

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, May 25, 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 Director Mary Hetherington  
8 Director Tom Van Berkem  
9 Director John B. Jones, Jr. (4:33 p.m.)

10 **DIRECTORS ABSENT:** Vice President Jim Morrison

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
12 Mr. Hardy Bullock, Director of Aviation and Community Services  
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 **SPECIAL ORDERS OF BUSINESS:** None

19 Mr. Kevin Smith announced Mr. Phred Stoner, Director of Operations & Maintenance would be absent.

20 **PUBLIC COMMENT:**

21 Mr. Kevin Sloane, Truckee resident and hangar tenant, expressed support for the Executive Hangar  
22 proposal, and President Wallace explained that Public Comment would be taken after the subject  
23 discussion during the meeting. Mr. Sloane stated that in thirty years of personal flight history out of  
24 several airports, Truckee staff does among the most professional and incredible jobs in communication,  
25 fueling, relationships and all other areas that Mr. Sloane had experienced. The Board thanked Mr. Sloane.

26 **CONSENT ITEMS**

- |    |  |       |
|----|--|-------|
| 27 | 1. April 27, 2016 Regular Meeting Minutes -----          | TAB 1 |
| 28 | 2. Monthly Service Bills and Fees -----                  | TAB 2 |
| 29 | 3. Quarterly Financial Report-----                       | TAB 3 |
| 30 | 4. Internal Control Review Report-----                   | TAB 4 |
| 31 | 5. Tahoe City Golf Course Deed Restriction Approval----- | TAB 5 |

32 Mr. Brent Collinson, District Counsel, requested to pull Tab 1, the April 27, 2016 regular Board Meeting  
33 Minutes.

34 **MOTION #1 MAY-25-2016:** Director Hetherington motioned to accept all Consent Items with the  
35 exception of the April 27, 2016 Minutes. Director Van Berkem seconded the motion. President Wallace,  
36 Directors Van Berkem, Jones and Hetherington voted in favor of the motion. The motion passed.

37 Mr. Collinson referred to lines 472 and 473 in the April 27, 2016 minutes and suggested that two items  
38 should be reflected for clarity; real property negotiations and the General Manager review.

39 **MOTION #2 MAY-25-2016:** Director Hetherington motioned to accept the April 27, 2016 Minutes as  
40 amended. Director Van Berkem seconded the motion. President Wallace, Directors Van Berkem, Jones  
41 and Hetherington voted in favor of the motion. The motion passed.

42 Mr. Bullock introduced Ms. Stacy Justesen as the new Safety Coordinator for the District.

#### 43 **PRESENTATIONS AND ROUTINE REPORTS**

##### 44 **AIRSHOW COMMITTEE REPORT:**

45 Mr. Tim LoDolce, Truckee Airshow Committee Chairman, stated that the airshow would be held on July 9,  
46 2016 and would be free with the exception of the VIP tent at \$45.00. All acts had been hired for a full  
47 show. Sky Dive Truckee Tahoe will do a wing suit demonstration with four Red Bull skydivers. Former  
48 NASA Astronaut and U.S. Air Force test pilot Karol Bobko will be the Grand Marshall, speaking in the  
49 Authors Corner and working in the STEM tent. Red Bull will be approached to be a major sponsor in 2017.  
50 There will be a full military presence and a short takeoff and landing presentation (Super Cub) by Mr.  
51 Kevin Quinn and Mr. Kevin Sloane.

52 Mr. Smith stated that there will not be any events on Friday night and the performers will be rehearsing  
53 that afternoon.

##### 54 **PUBLIC COMMENT:**

55 Mr. Kevin Sloane, Truckee resident and hangar tenant, expressed that the Airshow is an incredible family  
56 event from a public standpoint with amazing opportunities for children to be introduced to aviation.

##### 57 **ANNUAL AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) REPORT FROM TRUCKEE FIRE PROTECTION** 58 **DISTRICT:**

59 Mr. Bill Seline, Deputy Chief with the Fire Protection District, explained that recently Truckee Tahoe  
60 Airport purchased an ARFF vehicle, and expressed great thanks to the Airport because these are very  
61 expensive for a Fire Department to purchase. A great deal of training had been held in June, 2015 as well  
62 as additional equipment having been added on by the Fire Department. Later in June, 2015 the ARFF truck  
63 responded to a vehicle fire and the fire was extinguished without personnel exiting the vehicle.

64 Mr. Seline continued with statistics of Engine 96. The Engine responded to 153 fire calls, the majority  
65 being within the Truckee Fire Protection District, and no break downs were experienced. Automatic chains  
66 were added to the truck. The type three Engine has the capability to respond to either structure fires or  
67 wildfires and has participated in several community events.

68 In regard to training, two personnel were sent to a full week of ARFF School in San Bernardino which  
69 meets Part 139, a standard higher than is expected. Two more personnel will be sent in fall 2016. All  
70 personnel at the Truckee Fire District completed Engine Orientation online and Mr. Seline went over  
71 several other areas of training held. A Captains Assessment was conducted. The two personnel sent to  
72 training were showcased for the Board.

73 Director Van Berkem inquired about the percentage of time that was spent on fires versus community  
74 events by the engine and Mr. Seline replied that the understanding was that the fire house operates in  
75 the community and it was not a dedicated fire truck to the Airport. The engine is being used approximately  
76 600 of 8,000 hours, which is statistically low. All personnel have been trained and the engine would always  
77 be brought to a call if needed.

78 President Wallace stated appreciation that a scenario within the Captain's Assessment was an airport fire.

79 Director Hetherington stated that tax payer monies were being used well in creating synergy between  
80 special districts. More opportunity to participate with special districts was welcomed.

81 **PUBLIC COMMENT:** None

82 **ACAT REPORT (TAB 6):**

83 Ms. Kat Rohlf with ACAT reported that the committee met earlier in May and welcomed a new member,  
84 Ms. Lisa Krueger, and the committee was now at full capacity. The majority of the meeting was regarding  
85 an update on the noise monitor as well as the history and usefulness of data on the field. A decision was  
86 made to pay for the monitor to obtain a full year worth of data. Neighborhood Outreach Meetings were  
87 moved forward to July and August. Mead & Hunt had not responded with an estimate for phase costs for  
88 trails. ACAT looked forward to the joint meeting.

89 President Wallace asked to meet with Ms. Rohlf regarding the joint ACAT Board meeting on June 14, 2016  
90 for planning purposes.

91 **PUBLIC COMMENT:** None

92 **QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 7):**

93 Mr. Cooke stated that the report had been reviewed previously but the charts had not been included and  
94 the charts are now available. Peak holiday weekends were reviewed, regarding the effect on operational  
95 numbers at the airport. Q1 was typically the largest quarter during cold months with skiing and Spring  
96 Break traffic. There was good flying weather in February, and overall Q1 was up 6%. Arrival cameras were  
97 capturing data not previously available and as a result more accurate operation numbers could be  
98 captured.

99 Director Hetherington stated belief that the increase over Q1 2015 was 25% and not 6%. Mr. Cooke replied  
100 that the numbers would be re-run to assure accuracy. President Wallace stated that an amendment could  
101 be made to the report if a change were necessary.

102 Mr. Cooke reported that a back country Super Cub, a new type of aircraft to appear on the operational  
103 list, made the top 10 list with 110 operations for the first quarter. The PC12 was still in the Q1 top  
104 operations at 805, a significant player in the turbo prop category. Jets increased by 14 operations in Q1.  
105 A helicopter reporting error was found and as a result the numbers will change in terms of overall  
106 operations. There was a voluntary curfew from 10:00 p.m. to 7:00 a.m. with two thresholds for hangar  
107 tenants. There were no cancellations for fly quiet incentives.

108 Director Van Berkem asked about the logic of the voluntary curfew versus incentives beyond or short of  
109 the curfew and Mr. Cooke agreed that these created confusion. There has not been a night issue but

110 rather a morning issue. There is a blanket voluntary curfew and two incentive curfews. Director  
111 Hetherington stated that both sides of the issue should be honored. President Wallace stated that the  
112 context for the curfew issue was the night operations report from ACAT, and the data was to be analyzed  
113 after a year to eighteen months regarding a voluntary curfew with one set of hours and flight quiet  
114 incentives with a consistent but different set of hours.

115 Mr. Cooke continued that there were 80 comments from 18 households and three were new commenters;  
116 two comments regarded a jet arrival and the other was regarding a piston touch-and-go. Olympic Heights  
117 continued to be the most impacted residential area and Prosser Lakeview was second. Only a handful of  
118 comments referenced frequency of operations as a source of annoyance. Two complaints were regarding  
119 touch and goes and Runway 29 departures were the most commented runway activity.

120 **PUBLIC COMMENT:**

121 Mr. Ron Heiser stated having signed up for the fly quiet incentive but couldn't find the restriction times  
122 on the website, and possibly there could be a variance to communicate via email with the General  
123 Manager through the website. Mr. Bullock did not believe the Fly-Quiet 1 and 2 times were listed on the  
124 website but the restrictions are on the leases. Mr. Cooke stated that possible confusion was around why  
125 the fly quiet incentives were not on the website.

126 Mr. Bullock stated that when there have been requests to waive the restriction, the airport takes into  
127 account all aspects around safety of the flight. Mr. Bullock or Mr. Smith would be the contacts for this via  
128 phone or email. President Wallace explained that the process of adding to the website may take time.  
129 Director Hetherington stated a belief that having the restricted times on the website would be confusing  
130 for the general transient user and suggested that something could be posted within the hangar rows for  
131 based tenants and Mr. Cooke agreed. Mr. Bullock stated that a customer portal would most likely be  
132 available on the website where after logging in, the lease addendum could also be accessed.

133 Mr. Andrew Terry stated that a process for a waiver should be a very exceptional event and tenants have  
134 already signed contracts. Mr. Terry also pointed out a typographical error in the final paragraph of the  
135 first page of the report.

136 Mr. Kevin Sloane reported being the pilot who had broken into the top 10 with the Super Cub, and that  
137 the staff had reached out and held many conversations, reaching resolutions, for both parties in  
138 complaints.

139 Director Hetherington stated in reference to the possible error in the increase percentage that if there  
140 had actually been a 25% increase comments would be up also. A balance is needed between more pilots  
141 and acknowledging the people under the flight path. Mr. Cooke reported that there would be a  
142 presentation on Policy Instruction 515 later in the meeting regarding addressing habitual commenters  
143 who affect the increase in comment numbers.

144 President Wallace reported to the public that for agenda item 14 (PMCD), the Board would not be  
145 considering the content this evening but only reviewing project planning around timing and scheduling.

146 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS:**

147 Mr. Smith attended the AAAE Annual Conference in Texas and highlights were industry trends,  
148 consolidation of FBOs and competition for jet fuel. Mom and Pop FBOs are considering unbundling fees.  
149 Network agreements with large FBOs may result in less fuel sold at Truckee.

150 Mr. Smith reported extensive conversations around drones and the District has a good policy in place. The  
151 Director of TSA was present and changed his presentation due to the timing just after the controversy at  
152 Chicago O'Hare. Net Jets and Flight Options are turning in hundreds of almost new aircraft annually,  
153 flooding the market, and now is apparently a good time to purchase corporate jets as a result.

154 **PUBLIC COMMENT: None**

155 **EXECUTIVE HANGAR FEASIBILITY STUDY – FOLLOW UP REPORT (TAB 8):**

156 President Wallace stated that while the Executive Hangar Feasibility Study was listed on the agenda as an  
157 action item, the intent was to hear updates. A decision would be made on both the Executive Hangar and  
158 Hangar 3 in June. They are both very important decisions and while the Board may decide to take action  
159 at this meeting, her recommendation is that Vice President Morrison be present for these decisions.

160 Mr. Smith confirmed the intent of the agenda item for the meeting and stated that Mr. Brad Musinski  
161 from Mead & Hunt and Mr. Jeff Kholman from AMCG were both present to give requested updates to the  
162 Board. Mr. Musinski had presented the draft report in March, received comments and will now respond  
163 to those comments.

164 Mr. Musinski reported that between Site One and Site Two, