

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

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

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President John B. Jones, Jr.
7 Vice President Lisa Wallace
8 Director Mary Hetherington
9 Director Tom Van Berkem
10 Director Jim Morrison

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

20 **VISITORS PRESENT:** 10

21 **SPECIAL ORDERS OF BUSINESS:** District Counsel Brent Collinson stated that staff would like to add the
22 Section 125 Resolution to the agenda. Staff was notified after the December 2nd Agenda was posted that
23 staff would need to have a resolution passed acknowledging the termination of Section 125 services
24 with Paychex. **And that there is a need to take immediate action as this needs to be completed before**
25 **the end of the year.**

26 **PUBLIC COMMENT:** None

27 **MOTION #1 DECEMBER-2-15:** Director Morrison motioned to add Resolution 2015-09 Termination of
28 Section 125 with Paychex to the Agenda, **and that this needs to take immediate action as this needs to**
29 **be completed before the end of the year.** Vice President Wallace seconded the motion. President Jones,
30 Vice President Wallace, Directors Van Berkem, Morrison and Hetherington voted in favor of the motion.
31 The motion passed

32 **MOTION #2 DECEMBER-2-15:** Director Hetherington motioned to approve Resolution 2015-09
33 Termination of Section 125 with Paychex and to waive the reading. Director Wallace seconded the
34 motion. President Jones – Yes. Vice President Wallace – Yes. Director Van Berkem – Yes. Director
35 Morrison – Yes. And Director Hetherington – Yes. The motion passed 5-0.

36 Mr. Smith stated that the District won the “Local Vision” award from the Sacramento Chapter of the
37 American Planning Association. Staff will pick up the award on January 20, 2015. Vice President Wallace
38 inquired how the District was nominated. Mr. Smith stated that a local planner nominated the District.

39 President Jones congratulated Mr. Smith on achieving the Airport Executive Accreditation with AAEE.
40 President Jones presented Mr. Smith with the Award. Vice President Wallace stated that she attended a

41 session on how an Airport Senior Manager could achieve the accreditation, it took two hours to explain
42 how one would earn the accreditation. Vice President Wallace stated that Mr. Smith deserves a lot of
43 credit, and shows that Mr. Smith has tenacity and drive by earning the accreditation.

44 **CONSENT ITEMS**

- 45 • Minutes: November 5, 2015 Regular Meeting ----- TAB 1
- 46 • Minutes: November 12, 2015 Special Meeting ----- TAB 2
- 47 • Monthly Service Bills and Fees ----- TAB 3
- 48 • Monthly Financial Report----- TAB 4
- 49 • Expense Reimbursement Disclosure 2014-15 ----- TAB 5

50 Director Hetherington requested to pull Tab 1, the November 5, 2015 regular Meeting minutes. Director
51 Hetherington requested to move the approval of the November 5, 2015 regular meeting minutes to
52 January, as she has several changes she wishes to submit, but did not have enough time to do so prior to
53 tonight’s meeting.

54 **PUBLIC COMMENT:** None

55 **MOTION #3 DECEMBER-2-15:** Director Hetherington motioned to accept Tab Items 2-5. Director Van
56 Berkem seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem, Morrison
57 and Hetherington voted in favor of the motion. The motion passed.

58 **PRESENTATIONS AND ROUTINE REPORTS**

59 **ACAT REPORT (TAB 6)**

60 Mr. Hardy Bullock presented the ACAT Report. Mr. Bullock reviewed the current ACAT members, and
61 stated that Mr. Tom Combs is interim Chair until January. ACAT members reviewed past ACAT
62 accomplishments, and reviewed the subcommittees. Mr. Bullock shared that the Emergency
63 Preparedness subcommittee is complete, the Trails Master Plan subcommittee is nearly complete, and
64 the AWOS subcommittee is still in progress. Director Hetherington inquired if any of the new members
65 will be attending the UC Davis Noise Symposium this year. Mr. Bullock stated that it was suggested to
66 them that they should attend, but that he has not received a response if they are able to attend.

67 **PUBLIC COMMENT:** None

68 **QUARTERLY COMMUNICATIONS REPORT (TAB 7)**

69 Mr. Mike Barrett, Safety Coordinator, presented the Quarterly Communications Report. Mr. Barrett
70 stated that staff has expanded the District’s communication methods. The website visitor stats are up.
71 Staff believes the significant jump is due to the District’s recent presence on Social Media (Facebook).
72 Mr. Barrett stated that there has been an increase in open rates with the E-News.

