee Fire Protection District, gave a presentation of the new Airport Rescue
54 and Fire Fighting (ARFF) training update. Mr. Seline stated that the Fire Protection District is currently equipping
55 engine 96 by adding hose and equipment (including the Jaws of Life), customizing tool brackets, radios, and logos.
56 Fire fighters are currently in training on the truck and the truck is targeted to be in service by May 1st. Mr. Seline
57 stated that the Fire Protection District sent two personnel to ARFF training school last year and will be sending two
58 more personnel to the training May 18-22.

59 Director Van Berkem inquired about what the response time will be if an accident were to occur on the runway.
60 Mr. Seline stated that it depends on where all the resources are in the area, but typically it is a 2 minute response
61 time.

62 A tour and demonstration of the ARFF truck was given.

63 **PUBLIC COMMENT:** None.

64 **AIRPORT COMMUNITY ADVISORY TEAM**

65 Mr. Hardy Bullock stated that ACAT discussed the upcoming joint ACAT/Board meeting that will be held in May.
66 Staff asked Chair Robert Anderson to build an agenda with Board President Jones. Mr. Bullock informed the Board
67 that an open discussion occurred regarding ACAT's current project list as well as an open discussion regarding ACAT
68 work plans and their progress. There was a brief discussion of the use of personal email as it relates to privacy,
69 subpoenas and Freedom of Information Act applicability. Mr. Cooke discussed historical flight tracking data
70 integration during the ACAT meeting, as well as the requirement to complete the Form 700 form by all ACAT
71 Members.

72 **PUBLIC COMMENT:** None.

73 Director Wallace inquired about listing the recorded action items during the meeting on Mr. Bullock's presentation. Mr.
74 Bullock stated that there were no action items for the March meeting, only discussion and information items.

75 **MONTHLY OPERATIONS AND COMMENT REPORT**

76 Mr. Cooke stated that February operations were similar to January operations simply due to lack of winter conditions.
77 There were spikes during the President's Day weekends and intermittently during Ski Skate week. Mr. Cooke referred to
78 the estimated total number of operations table at the end of his report that indicated operations by type and the
79 number of comments associated by them. There were nineteen total comments for the month of February, and there
80 was one new commenter.

81 Director Hetherington inquired about operations/comments column numbers on the operations matrix listed on the
82 bottom of page two of the Operations and Comment Report Summary. Director Hetherington wished to know if those
83 numbers have increased. Mr. Cooke stated that an analysis will be conducted on the Operations/Comment column for
84 the Quarterly report.

85 Director Van Berkem stated that he appreciates the additional feedback on the outreach efforts for non-compliant
86 operators.

87 **PUBLIC COMMENT:** Mr. Andrew Terry stated that there has been positive feedback from pilots regarding the safety
88 videos that are located on the District's website. The posted videos are of suggested approaches and departures, which
89 has been very useful for pilots not from the area.

90 **BOYS AND GIRLS CLUB OF NLT (BGCNLT) EDUCATION PARTNERSHIP**

91 Mr. Smith stated that several months ago the District received a proposal from the Boys and Girls Club of North Lake
92 Tahoe wishing to partner with the District on its STEM Programs. The Board at that time felt that the proposal needed to
93 be developed more. The updated proposal has been updated and brought back for the Board to review, this request is a
94 3 year proposal for \$45,000/year. Mr. Smith stated that working with BGCNLT will be a great opportunity as they have a
95 significant relationship with the Tahoe Basin community, specifically the Kings Beach community.

96 Mr. Mike Barrett stated that he met with the BGCNLT earlier in the month and felt the enthusiasm from the group about
97 the potential partnership. Mr. Barrett stated that the District has reached out to the community's youth in the past, and
98 are now bringing in the professionals that will help make the District's programs more robust. Mr. Barrett expressed that
99 the District is not just hiring a coordinator, but developing a partner with BGCNLT.

100 Mr. Smith stated that the BGCNLT's key focus is enhancing the summer day camp program with the Civil Air Patrol, as
101 well as offering another program for 2nd-5th graders. The BGCNLT will also be able to provide additional help with the
102 Santa Fly-In event, as the event continues to grow in attendance each year.

