

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, April 27, 2016 in the Truckee Tahoe Airport District Community Room
3 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 Lisa Wallace
7 Vice President Jim Morrison (4:38 p.m.)
8 Director Mary Hetherington
9 Director Tom Van Berkem
10 Director John B. Jones, Jr. (via Conference Call)

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

19 **PUBLIC PRESENT:** 15

20 **SPECIAL ORDERS OF BUSINESS:** None

21 **PUBLIC COMMENT:** None

22 President Wallace suggested a change in the meeting sequence, presenting consent items and moving
23 ACAT Member Selection after the ACAT Report.

24 **CONSENT ITEMS**

- | | | |
|----|---|-------|
| 25 | 1. Minutes: March 23, 2016 Regular Meeting ----- | TAB 1 |
| 26 | 2. Monthly Service Bills and Fees ----- | TAB 2 |
| 27 | 3. Monthly Financial Report----- | TAB 3 |
| 28 | 4. Aquatic Invasive Species Inspection Station----- | TAB 4 |

29 **MOTION #1 APRIL-27-2016:** Director Hetherington motioned to accept all Consent Items. Vice President
30 Morrison seconded the motion. President Wallace- Yes, Director Hetherington- Yes, Jones- Yes, Director
31 Van Berkem- Yes. The motion passed (4-0).

32 **PUBLIC COMMENT:** None

33 Vice President Morrison entered the Board meeting at 4:38 p.m.

34 **PRESENTATIONS AND ROUTINE REPORTS**

35 **ACAT REPORT (TAB 5):**

36 Mr. Bullock presented the ACAT Report. Mr. Bullock gave an update on the Community Outreach
37 meetings, member attendance and the noise monitor at the end of Runway 29. Director Hetherington
38 inquired specifically regarding the noise monitor, and asked if other locations for potential noise monitors
39 have been explored. Mr. Cooke reported that in 2015, a test run of the noise monitor was performed,
40 specifically to see if the monitor could be integrated into the Districts flight tracking system (NOMS
41 System). The result showed that it could, but the cost of the monitor would be approximately \$800 per
42 month. Mr. Bullock stated that the current ACAT team did not formally take on the noise monitor project
43 for this year's work plan. Director Hetherington expressed that she would like to continue having the
44 Runway 29 Noise Monitor deployed whether or not ACAT wants to continue funding it. Mr. Bullock stated
45 that the noise monitor could be earmarked in next fiscal year's budget (FY2017). He also stated that if
46 ACAT didn't pick up the project, it will be brought before the Board.

47 **PUBLIC COMMENT:** None

48 **BOARD ACTION ITEMS**

49 **ACAT MEMBER SELECTION (TAB 8):**

50 Mr. Bullock reviewed the ACAT selection process and background. A member would be selected tonight
51 to fill the partial-term seat of Mr. Combs for the term ending September of 2017. A typical term runs for
52 three years from September to September. Candidate presentations would be heard tonight. One
53 applicant could not be present and therefore a letter was submitted which was attached to the Board
54 packets. Each member will have three to five minutes to address the Board and a discreet poll would be
55 conducted afterward.

56 Mr. Bullock explained that ACAT was initially formed in 2001 as the Airport Noise Advisory Committee
57 (ANAC) in response to aircraft noise and annoyance and was designed for pilots and community members
58 to work together to recommend solutions to the Board and improve the value of the airport to non-
59 aviation users within the community. The volunteer based group changed into the Airport Community
60 Advisory Team (ACAT) in 2005 with an independent budget, consisting of three pilot seats and three non-
61 pilot seats. Past successes were reviewed including noise abatement procedures, flight tracking, various
62 studies and signage. Current projects include mountain top AWOS, a Land Use Sub-Committee and
63 neighborhood outreach. The last set of neighborhood outreach meetings were in 2008 and new meetings
64 were being planned again.

65 The first candidate to speak was Ms. Jaime Wright, Executive Director of the Truckee Lake Tahoe
66 Transportation Association. Ms. Wright explained that the Association worked closely with both public
67 and private partners with similar airport boundaries of the Airport District. Ms. Wright and the Association
68 had experienced feedback regarding the airport over time and Ms. Wright believed this experience would
69 be beneficial to the Advisory Council and Airport District overall. The Association enjoys a great
70 relationship with the Airport currently and Mr. Smith sits on the Association Board of Directors.

71 The next candidate, Mr. Stephen Ramos, was not present.

72 Mr. Martin Anderson, born in California, moved to Truckee permanently in November 2015. Mr. Anderson
73 is engaged as an active community member in a variety of organizations in strategic planning. Mr.
74 Anderson was searching for an opportunity to engage in Truckee and was very interested in the economic,
75 cultural and physical health of the general Truckee area. Land use, noise, development and middle class

76 jobs are issues simultaneously facing the Airport District and the overall community. Mr. Anderson stated
77 a love for the process of active debate and open communication for the benefit of the community.

78 Mr. David Coates, semi-retired, stated a love of aviation and a desire to give back to the community by
79 serving on the team. Mr. Coates reported previous Board level experience and being an excellent
80 contributor.

81 Ms. Lisa Krueger, Truckee resident and Chief Advancement Officer with the Tahoe Truckee Community
82 Foundation, stated that the community of Truckee was very close to her and giving back was important.
83 Ms. Krueger believed that the community needed strong partners in order to continue to thrive and grow
84 while maintaining the environment. Ms. Krueger was not a pilot, but had spent a lot of time with the
85 airport community. Ms. Krueger stated that an airport is of huge value to a community.

86 Mr. Bullock asked the Board to conduct the discreet poll. Mr. Smith indicated that Director Jones had
87 emailed him his poll.

88 Director Hetherington thanked the candidates for applying and had spoken with each prior to this
89 meeting. Mr. Smith reported that the seat being filled is mid-term and the process will begin again in two
90 months. Mr. Collinson announced a tie after polls were counted for Mr. Ramos and Ms. Krueger, and
91 stated that another round of polling would occur with only the two candidates. Mr. Collinson reported
92 after the second poll that the winner was Ms. Krueger. Mr. Smith indicated that the poll results are
93 available upon request.

94 **PUBLIC COMMENT:** None

95 **MOTION #2 APRIL-27-2016:** President Wallace motioned to nominate Ms. Lisa Krueger for the open mid-
96 term seat. Vice President Morrison seconded the motion. President Wallace- Yes, Vice President
97 Morrison- Yes, Director Hetherington- Yes, Director Jones- Yes, Director Van Berkem- Yes. The motion
98 passed (5-0).

99 President Wallace stated appreciation to everyone who had applied. Director Van Berkem stated that
100 many non-members had taken sub-committee roles and members of the public can be highly engaged in
101 meetings.

102 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 6):**

103 Mr. Cooke reported that the Quarterly Report would be presented at the next meeting, and a monthly
104 report would be given at this meeting. Mr. Cooke reported that there had been considerable weather in
105 March and many events such as Spring Break, Easter and the Snow Fest drew people to the area. There
106 was a no-hitter, or zero operations, on March 7, 2016 due to weather and seven other days with very little
107 movement. The numbers from March 2015 and March 2016 were very similar. Comments were up sixteen
108 from March 2015 with seven residential zones and eleven households reporting. There was a spike in
109 comments from Glenshire and a single Glenshire resident was responsible for a third of total complaints
110 for Runway 20 arrivals. There were two new commenters from Prosser and Northstar regarding jet arrivals
111 believed to be too low. Both arrivals, however, were compliant, occurring on March 18th. Arrivals in
112 March garnered more comments than departures which was not typical.

113 Mr. Cooke reported that there were complaints around an aircraft flying low over Squaw and that a
114 conversation with the operator followed. Of thirteen night operations, six non-EMS were locally based
115 aircraft that did not violate fly quiet incentive programs. Director Van Berkem asked for clarification

116 around the criteria to waive an incentive, and Mr. Cooke replied that there is General Manager discretion,
117 but in general, it is around flight safety. Mr. Bullock stated that if there was an issue regarding safety of
118 flight, exceptions would be granted. Mr. Smith explained the difference between the voluntary curfew
119 and the fly quiet incentive time frames. Mr. Cooke stated that there is not as much of a night issue as a
120 morning issue.

121 Mr. Cooke continued and reported that there had been thirty-five comments from eleven households
122 representing seven residential neighborhoods. Four regular commenters submitted the majority and
123 efforts were made to reach out to each commenter. Seven of the comments were regarding non-
124 compliant operations and there were eleven formal outreach efforts. Four comments could not be
125 attributed to departure or arrival operations.

126 Director Hetherington asked if the March 27th citation was a corporate or private owner, and Mr. Cooke
127 replied that the citation was corporate. The first loop was for traffic separation and the second loop was
128 regarding the left traffic appearing to be a decision based on wind directions. Director Hetherington stated
129 that the situation would have been an issue if gliders were operating, but they were not.

130 Director Hetherington asked if non-compliant operations were captured with automatic phone calls, and
131 Mr. Cooke replied that there was not an automated system to perform this, and while this was a worthy
132 idea Mr. Cooke was not aware of any other airport the size of Truckee with this process in place. Mr. Smith
133 reported that the system does not automatically flag non-compliant operations. Director Hetherington
134 had believed these operations would be captured, and Mr. Cooke suggested the issue could be brought
135 into the discussion of Policy 515. Vice President Morrison stated that there were many non-compliant
136 approaches that did not garner complaints. Mr. Smith stated that the system was air-frame dependent
137 because each aircraft performs differently. Mr. Bullock reported that the Airport reaches out to non-
138 compliant tracks but these efforts are not automated.

139 **PUBLIC COMMENT:** None

140 **QUARTERLY COMMUNICATIONS REPORT (TAB 7):**

141 Mr. Marc Lamb presented two tranquility versions being used in publications for this summer and fall
142 season. Website visitor numbers were up 17% for the first quarter to 34,373 and the website was being
143 used for more information for the public. The website visitors included approximately 3,000 from the
144 Truckee Tahoe area, 2,200 from the San Francisco Bay Reno area and 27,000 worldwide. Every continent
145 on earth was looking at the website except Antarctica.

146 The webcam during winter months had the most visits, most likely to check on fly-in weather or out of
147 curiosity. The webcam, home page, job openings and the staff page were the most hit. Flight planning was
148 being used more and more by pilots. Press mentions included the interview with Kevin Smith on Managing
149 Growth and Mitigating Noise. The Instagram page was launched on February 1, 2016 and two to three
150 posts were made each week on Instagram, the website and Facebook. One post on Facebook reached
151 7,470 hits.

152 Regarding community outreach and communications, 500 copies of Pilot News were mailed to hangar
153 tenants and distributed at the information kiosk. A speaker series with the FAA was held. The airport has
154 a drone policy in place, posted on the website and around the kiosk. Tri-fold factoid mailers were sent to
155 20,220 addresses and another 800 would be distributed at the airport. A twenty-seven slide PowerPoint
156 presentation was being shown in fifteen classes regarding the Challenger Center, Mission to Mars and to

157 introduce the Boys & Girls Club and to make it known that the airport is the entity sending people to the
158 space camp.

159 Letters of appreciation for sponsorships and donated space to non-profits have been received. The
160 sponsorship form had been updated. Community rooms were being utilized smoothly.

161 Mr. Smith reported being very impressed with the Challenger Academy. President Wallace suggested that
162 airport staff could be sent.

163 **PUBLIC COMMENT:** None

164 **POLICY INFORMATION 515 – COMMUNITY ANNOYANCE COMMENT PROCEDURE ADOPTION (TAB 9):**

165 Mr. Smith reminded the Board of the very busy summer quarter in 2015 and that staff and Board had
166 asked for a policy regarding how comments would be handled. Every comment is valuable and would be
167 logged and tracked, but a protocol for fair and consistent treatment particularly in the case of multiple
168 comments from the same person should be considered. The Board could adopt a policy tonight or a policy
169 could be modified, discussed further and adopted at a later date.

170 Mr. Cooke presented an image of the 2002 Noise Report to compare to 2016 to illustrate that the airport
171 has always historically been concerned around relations and impact with the community. The policy would
172 not change what is done dramatically, but rather formalize what staff does with comments to be fair to
173 stakeholders. Annoyance is not subjective and is a very emotional issue. In March 2016, had the policy
174 being discussed been in place, three commenters would have been subject to the five comment rule
175 regarding compliant operations triggering a stop to investigations. While a commenter can continue to
176 call, staff resources would be reallocated at that point. Also, in March 2016, eight compliant comments
177 would not have been investigated. President Wallace asked for clarification that over five non-compliant
178 comments would trigger further investigation to cease and Mr. Cooke replied yes. Vice President Morrison
179 suggested using the term “may not” rather than “will not” around investigations after five compliant
180 comments. Director Jones asked if staff time in March would have been 20%-25% less if the policy had
181 been in place and Mr. Cooke replied yes.

182 Mr. Cooke recommended that the policy not cover each detail, but rather confirm the direction of what
183 is done now, to be formalized in the future.

184 President Wallace asked for any clarifying questions from the Board prior to Public Comment and
185 deliberation. Director Van Berkem asked for clarification regarding the breadth of the problem requiring
186 a solution and if a policy was being created to handle one person. Mr. Cooke replied that March had been
187 quieter than summer months and during the summer all comments are up. Four commenters were
188 responsible for twenty-seven of thirty-five comments. The policy would address a large volume of regular
189 commenters. Mr. Bullock stated that the policy focused around compliant operational comments that
190 routinely reach to fifty in summer months which jam the system.

191 Director Hetherington asked for the reasoning behind choosing the number of five compliant comments
192 specifically as seasons will vary in traffic, and Mr. Cooke indicated that the number was not based on
193 research. Director Hetherington asked how many people would be affected by this policy in a given year,
194 and Mr. Cooke replied less than a dozen commenters and possibly several hundred comments. Director
195 Hetherington asked what the Pilot Outreach Coordinator would do to help with the issue, and Mr. Smith

196 replied that the Coordinator would do outreach specifically with pilots, but typically not with
197 neighborhood commenters.

198 President Wallace asked for clarification regarding the process which settled on the number of comments
199 versus the other criteria listed such as geography and altitude. Mr. Cooke replied that some noise offices
200 only report based on the household, so that the report generated is the number of households and not
201 comments. Settling on five compliant comments was a compromise as the voices would still be heard but
202 would save some staff time in regard to repetitive comments from someone generally unhappy regarding
203 the impact of aviation. Director Jones asked for clarification that there would be no limit for non-compliant
204 comments and Mr. Cooke replied yes.

205 Director Van Berkem asked if the definition of compliant included altitude or simply geometric position,
206 and Mr. Cooke replied that an altitude criteria could be added to the proposed policy, but staff had
207 traditionally used judgement to determine compliance. Both low and high criteria would need to be
208 added, and Mr. Cooke hoped to minimize specific details in favor of staff discretion. Vice President
209 Morrison asked if the policy was worked on together by staff, and Mr. Smith replied that staff was open
210 to suggestions and comments and that the policy being presented was a first draft only.

211 **PUBLIC COMMENT:** None

212 President Wallace opened the discussion to Board deliberation.

213 Mr. Cooke stated that interfacing with commenters at meetings would be preferable to only reading
214 emails. Director Van Berkem suggested that after five non-compliant comments, the commenter could be
215 invited to come in for an office meeting to discuss the situation. Mr. Cooke estimated that at least an hour
216 was being spent on each comment when the operations monitoring system changed in 2014, but if all
217 information were present, the process took less time.

218 Director Hetherington stated that a very different Board and staff were present in 2002/2003. The
219 message from the policy may seem that the airport wants to hear from the public but only five times. The
220 FAA has implemented new procedures and many other airports have seen comments jump dramatically
221 as a result, but the operations are all compliant. With new staff coming on, in a year perhaps a cap of ten
222 may be more reasonable than five. Mr. Cooke replied that the problem will likely not be solved by adding
223 a staff member, and if the limit of five were increased, the non-productive investigations would continue.

224 Director Hetherington commented that increasing the limit would keep the issues upfront. Mr. Cooke
225 stated that the commenters have a financial stake in property ownership. President Wallace asked that
226 the Board continue to deliberate at this time, and that interaction with staff could occur later. Vice
227 President Morrison stated that the airport cares about all comments and comments should not be ignored
228 because it is a seventh or eighth. Again, the term "will not" could be changed to the term "may not" to
229 give the team discretion. Director Hetherington replied that a limit of ten did not seem excessive.

230 Director Van Berkem commented that annoyance could be compliant, and the Board should remain in
231 touch with compliant operations that are very annoying. Collecting that data should remain a priority. Mr.
232 Smith stated that the issue for the policy was around seven households at this time and the current
233 process did not work, as simply submitting comments does not solve the problem. Another level may
234 need to be reached such as a meeting with the commenter.

235 President Wallace stated partial disagreement with the statement that the current process was not
236 working, as there was an element that did work in interacting with people even if this were repetitive.
237 The issue was not resolved but interacting with the public was credit-worthy. President Wallace agreed
238 that changing the stronger wording to softer wording would be beneficial and believed a cap of ten to
239 twelve per month would be reasonable. If a commenter were to be notified of a limit, Ms. Seana Doherty
240 should assist in writing the email. President Wallace liked the idea of strongly inviting the commenter to
241 a meeting.

242 Vice President Morrison asked that the Board to view the policy from a staff perspective in regard to a
243 possible perceived waste of time. The Board should be saying that comments are desired and that
244 everything that will be done to resolve issues. Vice President Morrison expressed a desire to see the
245 number of compliant comments increased to at least ten. Director Jones commented that if there are
246 habitual complainers, a different strategy must be found to deal with this. It was understood that the
247 commenter was not happy based on the number of comments received, and Director Jones had suggested
248 adding a staff member (Pilot and Passenger Outreach Coordinator) not to take more calls but to work on
249 proactive outreach. Director Jones stated that 74% of complaints had come from twenty households and
250 ways of approaching the concerns ahead of a call such as discussing traffic in person once a week could
251 be encouraged. Staff does a great job with the complaint process and should be given additional abilities
252 to become more proactive.

253 Mr. Cooke reiterated that staff was not in any way indicating a desire to stop listening to complaints, but
254 only to not spend a vast amount of time researching compliant operations that garnered comments.
255 Director Hetherington agreed that a different approach must be tried and asked what the alternative ideas
256 would be. Mr. Bullock replied that holding the community outreach meetings in order to allow the public
257 to understand the constraints on the airport and understand future plans such as airspace design with a
258 possible tower would be one idea. In the middle of summer, the process can be paralyzed by two
259 households and a valid complaint would land in a backlog.

260 Director Jones suggested a twelve-month test for review and to discuss enhancements, modifications or
261 discontinuation after the twelve months. Staff would return to the Board with a full year analysis regarding
262 the effectiveness of a limit of five comments versus ten. Mr. Cooke recommended that if a policy with a
263 cap of five non-compliant comments were not adopted, the policy should not be adopted at all. Mr. Cooke
264 suggested that the policy be examined again after one month of analysis and that more options for
265 resolving comments beyond a mailed note indicating the monthly limit had been reached could be
266 examined. Mr. Cooke did not want to create a policy which could offend a large number of community
267 members in response to a minority. Director Jones asked if an analysis could be done on an annual basis
268 and Director Van Berkem was comfortable with giving the General Manager the authority to limit
269 comments. Director Jones agreed.

270 President Wallace stated that there was common agreement on the Board that appropriate ways to
271 manage the workload that applied to frequent commenters needed to be discussed. President Wallace
272 asked staff to return to define the problem to be solved and analysis of some options.

273 **RESOLUTION 2016-03 (TAB 10):**

274 **MOTION #3 APRIL-27-2016:** Director Hetherington motioned to adopt Resolution 2016-03 – Calling a
275 General Election for Nevada County and to waive the reading. Vice President Morrison seconded the
276 motion.

277 **PUBLIC COMMENT:** None

278 President Wallace- Yes, Vice President Morrison- Yes, Director Hetherington- Yes, Jones- Yes, Director Van
279 Berkem- Yes. The motion passed (5-0).

280 **RESOLUTION 2016-04 (TAB 11):**

281 **MOTION #4 APRIL-27-2016:** Director Hetherington motioned to adopt Resolution 2016-04 – Calling a
282 General Election for Placer County. President Wallace seconded the motion.

283 **PUBLIC COMMENT:** None

284 President Wallace- Yes, Vice President Morrison- Yes, Director Hetherington- Yes, Jones- Yes, Director Van
285 Berkem- Yes. The motion passed (5-0).

286 **RESOLUTION 2016-05 – TTAD EMPLOYER PAID MEMBER CONTRIBUTIONS (TAB 12):**

287 Mr. Smith stated that the Resolution language had been revised since the last meeting. President Wallace
288 asked the Board if a staff report were required or if there were any questions and the Board replied no.

289 **MOTION #5 APRIL-27-2016:** Director Hetherington motioned to adopt Resolution 2016-05 – TTAD
290 Employer Paid Member Contributions. President Wallace seconded the motion.

291 **PUBLIC COMMENT:** None

292 President Wallace- Yes, Vice President Morrison- Yes, Director Hetherington- Yes, Jones- Yes, Director Van
293 Berkem- Yes. The motion passed (5-0).

294 **BOARD GUIDANCE AND INFORMATION ITEMS**

295 **RULES AND REGULATION AND MINIMUM STANDARDS PRESENTATION (TAB 13):**

296 Mr. Bullock reported that the project had been in progress for almost eighteen months and was asking
297 for Board input, approval and public comment regarding the Primary Management and Compliance
298 Documents (PMCD). Many of the items were contained within existing policy and the goal was to
299 incorporate them through a more unified structure for the document library. Staff would like the public
300 comment period to remain open for forty-five days. Our newsletter section 'The Business of the Airport is
301 Your Business' has promoted the fact that these documents were being developed for a period of time.
302 Rules and Regulations would apply to everyone and Minimum Standards apply to commercial agreements
303 for business on airport property.

304 Mr. Bullock stated that a working draft would be brought back to the Board in June after the comment
305 period and further input from the consultant. At any time Board members could meet with staff and
306 comments were not needed at this meeting. The resulting policy would be enforced for years to come.

307 President Wallace repeated that the goal was to open public comment for forty-five days and the Board
308 could submit comments to Mr. Bullock during that period. At the June or July Board meeting a final draft
309 document would be presented incorporating public and Board feedback and there would be an
310 opportunity for another revision at that time. Mr. Bullock stated that all written comments to the

311 document would be presented to the Board for full visibility. A comment website was being installed with
312 a link on the regular website and the process would be brought up at outreach meetings.

313 Director Van Berkem asked why the presentation at this meeting was needed as the document had
314 already been read in detail, particularly if comments were not being taken at this meeting. Mr. Smith
315 replied that the subject needed to be clear to the public following the Board meeting for transparency
316 and due diligence, and public comment could not open without presenting what was being opened.
317 Director Hetherington asked how comments would be handled and Mr. Bullock replied that Mr. Jeff
318 Kohlman with AMCG would explain.

319 Mr. Kohlman stated that all parties should understand the project as a whole. Questions to ask while
320 reading the four PMCD documents would be how these would apply and how they would be used. Mr.
321 Kohlman stated that high level perspective questions from the Board such as what the overall project
322 would accomplish were welcome, but finite questions regarding specific rules or standards were not being
323 examined yet. Mr. Kohlman reminded the Board of a workshop conducted four months ago regarding the
324 project. The project was now in the development stage.

325 Mr. Kohlman explained that Rules and Regulations were the backbone of the documents and toward the
326 safe, orderly and efficient use of the airport. There had been policies developed over the years with no
327 structure, with overlap, and some are outdated. The project was to take existing policies and integrate
328 them as well as incorporating Best Practices to be consistent with current practices. A well-organized
329 document would be easier for the public to access. The PMCDs would incorporate the general provisions
330 and definitions and would apply to all persons using the airport at all times for any purpose. Minimum
331 Standards establish minimum requirements that must be met in order to engage in commercial
332 aeronautical activities at the airport and would need to be consistently followed. If requirements would
333 not be consistently followed, there should be none.

334 Mr. Kohlman explained the processes involved in the development of the PMCDs. The workshop held four
335 months ago was the launch for collecting data and information. Working sessions with staff and legal
336 review had occurred. Emails, phone calls and meetings were welcome for comments and a comment
337 compilation with each response would be created. Mr. Kohlman asked for any high level comments or
338 questions from the Board at this time.

339 President Wallace found that Director Jones had been disconnected from the conference call.

340 Director Van Berkem asked if there were an economic analysis behind why two new services were being
341 proposed as minimums that were not currently offered. Mr. Kohlman replied that there was not a
342 recommendation to begin offering the services, but that the services were common in other airports. This
343 was the minimum standard for an entity to engage in an activity but not the minimum products and
344 services that should be offered at the airport. Mr. Kohlman stated that a broad brush proprietary exclusive
345 right was not being exercised. Director Van Berkem asked about a hypothetical situation where an
346 airplane washing service desired to come into the airport, this was a service not offered by the airport,
347 and to what level minimum requirements would apply. Mr. Kohlman explained that the proprietary
348 exclusive right to provide the broad brush of services was how the minimum requirements applied.
349 Director Van Berkem stated that services listed in the document presented such as aircraft washing,
350 concierge and corporate jet cabin services were not offered by the airport. Mr. Kohlman explained that
351 concierge covered taking care of customers.

352 Director Jones rejoined the meeting via conference call and asked for a comparison of how the document
353 would change current business as many policies would be replaced with the document. Mr. Bullock replied
354 that the process had been discussed and a document would be presented in July regarding which and how
355 policies were being incorporated.

356 Director Hetherington expressed similar confusion to Minimum Standards as Director Van Berkem. Mr.
357 Kohlman explained that if there were minimum services listed but not provided, this would need to be
358 addressed. While washing jets was not offered at this time, having this mentioned in the minimum
359 requirements would allow for a future service by the airport. The list included customary services that
360 may be offered someday. Director Van Berkem asked if a customer could force the airport to provide a
361 service because it was listed in minimum standards, and Mr. Kohlman replied no, but the customer could
362 press the issue that if the airport does not provide the service, the customer should be allowed to bring a
363 private contractor to the airport to perform the service. Mr. Bullock explained that there were not many
364 requests for certain services. The goal was to create a use permit standard and regulate results of services
365 such as run-off into storm drains.

366 Director Hetherington asked if insurance standards being set were appropriate and how a figure was
367 arrived at, and Mr. Bullock replied that Truckee was compared to five other airports in size and scope.
368 President Wallace stated that the process was still confusing and hoped that staff would return with a
369 clarifying presentation. Detailed questions should go to Mr. Bullock and Mr. Smith stated that Mr.
370 Kohlman could be called if help were needed in formulating questions. President Wallace asked to see a
371 cover letter from staff explaining the document context for both the Board and the public.

372 **PUBLIC COMMENT:**

373 Ms. Jessica Fay, Truckee Resident and co-owner of Sierra Aero, reported having spoken with the
374 consultants and would speak with Mr. Bullock. A concern for the Board to consider would be to fully
375 understand the large increase in the cost of insurance.

376 **WAREHOUSE/OFFICE BUILDING (WOB) BUDGET AND CONSTRUCTION UPDATE (TAB 14):**

377 Mr. Peter Beaupre, Construction Manager for the Warehouse/Office Building, reported that the project
378 was 40% complete and the certificate of occupancy was anticipated in late November. The project was on
379 budget with \$190,000 remaining in contingency. Current work was on siding, low sloped roofing on the
380 south side and earthwork. Mechanical and electrical rough-in would begin in May and the slab would be
381 poured in early June. There should be savings on trash removal and cleaning, but the project may go over
382 budget for concrete and move-in costs. All will end roughly on budget, however. Risks to the budget going
383 forward would be utility coordination and additional value items. In order to be prepared for the Air Show,
384 earthwork on Truckee Airport Road and the new section of long term parking would be the focus. Mr.
385 Beaupre showcased the budget.

386 President Wallace asked about occupancy in November and what penalty points would be. Mr. Beaupre
387 replied that occupancy in November would trigger approximately two months of penalties. President
388 Wallace asked who was in touch with Clear Capital and Mr. Beaupre identified as the contact. President
389 Wallace asked why the long term parking process was long, and Mr. Beaupre replied that obtaining
390 permission to move cars had been complicated.

391 Director Van Berkem asked for an update on rental car companies. Mr. Smith reported that Enterprise
392 had visited the site and interest has been shown. Hertz was also interested.

393 **PUBLIC COMMENT:** None

394 President Wallace called for a ten-minute break at 7:37 p.m. PST.

395 **AIRSPACE STUDY OUTREACH PLAN REVIEW (TAB 15):**

396 Mr. Bullock stated that at the last meeting, it was recognized that significant projects were underway
397 including the Airspace Study and the potential use of a temporary seasonal tower, and a significant level
398 of outreach would be needed. Mr. Bullock asked the Board to review the material and understand that
399 there would be six neighborhood specific outreaches with four primary topics. Topics would include
400 listening to feedback, a temporary seasonal tower, special projects and ways to inform the public
401 regarding airport information. Meetings were planned to begin May 31, 2016 and June 1, 2016, with three
402 to four more the following week. Media to support topics prior to the meetings would be organized
403 starting tomorrow. Staff was willing to return a final presentation to the Board for formal approval but
404 the meeting timeline would be compromised. The hope was that the Board would generally accept the
405 format and concept and move forward.

406 Director Hetherington stated that more feedback may be received if the community outreaches were
407 conducted in July in the middle of summer traffic and high activity. The timeline is very aggressive. Director
408 Van Berkem agreed with Director Hetherington and believed the meetings should move out six weeks.
409 Booking facilities and utilizing media in the fast timeline would be difficult. Mr. Bullock replied that
410 staggering the decision items through the summer would push items to Fall. President Wallace stated that
411 the series of meetings were great and wanted to be sure that the airport would have the capacity and
412 ability to deal with the feedback within the consultant contract. There did not appear to be meetings
413 scheduled within the Tahoe area and although community participation is typically low, there should be
414 a meeting in that part of the district. Mr. Bullock replied that yes, this would be important. President
415 Wallace liked that ACAT and the staff decided to make another outreach push and that some of the topics
416 were complicated. Taking more time to discuss and allow sufficient feedback would be important,
417 particularly from non-aviation public. Mr. Bullock reported that the concepts being brought to the public
418 were issues which the organization had been discussing for three to five years and the public had had
419 eighteen individual opportunities to meet around the process. The public process had been well
420 documented.

421 Director Hetherington expressed concern regarding sticky dots as a tool for voting and the tendency for
422 people to choose options in the middle of an issue. Mr. Bullock believed that ACAT was interested
423 particularly around dialog with neighborhoods. Mr. Bullock asked if the Board were comfortable with staff
424 sending the presentation to Board members by email for comment. Consensus was to reply by email not
425 do a formal presentation at the Board Meeting.

426 **PUBLIC COMMENT:** None

427 **GENERAL MANAGER REPORT (TAB 16):**

428 **Upcoming Training Opportunities:**

429 Mr. Smith reported that new training opportunities were added to the list.

430 **Ad Hoc Committee Status Update and Board Assignments:**

431 **Master Plan** – Mr. Smith reported that the Mitigated Negative Declaration (MND) CEQA document has
432 been distributed to Vice President Morrison and Director Hetherington and would be ready to release for
433 public comment on Friday, May 6. At the June Board meeting public comments would be presented and
434 approval or rejection could occur, which would complete the last step of the Master Plan process.

435 **Hangar Three** – Following a trip to Portland, Oregon, Mr. Smith believed that a full draft would be available
436 by May 18, 2016 to ad hoc committee with a full report to be presented in June and a decision could be
437 made at that point. Director Hetherington expressed a desire to see the Executive Hangar Study and
438 Hangar Three brought to the Board together in June due to similarities. Mr. Smith replied that Executive
439 Hangars could be presented in May with it being a decision item in June.

440 **Non-Aeronautical Land Use Plan** – Mr. Smith stated that there was nothing to report at this time but
441 more was to come.

442 **Classification and Compensation Study** – Mr. Smith reported that the scope of work had been completed
443 and the contract had been signed. There will be a meeting with staff on May 4, 2016.

444 **SOAR Truckee Corporate Structure and Lease Revision Update:**

445 Mr. Smith reported that SOAR Truckee is a 501c3 organization and may request a modification to their
446 lease similar to what the EAA has with their Young Eagles program.

447 **Firefighting Helicopter Status Update for the Summer of 2016:**

448 Mr. Smith reported that although the contract is based at Truckee, the helicopter was not always present
449 and the helicopter may be based at another location such as White Cloud next summer. More information
450 to come as it becomes available.

451 **Enhanced Summer UNICOM Update:**

452 Mr. Smith reported that the proposal of obtaining a certified Air Traffic Controller was not received until
453 Monday so the item would be brought to the Board in May. It would cost approximately \$90,000-100,000
454 to have a certified Air Traffic Controller at the Airport in the summer to help enhance Unicom. A benefit
455 would be that this is the same company which would run the tower next summer and the company would
456 already be familiar with the Airport. The Board asked to have that brought back in May for a decision.

457 **Aquatic Center TTAD Plaque Design:**

458 Mr. Smith reported that a large wall would be in place at the entry listing all donors. A large propeller had
459 been delivered and would showcase the major donors. The sentence beginning “Major Funding provided
460 in part by” would be on the plaque.

461 **Budget Workshop Date Confirmation:**

462 Mr. Smith reported that while this is the usual time of year for the Workshop, there had been difficulties
463 in scheduling a date, and holding the workshop before the June Board meeting had been ruled out. A
464 workshop date of Monday, July 11, 2016 was arrived at by the Board and Mr. Smith would confirm the
465 date later in the week.

466 **PUBLIC COMMENT:** None

467 **ADJOURNMENT OF REGULAR MEETING**

468 **MOTION #6 APRIL-27-2016:** President Wallace motioned to adjourn the regular meeting and move into
469 closed session. Vice President Morrison seconded the motion. President Wallace- Yes, Vice President
470 Morrison- Yes, Director Hetherington- Yes, Director Van Berkem- Yes. The motion passed (4-0).

471 The meeting moved into closed session at 8:37 p.m.

472 **CLOSED SESSION**

473 The Truckee Tahoe Airport Board of Directors entered into a closed session at 8:40 p.m.

474 The Truckee Tahoe Airport Board of Directors came out of closed session at 9:00 p.m.

475 Mr. Smith reported that the Board gave direction to staff.

476 **PUBLIC COMMENT:** None

477 **ADJOURNMENT OF CLOSED SESSION**

478 Vice President Morrison motioned to adjourn the meeting. Director Hetherington seconded the motion.
479 At 9:05 p.m. the April 27, 2016 regular meeting and closed session of the Truckee Tahoe Airport Board of
480 Directors adjourned.