

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, January 27, 2016 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. Brent Collinson, District Legal Counsel
17 Ms. Lauren Tapia, District Clerk

18 **VISITORS PRESENT:** 12

19 **SPECIAL ORDERS OF BUSINESS:** President Wallace presented Director Jones with a plaque
20 commemorating his service as Board President of the Truckee Tahoe Airport District for the years of
21 2014 and 2015.

22 Mr. Smith stated that the District was able to obtain a CAL Aeronautics grant (\$107,000) for the Taxiway
23 "A" project, which helps fund half of the District's match on the project.

24 Mr. Smith also shared that the District was nominated and received the "Local Vision Award" from the
25 American Planning Association. Mr. Smith read the nomination letter which was written by Ms. Suzanne
26 Wilkins, a local planner at CDM Smith in Truckee.

27 **PUBLIC COMMENT:** None

28 **CONSENT ITEMS**

- 29 • Minutes: November 5, 2015 Regular Meeting ----- TAB 1
30 • Minutes: December 2, 2015 Regular Meeting ----- TAB 2
31 • Monthly Service Bills and Fees ----- TAB 3
32 • Quarterly Financial Report ----- TAB 4
33 • Truckee Meadows Restoration Project Update----- TAB 5

34 Director Hetherington requested to pull Tab 2, the December 2, 2015 regular Meeting minutes.

35 District Counsel Brent Collinson requested to pull Tab 5, the Truckee Meadows Restoration Project
36 Update

37 **PUBLIC COMMENT:** None

38 **MOTION #1 JANUARY- 27-16:** Director Hetherington motioned to accept Tab Items 1, 3 and 4. Vice
39 President Morrison seconded the motion. President Wallace, Vice President Morrison, Directors Van
40 Berkem, Jones and Hetherington voted in favor of the motion. The motion passed.

41 Director Hetherington read a list of changes she wished to make to the December 2nd Regular Meeting
42 minutes. The changes were duly noted by Ms. Lauren Tapia.

43 **PUBLIC COMMENT: None**

44 **MOTION #2 JANUARY- 27-16:** Director Hetherington motioned to accept Tab 2, the December 2, 2015
45 regular meeting minutes as amended. Director Van Berkem seconded the motion. President Wallace,
46 Vice President Morrison, Directors Van Berkem, Jones and Hetherington voted in favor of the motion.
47 The motion passed.

48 District Counsel Collinson requested Tab 5 to be pulled due to two potential conflicts with President
49 Wallace. District Counsel went on to state that Government Code 1090 prevents President Wallace
50 being a part of the contract due to her being employed as the Executive Director of the Sierra
51 Watershed Council, though she can vote, but the vote does not count. However, under the Political
52 Reform Act, there is a potential that President Wallace has material and financial gain by her being the
53 Executive Director of the Sierra Watershed Council, there for President Wallace cannot participate in the
54 discussion of this item.

55 **MOTION #3 JANUARY- 27-16:** Vice President Morrison motioned to accept Tab 5, the Truckee Meadows
56 Restoration Project Update. Director Van Berkem seconded the motion. Vice President Morrison,
57 Directors Van Berkem, Jones and Hetherington voted in favor of the motion. President Wallace was
58 unable to vote due to the conflicts of interests stated above by District Counsel Collinson. The motion
59 passed.

60 **PRESENTATIONS AND ROUTINE REPORTS**

61 **AIRSHOW UPDATE**

62 Mr. Tim LoDolce, Chairman of the AirShow Committee, stated that he and several other Airshow
63 Committee members attend the NBAA annual conference in Las Vegas, NV. Mr. LoDolce stated that they
64 all found it very rewarding. The committee spoke with many business jet dealerships, and there are a
65 few commitments for ramp displays. Mr. LoDolce also gave an update regarding the trip to ICAS
66 (Airshow Convention), tentatively the Japanese Zero, P51, spitfire and also a B25 will be making an
67 appearance at the 2016 Airshow. There will be STEM exhibit tent at the AirShow, as well as UNR's STEM
68 exhibit tent.

69 Ms. Margaret Skillcorn, Airshow Committee Member, stated that she attended the STEM fair that was
70 held last year at Truckee High School. There were various exhibits that intrigued children of all ages,
71 even though the event was geared towards middle and high schoolers. Ms. Skillcorn shared that an e-
72 blast was sent out today to the various vendors that were at the Truckee High STEM fair to see if they
73 would like to participate at the AirShow STEM exhibit tent.

74 Ms. Skillcorn stated that the AirShow's website is being enhanced with the help of Mr. Jack Armstrong.
75 The new website will have more imagery and video content. Ms. Skillcorn also stated that she is working
76 on receiving more "in kind" donations for this years' show. That being said, Mr. Mike Stram with Exit 186
77 Imagery will be volunteering to document the AirShow.

78 **PUBLIC COMMENT: None**

79 Director Jones inquired about the CHP Clydesdales. Mr. Smith stated that a conversation with Mr. Pete
80 Mann would need to take place regarding that request.

81 **ACAT REPORT (TAB 6)**

82 Mr. Tom Combs, ACAT Member, gave the ACAT Report update. Mr. Combs shared that Ms. Kathryn
83 Rohlf is now Chair, Mr. Joe Polverari is now Vice Chair, and Mr. Kent Hoopingarner is now Treasurer. At
84 the January ACAT meeting the Trails Master plan was discussed, and a presentation will be given to the
85 Board tonight. The tentative annual work plan was also discussed at the January meeting, the
86 assignment of projects and members to participate on the projects was deferred to February based on
87 absent pilot members. And Mr. Mike Cooke updated the group on frequency restrictions and the next
88 steps to integration for the AWOS project.

89 **PUBLIC COMMENT: None**

90 **ACAT – DRAFT AIRPORT TRAILS MASTER PLAN PRESENTATION (TAB 7)**

91 Mr. Combs shared that he is excited about the possibility of a trail on TTAD property. The **inter**
92 connectivity possibilities with the proposed trail is amazing. Mr. Combs stated that the elephant in the
93 room will always be funding, and that will be the next phase of this project.

94 Ms. Alison Pedly, Truckee Trails Foundation, gave a presentation on the Airport Trails Master Plan. Ms.
95 Pedly stated that they've worked with Airport Staff over the last 9 months, they also held meetings with
96 Town of Truckee Staff. The Vision of the trail system is community recreation, connectivity to other
97 major trails in Truckee, the trail to be available to a broad range of users, incorporate interpretive
98 signage, and to protect natural resources/minimize visual disturbances. Surfacing options were
99 discussed, both paved and dirt options are both proposed in the plan. The approximate cost per mile for
100 Dirt is \$45,000/mile and paved is \$1.3m/mile. The total rough estimate of Phases 1 and 2 is \$5.4million
101 dollars. Locations of trailheads was also discussed, the best option for the trailhead would be at the
102 intersection of 267 and Truckee Airport Road. Ms. Pedly showed a map of the potential phases of the
103 trail around the Airport.

104 Director Hetherington inquired about the section of the trail that runs alongside Martis Dam Road. Ms.
105 Pedly confirmed it was a separate trail. Mr. Kevin (last name), with the Truckee Trails Foundation, stated
106 that the idea of having a separate trail along Martis Dam Road was to keep trail traffic off of the Army
107 Corps road, and also for safety due to fast traveling vehicles in the summer season.

108 Ms. Pedly shared the "unanswered questions" with the Trails Master Plan, some of which are trail
109 easements/land swaps, environmental reviews, the timing of PC-3, alignment for Phase 3, and funding.

110 Director Van Berkem inquired about the potential runway lengthening of 2-20, and how that would
111 affect the trail. Mr. Smith stated that was taken into account, and it should not affect that phase of the
112 trail. Director Jones requested more information regarding the dirt sections of the trail. Ms. Pedly stated
113 that there is a dirt loop in Phase 1 and another dirt trail (single track) through the trees behind the
114 Airport.