103 Ms. Mindy Carbajal, Executive Director of Boys and Girls Club of North Lake Tahoe, thanked the Directors for the
104 opportunity to partner with the Truckee Tahoe Airport District. Ms. Carbajal informed the Board that its club serves over
105 2,500 members a year, and 320 kids are seen on a daily basis at the Kings Beach Facility. BGCNLT opened a site at
106 Truckee Elementary school which sees 125 kids a day. Ms. Carbajal stated that the club is proposing a partnership that
107 goes beyond the summer programs, but activities given on a daily basis that allows children to participate in STEM
108 programs. The Club has the ability to make sure children can attend programs including Club transportation, and meals.

109 Vice President Wallace stated that the District is building on existing programs as well as extending beyond existing
110 programs by partnering with the Club. President Jones inquired about the Club's source of income. Ms. Carbajal stated
111 that the club has many revenue sources: Grants (local, state and federal), local community support and special
112 fundraising events. President Jones requested the membership cost. Ms. Carbajal stated that it is \$50.00 a year but that
113 children are never turned away for the inability to pay. Director Hetherington stated that her eldest son participated in a
114 camp put on by the EAA chapter when he was in 6th grade. Director Hetherington stated that it was a wonderful hands
115 on experience of aviation for him; but her other children were unable to participate due to EAA not having enough
116 volunteers to run the camp. Director Hetherington stated that having staff and continuity to successfully run these
117 summer programs will be beneficial to everyone.

118 **PUBLIC COMMENT:** Ms. Jessica Fay, Town of Truckee resident, stated that her children attend the new Boys and
119 Girls Club Truckee site. Ms. Fay urged the Board to move forward with the partnership proposal.

120 Ms. Carbajal stated that there is a Kids First Breakfast which will be held on Saturday, April 18, 2015. This event will
121 have a guest speaker, Mr. Devin Harris, the original captain of the Jamaican Bobsled team. Club tours will be
122 conducted as well. All are invited to attend.

123 Director Van Berkem inquired where the funds (\$45,000/year) would come from in the District budget. Mr. Smith
124 stated that there is extra [property tax](#) revenue in the current fiscal year, or it can be taken from the unrestricted
125 net assets fund.

126 **MOTION #2 MARCH-25-15:** Director Van Berkem motioned to approve \$45,000 per year for three years for
127 BGCNLT to provide outreach and educational services as well as assistance for Airport events and the summer day
128 camp program. Vice President Wallace seconded the motion. President Jones, Vice President Wallace, Directors
129 Hetherington, and Van Berkem voted in favor of the motion. The motion passed.

130 **RENO AIR SERVICE DEVELOPMENT COMMITTEE**

131 Mr. Smith stated that he sought out more information about the Reno Air Service Development Committee. Mr.
132 Smith stated that there is an option [for](#) the Airport to participate on the Development Committee, along with other
133 local groups. Mr. Smith stated that participation fits clearly in the District's mission and it will enhance
134 opportunities to increase use of the Reno Tahoe International Airport. The Reno Air Service Development
135 Committee is essentially a marketing group that develops new nonstop air service from priority markets,
136 identifying and developing ongoing partnerships with specific airlines for increasing and maintaining air service,
137 and promoting awareness of Reno-Tahoe Airport. Mr. Smith stated that membership and votes are based on your
138 annual contribution level; each \$10,000 in annual contribution provides the member with one vote on the
139 committee. The funds are held by the Regional Air Service Corporation which is a 501.(c)6 Nevada nonprofit
140 corporation. Mr. Smith stated that there are two very successful products that have come from the group, the non-
141 stop JetBlue service to Reno from JFK , and the non-stop Thomas Cooke service from Gatwick, England.

142 President Jones inquired about who would be the participating representative if the Airport decides to join the
143 committee. Mr. Smith stated he would like to attend the meetings, but stated if any Director wished to participate,
144 it is open to them as well. Mr. Smith stated that there are eight (8) meetings a year that last about 1.5 hours. Vice-
145 President Wallace inquired about the membership level that has been proposed by Staff, and if the Development
146 Committee has had any part negotiating for the 2026 Olympics. Mr. Smith stated that he is unsure of their
147 involvement in past or future Olympic negotiations, but he will ask. Mr. Smith also stated that the suggested
148 membership level was drawn off of the amount of property tax the District collects from its constituents as well as
149 the membership makeup of the committee. Director Van Berkem asked if the Development Committee would be
150 able to encourage business jet traffic to land at the Reno-Tahoe International Airport [verseus](#) the Truckee Tahoe
151 Airport. Mr. Smith stated that this group probably would not be able to facilitate that type of request, as that is not
152 their primary objective.

153 **PUBLIC COMMENT:** Mr. Terry suggested the District enter into the committee at the lower level (\$10,000) just so
154 the District would have first-hand knowledge of what is going on within the committee.

155 Mr. Mike Cooke inquired if there is a "non-voting" level of membership. Mr. Smith stated that there was not.

156 Mr. Dick Penneman, a member of the public, asked if the District could get information from the committee
157 without joining it. Mr. Smith stated that it could go either way, some information is kept within the group due to
158 negotiations and confidentiality.

159 Director Van Berkem stated that he is in favor of the District participating at the one vote (\$10,000) level strictly to
160 obtain first-hand knowledge. Director Van Berkem expressed favor of participating in a group that will do anything
161 to make the Reno-Tahoe Airport more attractive to utilize. Vice President Wallace stated that she is in favor of the
162 District trying it out for a year at the lower membership level. If it turns out that it would be beneficial to have
163 more votes, the Board can discuss increasing the membership level. Director Hetherington is in favor of the lower

164 membership level, but would like staff to be aware of the time commitment. President Jones stated that there is
165 worth in the District participating in the group, but that Mr. Smith does not need to be the sole attendee of the
166 meetings, that roll can be delegated to other Staff members.

167 **MOTION #3 MARCH-25-15:** Director Hetherington motioned to approve entry level of \$10,000 authorizing staff to
168 attend the Reno Air Service Committee meetings. Vice President Wallace seconded the motion. President Jones,
169 Vice President Wallace, Directors Hetherington, and Van Berkem voted in favor of the motion. The motion passed.

170 **MEDICAL INSURANCE BENEFITS FOR DIRECTORS AND EMPLOYEES (PI-212) UPDATE**

171 District Counsel Collinson stated that since there is a potential financial impact to the Directors, “the [Rules of](#)
172 [Necessity](#)” will be used to select three board members to consider action on this item. The Director whose name
173 is not drawn leave the room, but will be allowed to comment during the Public Comment [as it relates to](#)
174 [him/herself](#). President Jones passed the container around and three names were drawn: President Jones, Vice-
175 President Wallace and Director Hetherington. Director Van Berkem left the room at 6:22 p.m. Director Morrison
176 was absent from the meeting.

177 Mr. Smith stated that the Directors should consider this topic as a periodic check-in. Mr. Smith stated that the
178 proposed update was not precipitated by any event, or any particular Director’s insurance policy. Mr. Smith stated
179 that the District currently pays multiple policies for the Directors as SDRMA does not allow Board of Directors to be
180 added to the District’s health insurance policy. In the past, the District has had brokers review the individual
181 Director insurance plans and compare their benefits to the benefits that are available to staff members. This
182 service is no longer available and at best is subjective. In order for the District to continue to assure compliance
183 with the California [governance-Government Code](#), it is proposing changes to PI 212 to provide process efficiency
184 and to assure compliance. Ms. Sally Lyon stated that there would be two options available to the Directors: enroll
185 in a comparable medical insurance plan through CalPERS and the District will contribute the same percentage of
186 premiums the District currently pays for full time employees, or obtain their own health insurance coverage and be
187 reimbursed in the amount not to exceed the amount of the premiums the District pays for full time employees.

188 President Jones stated that there is an issue regarding Benefit, and there is an issue regarding dollars. President
189 Jones inquired if the policy [is](#) aimed at requiring equivalent benefit to what the employees get or the dollar value of
190 what the employees get. District Counsel Collinson stated that the State Legislature indicates that health and
191 welfare benefits of any member of cities, towns, counties and special districts shall be no greater than that
192 received of non-safety employees of that public agency. District Counsel Collinson stated that nowhere in that
193 statute does it define [what](#) “health and welfare benefits” means, whether it is the money that is expended or if it is
194 coverage that is provided by the policy. In [sub](#)section (a), it does state that the legislature wants to avoid the
195 distortion of state wide system of intergovernmental finance. If a Director has their own policy that provides better
196 coverage but costs less, there is no distortion of public finance. District Counsel Collinson went on to say that there
197 are no reported cases on the subject at the appellate level.

198 President Jones stated that more evaluation needs to be done on the subject, and direction from the State should
199 be sought after. President Jones suggested that the Board make no changes at this time until more information is
200 available. District Counsel Collinson stated that immediate changes do not need to take place, as he feels
201 comfortable defending the policy and that the District would have even a stronger case if the proposed policy is
202 adopted.

203 Vice President Wallace stated that it is recognized as a benefit the Directors receive for serving, she also states that
204 she agrees with finding a simpler system. Vice President Wallace inquired what other Districts do. Mr. Smith stated
205 that half of the Districts in the area provide benefits to its Directors and half do not. Mr. Smith stated that the
206 equity of the benefits and the complexity of reimbursement varies by District.

207 Director Hetherington stated that she would like to verify the access to doctors, specialists and hospitals through
208 the CalPERS insurance. Director Hetherington questioned why finding a consultant to compare plans is so difficult.

209 Director Hetherington stated that the level of evaluation and information on the subject needs to be increased. Mr.
210 Smith stated that comparing the benefit summaries of different plans are not difficult to do, but comparing the
211 details of the plans are difficult. Also, plans are changing constantly from year to year, and there are five individual
212 plans which adds to the complexity.

213 **PUBLIC COMMENT:** Mr. Terry stated that receiving health insurance is a benefit the Directors choose to take. The
214 Directors can either choose to take the comparable insurance given through the District or they can stick with their
215 individual plan. Mr. Terry feels this process is becoming overly designed, and that the District should just dictate
216 what is offered, and the Directors can choose if they want it or not.

217 Director Van Berkem entered back into the Boardroom to make his public comment. Director Van Berkem stated
218 that conducting a comparable study of benefits is very complicated. Director Van Berkem stated that he might have
219 a resource that would be able to do a study for the District. Director Van Berkem also inquired about the Cobra
220 triggers if a Director leaves the Board, as well as the Affordable Care Act triggers.

221 President Jones suggested that staff find a solution that is appropriate given the concerns the Board has with state
222 mandates in conjunctions with the objectives of reducing complexity to staff.

223 **TAHOE AREA REGIONAL TRANSIT (TART) 267 BUS SERVICE REQUEST**

224 Mr. Smith introduced Mr. Will Garner, Public Works Manager for Placer County Department of Public Works and Chair of
225 Truckee North Tahoe Transportation Management Association (TNTTMA). Mr. Smith stated that the District was
226 approached by Tahoe Area Regional Transit (TART) and the Town of Truckee to discuss the opportunity to have the
227 Highway 267 route (between Kings Beach and Truckee) be a year round service. The proposal asks for the Town of
228 Truckee and the Truckee Tahoe Airport District to share the cost of \$125,000 (\$62,500 each) to make the Highway 267
229 route active year round.

230 Director Hetherington inquired about the fees associated to riding the bus. Mr. Garner stated that a bus fare costs \$1.75
231 but there are passes the public can purchase (i.e.: 30 day pass). President Jones asked how the relationship is with
232 providing service outside of Placer County. Mr. Garner stated that there has been a long standing agreement with the
233 Town of Truckee to provide service in and around the Town. Mr. Garner informed the Board that all cities/towns and
234 counties receive transit money specifically for transit use, which helps pay for transit routes within the town.

235 President Jones stated he was at a Chamber breakfast at Granlibakken in Tahoe City. At that Chamber meeting,
236 President Jones stated that a conversation ensued about the idea of offering a no cost transit network, similar to what is
237 offered in Aspen and Vail, Colorado. Mr. Garner stated that was a "Transit Vision", which has been discussed for the past
238 three years at the Transit Summit. Mr. Garner stated that the one remaining piece of that planning effort is to complete
239 the Highway 267 route and have it be year round.

240 **PUBLIC COMMENT:** Mr. Terry stated that if the bus fares cost zero dollars, we may have a problem of mass usage
241 of public transit. Mr. Terry stated that extending routes or extending times of TART service is a huge value to the
242 community.

243 Ms. Jamie Wright, Executive Director of TNTTMA, stated that there has been a longtime need for the community to
244 make the 267 route year round, especially for the Kings Beach community being able to connect with Truckee. Ms.
245 Wright stated that the ultimate goal is to see better transit on the road and connecting our communities better.

246 Mr. Tom Combs, Truckee resident, wanted to confirm that the 267 route currently does not operate year round.
247 Mr. Garner stated that the only route that does not operate year round is the 267 route.

248 Director Van Berkem inquired about public transportation options to the Reno-Tahoe Airport, and making them
249 more frequent. Mr. Garner stated that the North Lake Tahoe Express is a shuttle service that supports airport
250 shuttle trips between the Truckee/Tahoe region and Reno. Currently, it's subsidized and is limited by funding.

251 Director Hetherington requested information regarding night time service. Mr. Garner stated that the proposed
252 route will not have a night time service (past 6:00 p.m.). Mr. Garner stated that the night time service in the Basin
253 is the "Night Rider" which is operated by TNTTMA. Vice President Wallace stated that the community needs to do
254 something about the transportation issues. Vice President Wallace expressed that if the District is able to increase
255 its contribution to include night time service or increase its contribution to make the service free, she is in favor of
256 entertaining those ideas the next time the proposal is brought back to the Board.

257 Mr. Smith stated that the proposal [is](#) contingent on the Town of Truckee is support. Once the District knows where
258 the Town's position on the subject, the proposal will be brought back to the Board for action.

259 **BREAK:** At 7:18 p.m. the Board recessed for a short break. At 7:30 p.m. President Jones reconvened the meeting

260 **UC DAVIS NOISE SYMPOSIUM**

261 Mr. Bullock stated that this was his 6th attendance of the UC Davis Noise Symposium, which is comprised of
262 airports, airport administrations, community advisory members, consultants that work in the noise annoyance
263 field, government officials, policy makers and federal/state administrators. Mr. Bullock stated that three staff
264 members attended, as well as Mr. Tom Combs from ACAT and President Jones from the Board. Mr. Bullock
265 summarized his visit and shared it with the Board.

266 President Jones stated that there was pushback from the non-aviation community that makes up Airport Advisory
267 Teams at the Symposium. President Jones stated that the non-aviation community is organizing and had a presence
268 this year at the Symposium. Mr. Bullock stated that many of the community advisory teams at the symposium face
269 very different [unfortunate] situations than what the Truckee community faces.

270 Mr. Bullock listed some suggested enhancements he would like to have with the Airport Community Advisory
271 Committee. Director Hetherington requested more information regarding the request to develop an annoyance
272 mitigation plan. Mr. Bullock stated that the District does a lot of things to reduce community annoyance, but there
273 are no sidebars or policies set on how staff should respond to annoyance commenters regarding compliant
274 operations. President Jones stated that the District invests a lot of energy educating pilots, and should also be
275 educating the community regarding what is legal and compliant. Mr. Bullock stated that the District needs to do a
276 better job letting the community at large know how the whole system works.

277 **PUBLIC COMMENT:** Mr. Combs stated that he does not agree with Mr. Bullock's suggestion of hiring a professional
278 facilitator for ACAT meetings. Mr. Combs believes it will be a disservice of having another layer between ACAT
279 members and staff. Mr. Combs stated that he does agree that the meetings need to be conducted in a more formal
280 way. Mr. Combs suggested all new ACAT members attend the UC Davis Noise Symposium.

281 **REPORT OF MARTIS VALLEY WEST PROPOSAL PROJECT**

282 Vice President Wallace stated that she and Director Van Berkem met with Mr. Kurt Kreeg with Mountain Side
283 Partners on the Martis Valley West Proposal Project. Vice President Wallace stated that Mountain Side Partners has
284 reconfigured their development plan and submitted a revised notice of preparation to TRPA and Placer County
285 with two distinct changes: the withdrawal of the ridgetop development and the withdrawal of the 200 acre parcel
286 on the Martis Valley side (which would have been most impacted by the RNAV procedure). There is still a need for
287 aviation easements and there will still be noise exposure with the new development. Staff will rerun the noise
288 analysis after the draft EIR comes out, and the District knows [the](#) development footprint. Director Van Berkem
289 stated that there were suggestions that the District should add in the comment letter the possible requirement of

290 triple pane windows, and extra insulation. Director Van Berkem stated that the Land Trust may purchase a
291 conservation easement of the SPI Land.

292 **PUBLIC COMMENT:** None

293 **AIRSHOW COMMITTEE**

294 Mr. Smith gave a brief update on the AirShow Committee. The AirShow Committee brought in a new non-profit to
295 help with the information booth functions (the Truckee Rodeo). There will be a veteran's parade, a shade tent
296 spectators can purchase tickets for entrance, as well as a VIP tent. There will be a Chamber mixer the night before
297 held in the VIP tent.

298 **PUBLIC COMMENT:** None

299 **GENERAL MANAGER'S REPORT**

300 Mr. Smith stated that Director Hetherington will be attending the AAAE Airport National Aviation Environmental
301 Management Conference in New Orleans, LA in mid-April. The NBAA Annual Convention will be held in Las Vegas,
302 NV in November.

303 Master Plan Ad Hoc: Mr. Smith stated that he is still awaiting a firm date to bring back the draft CEQA document, as
304 they are actively working on the document.

305 Warehouse Office Building (WOB) Ad Hoc: Mr. Smith stated the application goes to Nevada County on Friday,
306 March 27th. There was a meeting with the Town of Truckee regarding traffic, and there will be another meeting
307 together with the traffic consultant, CalTRANS, Placer County, Nevada County, Town of Truckee and the Airport
308 District before the official traffic study is conducted. This is to ensure that all needs are met and understood before
309 the process starts.

310 Hangar 3 Ad Hoc: A presentation will be brought forth at the April 22, 2015 regular Board meeting to discuss the
311 multiple options of the building. A decision will need to be made in the spring to start the application process of
312 permits (6 month process) the bid process will start next spring so construction could begin summer of 2016.
313 Director Hetherington reminded the Board that there will be several studies wrapping up (Demand Driver and
314 Executive Hangars) that may provide needed information that could meld or not meld with the project.

315 Demand Drivers Ad Hoc: Mr. Smith presented a direct and indirect driver list to the Board from AMCG. Mr. Smith
316 stated that the Demand Driver study is more of a tool rather than a plan. Mr. Smith added three additions to the
317 column that lists items that are considered "out of the airport's control." Those items are proximity to final
318 destination, weather, and seasonal fluctuations. Mr. Smith stated that the item "proximity to final destination" is a
319 major demand driver. The Ad Hoc committee would like the Board to look over the list and submit any missing
320 items to Mr. Smith to be added to the list. Director Hetherington expressed that this type of study could be
321 valuable for the Town and Planning Commissions on future developments. Vice President Wallace stated that the
322 study is starting to appear overly complex, particularly under the data collection required for "No TTAD Control"
323 column. Director Hetherington stated that [they](#) desired having economists be a part of the study. Director
324 Hetherington did reach out to two professors from UC Berkeley and the other from U PENN for guidance and team
325 members for the study. Mr. Smith stated that the professors are very interested in the study as these studies are
326 normally done the other way around when the desired outcome is increased demand.

327 Director Hetherington stated that staff should pay attention to the cost projection of Hangar 3: operational
328 impacts, policy development and the increase in staffing. Director Van Berkem stated that he would like to add
329 "quality of service of the nearest airport" (Reno) to the demand driver list.

330 Financial Management Software: Mr. Smith stated that the Board flagged the Financial Management Software in
331 the budget. Staff submitted an RFP for new software and had two responses. Out of those two responses, staff has

332 selected Caselle's government financial accounting software. Caselle provides software to over 1200 counties,
333 cities and special districts. Ms. Lyon stated that the District is still exploring options regarding the Point of Sale
334 (POS) system. Caselle will allow the District to pull out the reoccurring hangar billing and long term parking from
335 the POS system. The District did look at Avfuel's web based POS program, but ultimately staff did not feel it was
336 robust enough for its needs.

337 Future Meetings: Mr. Smith stated that exhibits are being worked on regarding "what is community?" for the April
338 2nd special meeting (workshop continued from February). Mr. Smith inquired if the Board would want Ms. Seana
339 Doherty, with Freshtracks Communications, to facilitate the workshop. There was Board consensus on having Ms.
340 Doherty facilitate the meeting.

341 Mr. Smith requested to move the September 23rd regular Board Meeting to September 30th in order for Staff and
342 Board members to attend the CSDA Annual Convention, as well as combining the November and December Board
343 meeting to be held on December 2, 2015.

344 **PUBLIC COMMENT:** None.

345 **MOTION #4 MARCH-25-15:** Director Hetherington motioned to move the September 23rd regular Board meeting
346 to September 30th and to set the combined November/December Board meeting on December 2nd. Vice President
347 Wallace seconded the motion. President Jones, Vice President Wallace, Directors Hetherington, and Van Berkem voted
348 in favor of the motion. The motion passed.

349 **MEMBER ANNOUNCEMENTS**

350 President Jones requested to have an informational conversation regarding the PC3 property added to the April
351 22nd regular Board meeting agenda. Vice President Wallace stated that she would like to have a list of discussion
352 items regarding acquisition of the property. President Jones stated that the topic would be spread out over
353 multiple meetings as it would require much discussion and deliberation.

354 Vice President Wallace stated that she will not be at the May 27th Board meeting.

355 **ADJOURN**

356 **MOTION #5 MARCH-25-15:** Director Van Berkem motioned to adjourn the March 25, 2015 regular Board meeting.
357 Director Hetherington seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem, and
358 Hetherington voted in favor of the motion. The motion passed.

359 At 8:44 p.m. the March 25, 2015 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.