73 The District was featured four times in the Sierra Sun. The Truckee Tahoe Airport Facebook page was
74 launched on June 1st, and currently has 274 fans. The District’s most popular post reached 6,901 people
75 on Facebook, and its current rating is 4.4 stars.

76 Mr. Barrett stated that the Tranquility campaign is taking off, Hangar 3 is in limbo. The speaker’s series
77 will be rolling out again this spring. Mr. Barrett shared that the District has been receiving a lot of letters

78 of appreciation from groups that have been awarded sponsorships from the District. Mr. Barrett
79 reviewed the sponsorship list, and the groups that have utilized the District's community rooms.

80 **PUBLIC COMMENT: None**

81 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 8)**

82 Mr. Cooke indicated that the month of October was a reasonably quiet month. Preliminary numbers
83 show an increase in operations of about 13% or 239 total operations over October 2014. Community
84 annoyance comments for the month of October rose about 25% or 6 total comments over October
85 2014. Fifteen operations were determined by staff to be non-compliant with the published noise
86 abatement procedure, and outreach was made to every operator. Mr. Cooke stated that there was a
87 slight increase of comments from Tahoe Donner, which was associated with Runway 11 arrivals. Director
88 Van Berkem inquired if the month of October had a high commenter. Mr. Cooke stated that he did not
89 see an "industry leader" as it pertains to commenters.

90 **PUBLIC COMMENT: None**

91 **STAFF AND BOARD MEMBER CONFERENCE REPORTS (TAB 9)**

92 Director Hetherington presented a review of the Airports Going Green Conference she and Ms. Sally
93 Lyon attended back in October. Director Hetherington stated the conference was inspiring. Director
94 Hetherington shared a few things that were discussed regarding Sustainability and Climate Action. There
95 is not one project type but a collection of projects; sometimes this is referred to as a wedge approach to
96 climate change. Director Hetherington indicated that the effort is worldwide, and ranges from "tree-
97 huggers" to Goldman Sachs.

98 Director Hetherington shared that people do not need to reinvent the wheel. There are a plethora of
99 available plans that can be reviewed to get ideas. There is leverage in committing resources that can use
100 that wheel. Most of the major airports, even South Lake Tahoe's airport have sustainability plans. There
101 are many different methodologies, frameworks and developed plans that the District could access to
102 pursue sustainability.

103 Director Hetherington reviewed the phrase "Big Hairy Audacious Goal" (BHAG) which was coined in the
104 book, "Built to Last: Successful Habits of Visionary Companies" by James Collins and Jerry Porras. The
105 phrase is a term that vividly conveys the excitement, energy and envelope-pushing boldness stirred up
106 by such endeavors. Director Hetherington shared that implementation is often "top-down" driven
107 because it creates the support, funding, endorsement and priority in the organization. Staff, though, is
108 vital to successful implementation.

109 The "Triple Bottom Line" was reviewed by Director Hetherington. The Triple Bottom Line describes the
110 financial, social and environmental "bottom lines" of companies. It's a way of looking at a project and
111 seeing how it affects the economy, the environment, and the social contract.

112 Director Hetherington stated that she believes that the District's Mission and Vision should have a view
113 towards sustainability. Sustainability and the Triple Bottom Line should be incorporated into the
114 District's Strategic Plan. Director Hetherington suggested that the District become a liaison to create a
115 Regional Climate Collaborative coordinating with many Special Districts, government agencies, and
116 larger businesses. Director Hetherington suggested to use the proposed FTE to reach out to the San
117 Diego Airport Authority that chairs the San Diego Regional Climate Collaborative, which shares

118 expertise, leverages resources and advances comprehensive solutions to facilitate climate change
119 planning. Director Hetherington stated that the District should consider requirements for contractors to
120 meeting sustainability criteria, which is already happening at many airports and businesses throughout
121 the world.

122 Director Hetherington stated that Mr. Elliott Black, Director of Airport Planning and Programming with
123 the FAA was present at the Conference. Director Hetherington shared that Mr. Black stated that energy
124 efficiency improvements are AIP grant eligible if they are part of other projects. It was also stated that
125 noise is the biggest environmental issue at this time. The FAA will fund doing an inventory but not
126 implementation unless the region is a non-attainment area, and then VAAE could fund the
127 implementation. Director Hetherington shared that Congress stated that every airport that gets AIP
128 funds for their Master Plan must have a recycling program.

129 Director Hetherington reviewed a few items that people should be aware of: EPA filed an endangerment
130 about aircraft in high altitude, customers can contribute to carbon offset programs (currently .1% of
131 passengers offset their carbon), aircraft contribute 10.5% of transport emissions, garbage from an
132 international flight is considered to be a medical waste and has to be red-bagged and treated, and
133 Denver International's glycol recycling (they collect 75% of what is applied, which they said is the highest
134 amount of recovery in the nation).

135 Director Hetherington shared a few interesting "tidbits" that were talked about at the conference.
136 Walmart projects that they will sell 1,000,000 drones for Christmas. The idea of induction plates for zero
137 emission busses embedded in the roads was discussed (charges vehicles within five minutes, about the
138 same time for a bus to load/unload). Fulcrum, based at Reno Industrial Park, will be manufacturing
139 alternative aircraft fuel from landfill material waste. Fulcrum's plant in Paramount will be making this
140 fuel for United Airlines at LAX.

141 Mr. Smith thanked Director Hetherington for her presentation, and stated that there are a lot of ideas to
142 build on. Ms. Lyon stated that there were a lot of comments at the conference about millennials, and
143 the fact that they care about impacts, that they are willing to pay more and are more open minded
144 towards alternative transportation.

145 **PUBLIC COMMENT: None**

146 Mr. Bullock stated that he attended the Air Traffic Controllers Conference in Washington DC. Mr. Bullock
147 stated that he gathered more information regarding temporary towers, and met up with four major
148 tower providers. Mr. Bullock's goal was to gather as much information as possible so when the time
149 comes to make a decision, they will have enough information to make that decision. Mr. Bullock stated
150 that he also looked at certified surveillance software. Mr. Bullock expressed that the Board needs to
151 understand the unintended consequences surveillance has at the airport.

152 Mr. Bullock also participated in an ACRP panel regarding mixed use operations at airports. Mr. Smith
153 stated that a consultant saw the work that was done regarding the District's skydiving policy and was
154 impressed with the District's program.

155 Director Van Berkem shared that air traffic controllers acquire a lot of overtime, and inquired where the
156 temporary tower contractors obtain their employees. Mr. Bullock stated that the controllers would be
157 FAA certified controllers, which is the only certification standard of controllers.

158 President Jones shared about the NBAA Annual Conference in Las Vegas. President Jones stated that
159 there were over 26,000 attendees. President Jones stated that he gathered a lot of information about
160 ADSB. President Jones shared information about Diamond aircraft, which has many planes out with
161 diesel engines. Diamond is currently working on a 300HP version. President Jones believes there will be
162 a large adoption of single engine pilots switching to diesel engine aircraft. There was a lot of discussion
163 regarding UAV's and the issues of safety. President Jones stated that "G" airspace will be divided up
164 differently over the next few years to allow sections for UAV's. President Jones informed the Board that
165 he also attended a safety forum and learned that 50% of all accidents are runway incursions, and
166 believes that a temporary tower would prevent those incidents.

167 **BOARD ACTION ITEMS**

168 **EXPLORATION ON NON-AERONAUTICAL LAND LEASING OPPORTUNITIES (TAB 10)**

169 Mr. Smith stated that at the last Board meeting, the District received a request from a constituent to
170 consider a non-aeronautical land lease option. The constituent has a retail tenant that would like to
171 occupy a section of land on Soaring Way. They would like an agreement from the airport so they can
172 negotiate with the tenant to see if there might be a land leasing deal with the airport. Mr. Smith stated
173 that the District has commonly done a 30-45 day comment period to see if there is anyone else
174 interested in the property. Mr. Smith informed the Board that tonight's discussion is whether or not
175 they are willing to entertain the idea of initiating a 30-45 day comment period for land leasing
176 opportunities. Mr. Smith stated that the county zoning on the particular piece of land is "public
177 facilities" and as a lease, the District is not subject to the entitlement processes of the development. The
178 District will need to acquire a land release and approval from the FAA, as the District would not own the
179 building(s). President Jones added for clarification, that this is for a retail grocery store at roughly 35,000
180 sqft. in size. Mr. Smith stated that the developer is open to annexing into the Town of Truckee. Director
181 Van Berkem inquired if this request is a "cart before the horse" in regards to the development of a
182 business park, which could also include a grocery store. Mr. Smith stated that in the Managed Growth
183 Workshop, it was discussed that the District still has yet to develop a specific non-aeronautical land use
184 plan. It is one of the projects listed for implementation.

185 Vice President Wallace inquired about a timeline beyond the notice of intent. Mr. Smith stated that
186 there is not a timeline, it is unknown. Mr. David Tirman, JMA Ventures, stated that if there was a desire
187 to move forward, he would have an understanding of a timeline the first quarter of 2016, but that there
188 would be no anticipated construction in 2016.

189 **PUBLIC COMMENT:** Ms. Tatiana Bennett, Truckee Resident, asked if there was any further discussions
190 regarding the PC-3 project and the possibility of a land swap that was discussed several months ago. Mr.
191 Smith stated that there was discussion of the idea of swapping that land for the "biz" zoned land within
192 PC-3 (next to the golf course), but the Joerger Family is not ready to have a land swap conversation
193 regarding that land.

194 Ms. Alexis Ollar, Executive Director of Mountain Area Preservation, stated she reviewed both letters
195 from JMA, and met with both Mr. Tirman and Mr. Art Chapman, both with JMA Ventures. Ms. Ollar
196 stated that the District is not looking at the full planning of the zoned land of PC-3, which allow for a
197 grocery store, eateries, and non-competitive retail that would not compete with the downtown Truckee
198 businesses. PC-3 only has five acres for light industrial, and that the land which the Airport owns should
199 be maintained for an office park or light industrial which could provide potential space for the
200 businesses on the Truckee River. Ms. Ollar expressed that the Airport should not focus on "piece mill"
201 planning.

202 Ms. Stephanie Olivari, Truckee Resident, requested the Board to not consider the proposal to lease land
203 for the grocery store. The Airport must work compatibly with the Town of Truckee's development plan.
204 There are two current sites for future grocery stores, PC-3 and the Rail Yard Project. The Master Plan
205 and its Mitigated Negative Declaration does not contemplate a 35,000 sq. ft. grocery store. Ms. Olivari
206 stated that she does not think it is wise that the Airport entertain this proposal before the Master Plan is
207 finalized. There is a desperate need for industrial use land, Ms. Oliveri stated that the Airport's land
208 would be a suitable option to have light industrial businesses be moved off the river and onto land the
209 Airport currently owns. The Rail Yard project is currently bring a proposal of a grocery store to the Town
210 of Truckee, economically, only 3 grocery stores are supportable in the Town of Truckee, 4 stores will
211 result in a demise of one of the stores.

212 Mr. Tirman confirmed that the meeting with Ms. Ollar did occur, and that they left the meeting
213 "agreeing to disagree". Mr. Tirman stated that JMA Ventures is seeking an opportunity to explore, and
214 that they are not engaging on a project. Mr. Tirman stated that one of the issues with PC-3 is that
215 dimensionally hosting a 35,000 sq. ft. grocery store would be challenging and the costs would be way
216 too high for any developer. Ms. Olivari stated that she spoke with the developer who is proposing the
217 grocery store within PC-3, Foothill Partners, and they indicated that there is ample room for a grocery
218 store. Mr. Tirman stated that the assessment was from specific site standards that their developer uses;
219 the site could host a grocery store, but that depends on the particular brand's specifications.

220 Vice President Wallace stated that she did not consider the District's Mitigated Negative Declaration (for
221 the Master Plan) could be put in jeopardy if the Board considers the project. Vice President Wallace
222 stated that the light industrial questions are important, and that the Board has discussed that they need
223 to take more time to do comprehensive land use planning. Vice President Wallace also stated that the
224 Board did not have the time (with the Warehouse Office Building) to fully discuss the question on how
225 the District fairly competes with the private industry. Director Wallace clarified that her questions/topics
226 are not specific to the JMA project, but that they would be brought forth for any project that would be
227 proposed.

228 Director Morrison noted that any project that would go forward wouldn't escape a very exhaustive
229 public process without clear direction that the public was in support of the project. Director Morrison
230 expressed that the District does a great job planning its projects.

231 Director Hetherington stated that Clear Capital approached the District in June 2012, and every time an
232 opportunity like this has come up, the Board stated the need in discussing this particular parcel and its
233 uses. Director Hetherington stated that this topic has been on the table since 2012 and the Board hasn't
234 gotten to it, they will never get to it. Director Hetherington expressed that the Board has talked around
235 it. The topic should be moved up in priority to discuss at a global level. Director Hetherington stated that
236 the Warehouse Office Building has taken a huge amount of staff time while other discussion items have
237 not been tackled because of it.

238 Director Van Berkem stated that he is approaching this project from a fiduciary responsibility, which is to
239 maximize rent on non-aviation land. Director Van Berkem stated that the District prices its land on
240 market, so there would not be any "sweetheart" deal for any developer.

241 Mr. Smith stated that the Master Plan should not be sold short. The only thing the Master Plan does is
242 designate the land as "Non-Aeronautical". As has been stated, we will be working on a non-aeronautical
243 land use plan now that the Master Plan is almost complete. The MND is specific to the overall Master
244 Plan and is not intended to provide all the CEQA Review for a grocery store. The MND does look at
245 traffic at a programmatic level with a mixture of commercial, light industrial and office.

246 Director Morrison stated that he supports the revitalization effort along the river, and would love the
247 Airport to have some part in the revitalization. President Jones agrees with Director Morrison, but
248 questioned why the Town of Truckee has not approached the District regarding it. President Jones,
249 however, does not believe Soaring Way is economically viable for that project (cost of rent would be too
250 high).

251 Mr. Smith stated that the Town has given the District space while it works on the Master Plan and
252 discusses its land and its desired use. Now that the District is cycling through that and nearing the end,
253 the land in discussion is very popular, attractive and developable. The District is not marketing the
254 property; the question as to why the District is considering the idea of a proposed grocery store is
255 because a constituent asked.

256 President Jones stated that he would support Director Van Berkem's statements. President Jones stated
257 that it takes him 20 minutes to get to the current grocery store sites. The east side of Truckee needs a
258 good grocery store. President Jones stated that the implication that the District gives "sweet" deals is
259 false. The market drives which businesses are successful or not successful.

260 Director Hetherington questioned President Jones' comment that if four grocery stores were developed,
261 then maybe one would just go away; she said those stores provide jobs. There was discussion about
262 four versus three grocery stores and the economic study that supports that this community can only
263 support three grocery stores. Director Hetherington stated that she believes it is now time to sit back
264 down with the Town of Truckee, Placer and Nevada County to have a global discussion regarding the
265 development possibilities of the District's land and how all parties can work together.

266 Director Van Berkem inquired about the possibility of starting the process of both the public comment
267 period and having discussions with the Town of Truckee and Counties about the idea of doing a land
268 lease of sorts. Mr. Smith stated the public comment period is a great way to find out who is interested,
269 and that he can be in contact with the Town and Counties tomorrow if it is so desired.

270 President Jones stated that he is in favor of moving forward and putting it out into the public. Director
271 Van Berkem stated that he was in favor as well. Director Hetherington shared that she is concerned
272 about staff time, and that the District should consider charging application fees that would help pay for
273 staff time.

274 **MOTION #4 DECEMBER-2-15:** Director Van Berkem motioned a Request for Information (RFI) for
275 interest in developing any or all the District's non-aeronautical use land including leases, non-profit,
276 retail, light industrial, etc. with a due date sometime in February of 2016, and that staff will come back
277 in January to the Board with a work plan for non-aeronautical use of non-aeronautical land, as well as all
278 undesigned land. Vice President Wallace seconded the motion. President Jones, Vice President
279 Wallace, Directors Van Berkem, and Morrison voted in favor of the motion. Director Hetherington
280 opposed the motion. The motion passed.

281 **POLICY INSTRUCTION 311 – COMMUNITY SPONSORSHIPS AND PARTNERSHIPS (TAB 11)**

282 Mr. Jon Van Roo, Aviation and Community Services Specialist, presented the updated Policy Instruction
283 311 Community Sponsorships and Partnerships. After many requests throughout the years, staff and the
284 Board felt it was time to bring PI311 more up to date. The policy went through several rounds of
285 revisions over the past several months, and tonight it is being presented with the request of it being
286 approved. Mr. Van Roo reviewed the four sections of the policy, which includes three sponsorship
287 levels: Community Sponsorship Level I (\$0-\$3,000), Community Sponsorship Level II (\$3001 - \$50,000)

288 and Agency Partnerships (\$50,001 or more). Mr. Van Roo stated that staff added a timeline to the
289 application process that is consistent with the District’s fiscal budget year. Mr. Van Roo informed the
290 Board that staff added an application deadline for the “Agency Partnership” level which is February 28th
291 of the preceding year in the next year’s fiscal budget (October 1st – September 30th).

292 President Jones stated that he is opposed to giving money for operating budgets. Mr. Smith stated that
293 it is stated in PI 311 that requested funds should not be for operating budgets. Director Hetherington
294 inquired if there are any caps for Sponsorship Level I. Vice President Wallace stated that sponsorships
295 shall not exceed \$3000.00 or two (2) awards per organization per fiscal year (whichever is met first)
296 unless otherwise approved by the application review committee or Board of Directors. Mr. Smith stated
297 that the application review committee is made up of four staff members.

298 **PUBLIC COMMENT: None**

299 Mr. Smith stated that “Community Partnerships” will only be considered when requested by or
300 sponsored by other local public agencies with an elected or appointed board and not state or federal
301 agencies. Vice President Wallace stated that she would also like to add that the organization requesting
302 for a partnership have a letter of endorsement from another public agency with an elected or appointed
303 Board (which was emailed to Mr. Smith and will be added to the policy). Director Hetherington inquired
304 if there are other large partnerships waiting to be funded currently. Mr. Smith stated that there are two
305 requests on the table, and they are calling regularly and are planning to give a proposal at the February
306 Board meeting.

307 **MOTION #5 DECEMBER-2-15:** Vice President Wallace motioned to approve the revision of PI311
308 Community Sponsorships and Partnerships which will include the verbiage of adding a letter of
309 endorsement from a public agency with an elected or appointed board requirement to the Community
310 Partnerships section of PI311. President Jones seconded the motion. President Jones, Vice President
311 Wallace, Directors Van Berkem, Morrison and Hetherington voted in favor of the motion. The motion
312 passed.

313 **ANNUAL AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) REVIEW AND PASSAGE OF RESOLUTION**
314 **2015-08 TAXIWAY “A” PROJECT (TAB 12)**

315 Mr. Smith stated that the FAA requires an annual update of the Airport Capital Facilities Improvement
316 Program. The FAA uses the ACIP to identify and prioritize airport capital improvement needs, and to
317 plan the distribution of ACIP funds. All proposed projects must comply with the National Environmental
318 Policy Act (NEPA); be depicted on an approved Airport Layout Plan (ALP); and be included in an ACIP
319 submission in order to compete for AIP funding. Mr. Smith stated that all of the District’s comply with
320 these standards. Mr. Smith stated that included with this agenda item is the need to pass Resolution
321 2015-08, which is a new requirement for the District from the FAA and Cal Aeronautics. In order to
322 receive funding for the Taxiway “A” Project, the State requires the Board to pass Resolution 2015-08.

323 **PUBLIC COMMENT: None**

324 **MOTION #6 DECEMBER-2-15:** Vice President Wallace motioned to adopt Resolution 2015-08 titled:
325 Taxiway “A” Project and to waive the reading. Director Van Berkem seconded the motion. A roll call vote
326 was taken. Director Van Berkem – yes, Director Hetherington – yes, Director Morrison – yes, Vice
327 President Wallace – yes, President Jones – yes. The motion passed.

328 **MOTION #7 DECEMBER-2-15:** Director Morrison motioned to approve the Annual Airport Capital
329 Improvement Program (ACIP) and to submit to the FAA. Vice President Wallace seconded the motion.
330 President Jones, Vice President Wallace, Directors Van Berkem, Morrison and Hetherington voted in
331 favor of the motion. The motion passed.

332 **AMENDMENT AND GRANT OF EASMENT TO LIBERTY UTILITIES ON WADDLE RANCH (TAB 13):**

333 District Counsel Collinson disclosed that Director Van Berkem is a non-salaried **Board** member of the
334 Truckee Donner Land Trust (a 501C3 Corp), Director Van Berkem can be involved discussion, but his vote
335 does not count towards the motion.

336 District Counsel Collinson stated that the Airport owns Waddle Ranch. The property has an existing
337 easement with Liberty Utilities for a power line. It is a 25 ft. wide easement, but they're are requesting a
338 45 ft. wide easement to allow access for repairs and also protection of the line from falling trees and
339 their limbs. District Counsel Collinson recommends approving the three documents attached
340 (Agreement to Approve the Conservation Easement, Agreement for Acquisition of [Utility] Easement,
341 and execution of the Grant Easement); **the attorneys for** Truckee Donner Land Trust and **Placer County**
342 agree on the language, but they are still waiting on Placer County **Board of Supervisors to approve it.**

343 **PUBLIC COMMENT: None**

344 **MOTION #8 DECEMBER-2-15:** Director Morrison motioned to approve the Conservation Easement,
345 Agreement for Acquisition of [Utility] Easement (subject to the Land Trust and Placer County Approval),
346 and execution of the Grant Easement (subject to the Land Trust and Placer County Approval) for Liberty
347 Utilities. President Jones seconded the motion. President Jones, Vice President Wallace, Directors Van
348 Berkem, and Morrison. Director Hetherington opposed the motion. The motion passed.

349 **GENERAL MANAGERS REPORT (TAB 14):**

350 **Upcoming Training Opportunities**

351 Mr. Smith stated that he and President Jones will be attending ICAS in Las Vegas to help put together
352 next year's AirShow. The UC Davis Noise Symposium is on the list, which will take place in Palm Springs
353 in February. The CSDA Leadership Academy will also be taking place at the end of January also in Palm
354 Springs.

355 **Master Plan**

356 Mr. Smith stated that the Mitigated Negative Declaration will be put out for a 30 day comment period
357 on December 4th. Both the Master Plan and the Mitigated Negative Declaration will be brought back at
358 the January meeting along with a presentation being given by Mead & Hunt.

359 **Warehouse Office Building**

360 Mr. Smith stated that this project is moving along. There has been a little bit of extra cost on snow
361 removal. Utility and footing work has been completed. **Steel** components have been ordered. Utility
362 work on Airport Road has begun.

363 **Hangar 3 – Progress Update**

364 Mr. Smith noted that the Ad Hoc committee needs to start getting back together. Some analytics on max
365 demand needs to be looked at. In general, there eventually needs to be a decision made on the project.

366 **Demand Drivers**

367 The final draft of the Demand Driver will be posted early next week, as minor changes and additions
368 needed to be made to the study.

369 **Sponsorship Policy Revision**

370 This item is complete.

371 **Corporate Aircraft Association (CAA) Membership**

372 Mr. Smith stated that staff is considering membership in the Corporate Aircraft Association (CAA). CAA is
373 based out of Sparks, Nevada and provides a form of contract fueling for corporate flight departments
374 and other Part 91 operators (note: NOT 91k such as NetJets or XOJet). Staff feels this may be a way to
375 provide more affordable pricing for JetA to the Airport's locally based tenants, limiting their need to
376 either tanker fuel or reposition to other airports for fuel. Mr. Smith stated that staff proposes to join
377 CAA and offer full service jet fuel at the same margin as our 100LL full service customers. Mr. Smith
378 stated that staff can bring back data in April to see if this helps curb repositioning operations. Mr. Smith
379 stated that there is no motion required to join.

380 Director Hetherington stated that she is supportive of the idea of joining, and questioned how much the
381 membership costs. Mr. Smith stated that the membership is free. Director Hetherington stated that she
382 will be curious to view the data in April. President Jones indicated that staff should move forward and
383 join CAA.

384 **Annual Audit Update**

385 Ms. Lyon stated that the audit is complete and the District received a "clean" opinion. The District did
386 implement GASB 68 which relates to pensions, what that has done is a proprietary adjustments which
387 the additional footnotes in the financial statements explain. In general, this creates a liability on the
388 District's books (approx. \$1.3 million), fortunately the District's net position is really strong, and so it is
389 not a serious impact to the District. Ms. Lyon stated that she is waiting on the final actuarial report from
390 CalPERS, which was supposed to be here around now, but hopefully it will be released soon, so the final
391 footnotes can be finalized.

392 **Board Offsite Annual Retreat**

393 Mr. Smith stated that the annual retreat is February 2nd. The location of the retreat is currently in
394 question, and will need to be finalized by the Board. Staff tentatively has a room booked at Tahoe
395 Donner. Director Hetherington stated that it is important that the meeting be broadcasted. Vice
396 President Wallace inquired if other agencies broadcast their special meetings. Director Van Berkem
397 stated that he believes it's important to broadcast the meeting, but feels that the District's Boardroom
398 setup (in order to broadcast) is not how the meeting should be held. Mr. Bullock stated that staff can
399 hire a videographer to tape the meeting. Vice President Wallace stated that it is important for the Board
400 to have a roundtable set up with staff. There was Board consensus to hold the offsite annual retreat at
401 Tahoe Donner and to have a videographer document the meeting.

402 **Upcoming Meetings**

403 Mr. Smith stated that the holiday party is on Saturday at Granlibakken in Tahoe City. Director Van
404 Berkem requested parking directions be sent out, as the layout of Granlibakken is very confusing.
405 **PUBLIC COMMENT: None**

406 **SPECIAL ACTION ITEM**

407 **ANNUAL SELECTION OF BOARD PRESIDENT (TAB 15)**

408 President Jones stated that per PI 209 Vice President Wallace and Director Van Berkem are the two
409 identified Directors to serve as President. Unless one declines to serve as President, then their names
410 are to be drawn to select the President of the Board of Directors from December 2015 through
411 November 2016. The one not selected as President would be selected to serve as Vice President,
412 presumably the Vice-President will be appointed President the following year. The Board at its discretion
413 may modify or alter the assignment of President and Vice President by a majority vote.

414 Director Van Berkem stated that he and Vice President Wallace had a discussion about the selection of
415 Board President earlier and indicated that he volunteers to be Vice President and Vice President Wallace
416 will accept being selected as Board President.

417 **PUBLIC COMMENT: None**

418 Vice President Wallace stated that she believed that Director Morrison should be also considered for the
419 Vice President seat. Director Morrison stated he deserves to be Vice President and has never served as
420 President. Mr. Smith stated that there will always be the dilemma of “whose turn is it?” with 5 Board
421 members that have 4 year terms. President Jones proposed that PI209 be revised and updated to make
422 the selection of President and Vice President less awkward.

423 **MOTION #9 DECEMBER-2-15:** Director Hetherington made a motion to elect Vice President Wallace as
424 Board President of the Truckee Tahoe Airport District from December 2015 – November 2016 and elect
425 Director Van Berkem as Vice President. Director Van Berkem seconded the motion. Director
426 Hetherington and Van Berkem voted in favor of the Motion. President Jones and Morrison opposed the
427 motion. Vice President Wallace abstained. The motion did not pass by a majority vote.

428 After Board consensus it was decided to draw out of the hat for Vice President (Director Van Berkem
429 and Morrison).

430 **MOTION #10 DECEMBER-2-15:** President Jones made a motion to elect Vice President Wallace as
431 Board President of the Truckee Tahoe Airport District from December 2015 – November 2016 and to
432 have the Vice President position be drawn from a hat (Director Van Berkem and Morrison). Director Van
433 Berkem seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem, Morrison,
434 and Hetherington voted in favor of the motion. The motion passed

435 District Counsel Collinson proceeded to pull the Vice President candidate out from a hat; the new Vice
436 President which will serve from December 2015 – November 2016 pulled from the hat was Director
437 Morrison.

438 **The Board of Directors moved into closed session at 7:38 pm**

439 **CLOSED SESSION**

440 • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER ANNUAL PERFORMANCE
441 REVIEW

442 **The Board of Directors moved out of closed session at 8:25 pm**

443 Director Morrison left the meeting at 8:00 pm.

444 Direction was given to the General Manager. Board of Directors agreed to a salary increase to a total
445 yearly salary of \$152,000 for the General Manager.

446 **MOTION #11 DECEMBER-2-15:** Director Hetherington motion to approve a salary increase to a total
447 yearly salary of \$152,000 for Mr. Smith, General Manager of the Truckee Tahoe Airport District. Director
448 Van Berkem seconded the motion. President Wallace, Directors Van Berkem, Jones and Hetherington
449 voted in favor of the motion. The motion passed.

450 **ADJOURNMENT OF MEETING**

451 **MOTION #12 DECEMBER-2-15:** Director Van Berkem motioned to adjourn the meeting. Director
452 Hetherington seconded the motion. President Wallace, Directors Van Berkem, Jones and Hetherington
453 voted in favor of the motion. The motion passed.

454 At 8:52 p.m. the December 2, 2015 regular meeting of the Truckee Tahoe Airport Board of Directors
455 adjourned.