115 Director Hetherington stated that the connector between the trailhead on the corner of 267 and Airport
116 Way to Martis Dam Road seems to be the most valuable regarding prioritization of phases. Vice
117 President Morrison stated that the District is a big fan of trails, but the cost to construct a trail is

118 significant. Director Morrison also questioned how the trail ties into the broader Truckee trails system
119 and how does the trail tie into the new tax. Mr. Smith stated that connecting Glenshire to the Airport
120 was discussed. Once the trails master plan is completed, then applying for grant funding will begin.

121 President Wallace stated that she liked what she saw, but would like to see an implementation plan.
122 Director Van Berkem stated that the Board needs to spend time looking at priorities, as he would rather
123 spend money lengthening Runway 2-20. President Wallace that she would like to have more information
124 regarding funding sources for the trail (i.e.: grants).

125 **PUBLIC COMMENT:** Mr. Andrew Terry, Truckee resident, stated that highway creates a conflict between
126 certain trails, and that Martis Dam Road has summer traffic conflict. Mr. Terry stated that any trail
127 section that eliminates those conflicts is a good thing. Mr. Terry does question the need for dirt trails, as
128 the community has them all over the place. Mr. Terry strongly advocates the need for paved trails.

129 **ANNUAL AUDIT PRESENTATION (TAB 8)**

130 Ms. Sally Lyon, Director of Finance and Administration, stated that most of the staff work was done in
131 November. The Audit was delayed due to the need of information that CalPERS provides (potential
132 liability report). The Audit is complete and a draft, once the Board votes and approves the audit, it will
133 be considered "final".

134 Mr. Steve Manduca, with James Marta, gave the annual audit presentation to the Board. The Audit is
135 considered "unmodified" which is interpreted as a "clean" audit. The report includes a management
136 discussion which is written by Ms. Lyon, and there is a report on Internal Control, which found no
137 findings. Mr. Manduca stated that operating revenues are up about \$180,000, due to the cost of fuel
138 decreasing. Non-operating revenues are up \$900,000. The expenses are up this year, due to employee
139 costs, the agreement with the Truckee Donner Recreation and Park District (swimming pool), and the
140 purchasing of the additional runway cameras.

141 Mr. Manduca explained the new GASB 68 Implementation, which can be found on page 18 of the audit
142 report. Mr. Manduca explained and showed several financial graphs to the Board of Directors. Mr.
143 Manduca stated that once the audit is finalized a separate communication letter will be sent with those
144 charged with governance. Overall the Airport is in good financial position, it has an excellent
145 management team, and to keep up with strategic planning as it has done in the past.

146 **PUBLIC COMMENT: None**

147 **MOTION #4 JANUARY- 27-16:** Director Hetherington motioned to approve the annual draft audit for
148 FY2014/15 as prepared and presented by the auditors. Director Van Berkem seconded the motion.
149 President Wallace, Vice President Morrison, Directors Van Berkem, Jones and Hetherington voted in
150 favor of the motion. The motion passed.

151 **QUARTERLY COMMUNICATIONS AND OUTREACH REPORT (TAB 9)**

152 Mr. Marc Lamb, Community Relations Manager, presented the Community Outreach Report to the
153 Board. Mr. Lamb showcased an aerial photo of the Airport, Martis Valley, Truckee and Lake Tahoe and
154 reflects how all of the communities are interconnected. The photo will be used in two separate
155 informational ads as well. Mr. Lamb stated that instead of doing a "connected newsletter" the District
156 will be sending out an informational flier (infographic) about the Airport. Mr. Lamb also stated that the
157 District has opened up an Instagram account in December.

158 Website visits have increased substantially this past quarter. The webpage has timely and pertinent
159 postings on the webpage, also the webcam continues to be the driver of website traffic. Mr. Lamb
160 stated that he tries to balance the webpage postings between community interest, safety, aviation and
161 human interest.

162 Mr. Lamb shared e-news stats through the campaign monitor program, as well as the press releases that
163 have been seen in the local community newspapers. The Airport's facebook page continues to be
164 successful, and currently has 521 fans. The postings on facebook are also balanced between community
165 interest, safety and aviation.

166 Mr. Lamb reviewed the community outreach and events. The Santa Fly In continues to be a big hit
167 amongst the community, and staff will be brainstorming over the next year to make it even better. The
168 District received several letters of appreciation for support given by the District. Also a list of community
169 groups that utilize the meeting spaces in the terminal building was presented, it continues to be a very
170 popular space for the community.

171 **PUBLIC COMMENT: None**

172 **ANNUAL OPERATIONS AND COMMENT REPORT (TAB 10)**

173 Mr. Cooke stated that he will be presenting the Annual Monthly Operations and Comment Report for
174 2015. Mr. Cooke stated that in July of 2015, the District installed seven additional runway cameras to
175 capture arriving traffic which helps to reduce the numbers of unknown operations and count those
176 which may have been missed previously. Along with flight tracking and camera data integration, it
177 continues to serve the District commendably, allowing the Airport highly detailed insight into operations
178 and facility utilization. Mr. Cooke stated that better operation detection is a contributing factor to
179 overall higher operation counts in 2015. Mr. Cooke stated that future system upgrades may include
180 cameras to capture transient helicopters, touch and go and glider operations. Currently, staff and
181 system engineers are working on proposals to accommodate FAA-mandated NexGen changes and
182 update the WAM flight tracking system, which has been operating since 2010.

183 Mr. Cooke shared that there isn't much to say about weather at the Airport. The area has had several
184 dry years and this year it received a robust start to winter. It is no surprise that visitors turned out in
185 droves to spend time in the Truckee Tahoe area in 2015. Mr. Cooke shared graphics that depicts
186 weather influences on flying.

187 Operations at the Airport jumped 21% over 2014. Mr. Cooke stated that the biggest driver of growth is
188 the increase in Turboprop operations in 2015, which grew by 55%. All of which could be contributed to
189 the popularity of the Pilatus PC12. Mr. Cooke shared that Jet operations was pretty flat in 2015, with
190 only a 1% increase overall. Mr. Cooke shared some Surf Air data. Surf Air in 2015 had 700 trips, 1400
191 operations, and an average of 3.8 operations a day. Also, Surf Air is averaging 3.6 passengers per
192 aircraft.

193 Mr. Cooke stated that based rental aircraft flew 701 hours in 2015, almost 180 hours more than in 2014.
194 Additional touch and go operations were performed by local and itinerant operators as well. TTAD does
195 not specifically differentiate touch and go operations, they are captured as arrivals and departures
196 within the system and reported as such.

197 Mr. Cooke stated that the helicopter and glider operation numbers came from Careflight and Soar
198 Truckee. Half of all glider operations are made by single engine piston aircraft acting as the tow plan.

199 Each tow equates to four operations. In 2015, Soar Truckee reported 1,277 tows or 5,108 operations.
200 908 identified helicopter operations were performed by the local EMS helicopter service. Remaining
201 helicopter operations were largely from private pilots, followed by military and police agencies.

202 Mr. Cooke shared that there were no Fly Quiet incentive cancellations in 2015. Many of the “night
203 operations” at the Airport are actually departures in the early daylight hours. Excluding EMS helicopter
204 operations, there were 194 operations between 10 PM and 7 AM for the year. 162 were within Fly Quiet
205 incentive curfews. Outreach was made to 20 operators which fell squarely in all curfew time frames and
206 to all transient operators flying outside of the advertised 10 PM and 7 AM curfew.

207 Director Jones shared that on the weather graph that specifies wind direction, that it’s important to
208 notice the wind direction and runway 2/20 and how the runway benefits the dominate (natural) wind
209 direction. And efforts should be made to widen and lengthen that runway.

210 Mr. Cooke stated that comment numbers have reached the 2007 comment levels. They are up to 463
211 from 272 in 2014. The Prosser neighborhood showed the most growth in comments, but a single
212 commenter in that neighborhood accounted for 20% of the overall comments for the year. Every
213 commenter received at least a confirmation via email, or phone and an invitation to discuss their
214 matters further. Track imagery, comment and outreach information is included with the Board
215 materials.

216 Director Jones stated that we are back to the level of **complaints** of 2006/07, what are the household
217 numbers during that time period. Mr. Cooke stated that there were 47 total households compared to
218 75. Director Hetherington stated that she appreciates all of the data in the report.

219 **PUBLIC COMMENT:** Mr. Terry stated that he much prefers the current way the operations and comment
220 report is presented than how it was in the past. Really appreciates the narrative.

221 **QUARTERLY ENGINEERS REPORT (TAB 11):**

222 Mr. Bill Quesnell, District Engineer, discussed a few project that have been taking place over the last
223 quarter. The District will be replacing a jet refueler (budget: \$235,000); specification were prepared in
224 November for a replacement 5,000 gallon jet refueler truck. Bids were received from Gar-Site and
225 SkyMark Refuelers and opened on January 13th. The apparent low bidder for the “base” truck plus
226 desired optional equipment was SkyMark. However, the engine and transmission did not meet the
227 specification and Staff has asked for additional information from the vendor. The contract documents
228 require delivery of the truck within 180 calendar days of the Notice-to-Proceed.

229 Plans were prepared for the installation of new fire sprinkler supply pipeline for the warehouse. There
230 are several “Maker Space” improvements taking place. A dedicated accessible parking spot, a second
231 exit on the north side of the building with snow shed. ADA compliant restroom. Electrical sub-panel for
232 equipment, emergency lighting and improved ventilation system. Prosser Building is soliciting bids; and
233 hopes to have the tenant improvements completed by March of 2016.

234 Mr. Quesnell stated that the maintenance building expansion has a \$420,000 budget. And that the
235 project consists of expanding the north end of the building which includes a drive thru vehicle bay and
236 mezzanine storage. Field work has been completed and the design phase has started. Staff will start the
237 bidding in May and hopes to have the building erected in October.

238 The A9 heating project has a budget of \$70,000. Staff is currently working on how to understand floor
239 drainage and humidity and condensation issues that would arise with deicing an airplane using heaters.
240 Staff is also working on power upgrades to the building as well.

241 The helipad project is still underway. In the next two weeks, the completion of TRPA and County
242 compliant drawings and application package will be completed. Use agreements between TTAD, TCPUD
243 and CTC to be completed this spring.

244 Mr. Quesnell stated that the ADA compliance updates have been completed, which included
245 improvements to Hangar 1, Hertz, and the warehouse building.

246 There will be \$5.3 million dollars' worth of paving projects this summer (90% funded by the FAA and Cal
247 Aeronautics). There are two start dates, May and July. Improvements include: reconstruction of the
248 eastern 4,000 feet of taxiway "A", 700 feet of taxiways "F", "U", and "J", and removal of taxiway "H".
249 Reconstruction of hangar taxi lanes west "G" and "GH". Reconstruction of the south jet ramp, removal
250 of taxiway "E" between taxiway "A" and runway 11-29. And widening of aprons A1 and A2. Obstruction
251 removal of the ground penetrating the primary surface of runway 2-20. A topographic survey will be
252 done when the snow is gone and then the District will be better able to determine the extent of the
253 work.

254 Director Hetherington inquired about the start of the Truckee Round House. Mr. Peter Beaupre stated
255 that they will be doing a "soft start" over the next five months.

256 **PUBLIC COMMENT: None**

257 **WAREHOUSE OFFICE BUILDING PROJECT UPDATE**

258 Mr. Beaupre shared a brief update on the warehouse office building. The construction crew will be
259 pouring the stem walls this week, though overall, weather has been a definite challenge this season. Mr.
260 Beaupre stated that the metal building arrives on site in late February, which will then be erected soon
261 after. Occupancy should begin in November, but move in should be in October for Clear Capital. Snow
262 removal costs has impacted the budget, which has hit the contingency portion of the budget.

263 Director Jones stated that snow removal has impacted the budget by \$50,000. There are hard contracts
264 with all of the subcontractors except for two, which happen to be subcontractors assigned to relatively
265 minor projects compared to the others.

266 Director Van Berkem stated that due to the construction delay (due to a possible litigation scare at the
267 beginning of the project and weather), the provision of covering Clear Capitals rent increase at the
268 Pioneer Center will happen.

269 **PUBLIC COMMENT: None**

270 **STAFF CONFERENCE UPDATES**

271 Ms. Lyon stated that Ms. Denae Granger and she went to Provo, Utah to train with the Caselle support
272 staff (new financial software), as well as a AAAE Airport Finance Conference in Florida. Both the training
273 and finance conference was beneficial and time well spent.

274 Mr. Smith stated that he attended the Aviation Issues conference in Maui, Hawaii. The key things that
275 were discussed at the conference: modernization, fuel pricing, ATC modernization, the FAA
276 reauthorization, passenger facility charges, and the pilot shortage.

277 **PUBLIC COMMENT: None**

278 **BOARD ACTION ITEMS**

279 **LAND USE AD HOC COMMITTEE (TAB 12):**

280 The Town of Truckee passed an agenda item stating they want to initiate conversations to amend the
281 sphere of influence on the Airport's non-aeronautical land. Staff would like an Ad Hoc committee to be
282 formed to support those conversations between the Airport and the Town of Truckee. But also to help
283 develop a non-aeronautical land use plan for the Airport.

284 Director Jones stated that part of the motivation of this issue is to move businesses off West River Road.
285 The District's only non-aviation land is on Soaring Way and on the corner of Truckee Airport way and
286 Highway 267, none of those are financially viable for those business. However, the Airport does have a
287 lot of land on next to Soar Truckee. Director Jones hopes the committee embraces more than the issue
288 of "what we do long term with Soaring Way?" but that it embraces a larger scope of the Airport's land.

289 Director Van Berkem stated that he doesn't think the District should afford use of "prime" land for
290 businesses who can't afford it. Director Van Berkem stated that the committee should be careful that it
291 doesn't approach or reduce the revenue that can come from potential businesses that could (afford) to
292 be on Soaring Way.

293 Vice President Morrison stated that it is an important conversation that needs to take place between
294 the Airport and the Town of Truckee. Neither entity should operate in the background regarding the
295 subject. Though the District needs to be aware of their assets and protect them.

296 Director Hetherington stated that she agrees with everyone with the extent that the Airport is in the
297 middle of the entire region. It is a critical step in terms of catalyzing on the subject of land use; what the
298 District wants to do with the property and how it fits within the Town of Truckee's vision and the
299 Nevada and Placer Counties vision. Director Hetherington expressed that the Airport can serve beyond
300 making more revenue. The Airport receives a tremendous amount of revenue from property taxes and
301 FAA grants that help fund projects.

302 Director Van Berkem stated that he doesn't disagree with Director Hetherington, but he believes
303 reducing noise and annoyance is as much as a contribution to the community as much as building a
304 library is. Director Hetherington stated that getting businesses off the River is a "net win" for the
305 community as well.

306 President Wallace stated that she supports the idea of forming an Ad Hoc committee for this subject.

307 **PUBLIC COMMENT:** Mr. Terry stated that Mr. Art Chapman with JMA Ventures, knows that the Airport
308 is just outside the Town boundaries, and that he can go above and outside the Town of Truckee's
309 jurisdiction by approaching the Airport District. Mr. Terry expressed that it's great that the District is
310 looking to talk with the Town and wants to work within their desires and visions.

311 Director Jones expressed his desire to volunteer to be on the Ad Hoc committee. President Wallace also
312 expressed that she would like to volunteer to be on the Ad Hoc committee.

313 Director Hetherington stated that she thinks Director Jones and President Wallace would make great
314 committee members. Though she stated that she would like to have a lot of “touch back” on the subject
315 would like to see the conversation to be much broader.

316 Mr. Smith stated that he would like to have a report to be given back to the Board by the March
317 meeting.

318 **MOTION #5 JANUARY- 27-16:** Vice President Morrison motioned to appoint Director Jones and
319 President Wallace to the Non-Aeronautical Land Use Plan Ad Hoc Committee. Director Hetherington
320 seconded the motion. President Wallace, Vice President Morrison, Directors Van Berkem, Jones and
321 Hetherington voted in favor of the motion. The motion passed

322 Vice President Morrison stated that the Ad Hoc Committee should also keep in mind of its fiduciary
323 responsibility to the entire Airport District. As the District encompasses more than the Town of Truckee
324 boundaries.

325 **SALARY SURVEY REQUEST FOR PROPOSAL AND AD HOC COMMITTEE FORMATION (TAB 13):**

326 Mr. Smith stated that an RFP and Scope of Work for a Classification and Compensation Survey will be
327 advertised. The District conducts a survey every five years, and it is also a requirement to maintain its
328 Certificate of Transparency with CSDA. Mr. Smith stated that he would also incorporate a staff **steering**
329 committee that would also work alongside the Board Ad Hoc committee. This method was used by the
330 Town of Truckee as well as Tahoe City PUD and it worked well for them. Director Van Berkem expressed
331 concern about the staff **steering** committee made up of non-management/union employees that it
332 constitutes negotiation and collective bargaining. Staff will seek legal counsel on the concept before
333 anything is implemented. Director Hetherington stated that she would like private businesses thrown
334 into the survey as well.

335 **PUBLIC COMMENT: None**

336 **MOTION #6 JANUARY- 27-16:** President Wallace motioned to appoint Director Jones and Director Van
337 Berkem to the Classification and Compensation Survey Ad Hoc Committee and to approve the RFP and
338 Scope of Work. And to authorize Staff to issue the RFP to solicit a consultant to conduct the
339 Classification and Compensation Study for the District. Director Hetherington seconded the motion.
340 President Wallace, Vice President Morrison, Directors Van Berkem, Jones and Hetherington voted in
341 favor of the motion. The motion passed

342 Director Van Berkem inquired about the consultant list. Mr. Smith stated that they will gather the
343 consultant lists that the Town of Truckee and Tahoe City PUD solicited to, as well as placing the
344 announcement and RFP on the District’s webpage. Director Van Berkem would like the list to be sent to
345 him.

346 **REVIEW AND REVISION OF POLICY INSTRUCTION 209 – ASSIGNMENT OF PRESIDENT AND VICE**
347 **PRESIDENT (TAB 14):**

348 District Counsel Collinson stated that he surveyed other Towns, Counties and Districts on what methods
349 they use to select their Board President and Vice Presidents. There were two approaches that seemed to
350 come out of the survey. Either they do a wide open approach as all elected members are eligible, or it is
351 based on total tenure but not bound to their current term. Currently, the District’s Board Members are
352 eligible by their current term, which always leaves one Director “out” of the running (5 Board Members

353 serving a 4 year term). District Counsel Collinson presented PI 209 that had certain language stricken
354 regarding the “current term” from the policy. Which allows the “odd” Director out to be able to serve as
355 Vice President or President. Also there was a change regarding Vice President only being able to serve a
356 maximum of two (2) consecutive years.

357 After Board consensus, option based on the total tenure but not bound by the Director’s current term
358 was the selected language used to amend PI 209.

359 **PUBLIC COMMENT: None**

360 **MOTION #7 JANUARY- 27-16:** Director Jones motioned to amend sections two and three of PI 209 to
361 reflect the language or option two proposed by District Counsel Collinson. Vice President Morrison
362 seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem, Hetherington and
363 Morrison. The motion passed.

364 **BOARD GUIDANCE AND INFORMATION ITEMS**

365 **REVIEW AGENDA MATERIALS FOR THE FEBRUARY 2, 2016 BOARD RETREAT (SPECIAL MEETING)**

366 President Wallace stated that staff and the Board would not be discussing the meeting itself, but the
367 documents that will be passed out. Mr. Smith reviewed the documents which included the final Demand
368 Driver study, updated infographics regarding the topic “managed growth”, and several fact sheets. The
369 meeting takes place in the Alder Room at the Lodge at Tahoe Donner, it starts at 9:00 am and ends at
370 3:00 pm.

371 **PUBLIC COMMENT: None**

372 Mr. Smith stated that the meeting will be videoed (not live streamed) and then uploaded on the
373 District’s archived video section of its website.

374 **MARTIS VALLEY WEST PARCIAL SPECIFIC PLAN IN COORDINATION MEETING UPDATE**

375 President Wallace stated that Director Van Berkem and she met with Mountainside Partners. Director
376 Van Berkem stated that it was a non-eventful meeting. They discussed the progress they made, the
377 potential land swap, and in general, how the whole project is moving along. Director Van Berkem stated
378 that they reiterated about the significant fly over of aircraft that neighborhood would experience and
379 stressed that they should require significant noise insulation to the construction of their homes. Also
380 that there would be an added element of publications (besides the disclosures buyers receive with their
381 purchase contract) indicating to their prospective buyers that there is an aviation easement over their
382 homes. President Wallace stated that the developers really concentrated their efforts of the
383 conversation on the topic of open space and the added benefit of the land swap which kept
384 development off of the Airport’s side of Martis Valley. President Wallace indicated that it took
385 significant effort to get a conversation going regarding the realistic issue of noise and annoyance their
386 development would experience.

387 **PUBLIC COMMENT: None**

388 **GENERAL MANAGERS REPORT (TAB 15):**

389 Mr. Smith discussed the list of upcoming training opportunities with the Board

390 Master Plan

391 Mr. Smith stated that staff will have the newly revised final version of the Mitigated Negative
392 Declaration (MND) for the Master Plan at the April Board meeting.

393 Hangar 3

394 Mr. Smith stated that the Ad Hoc committee met in January to review progress. Work continues on the
395 concept and budget report.

396 Safety Management System Update

397 Mr. Smith stated that Convergent Performance, LLC will be making a trip out to Truckee to present the
398 Safety Gap Analysis to the Board of Directors at the February regular Board meeting.

399 Rules and Regulations Project Update

400 Mr. Smith stated that AMCG has completed the first of five major components of the PMCD project. A
401 new version of the Rules and Regulations will be given at the February Board meeting.

402 Ramp Access Policy Update

403 Mr. Smith stated that in an effort to implement SMS Gap Analysis recommendations, staff will be
404 proposing a new Ramp Access Policy for the Airport Operations area. The new policy will outline new
405 access requirements, a driver training program(s), as well as access permit fees for those wishing
406 commercial access to the airport ramp area. Essentially the new policy will be calling for the Airport
407 gates to be down during 24 hours a day. This project is still in development.

408 Scheduling of Joint Board/ACAT Meeting

409 Mr. Smith stated that Staff and ACAT would like to begin discussions regarding a time and date for the
410 annual joint meeting. A doodle will be sent to the Directors to finalize a date and time of the meeting.

411 Rolling Agenda Review

412 Staff includes a rolling agenda each month as part of the Board Book. Mr. Smith discussed the new
413 format of the Rolling Agenda.

414 **PUBLIC COMMENT:** None

415 **BOARD ANNOUNCEMENTS:** None

416 **ADJOURNMENT OF MEETING**

417 **MOTION #8 JANUARY-27-16:** Director Jones motioned to adjourn the meeting. Director Hetherington
418 seconded the motion. President Wallace, Vice President Morrison, Directors Van Berkem, Jones and
419 Hetherington voted in favor of the motion. The motion passed.

420 At 7:46 p.m. the January 27, 2016 regular meeting of the Truckee Tahoe Airport Board of Directors
421 adjourned.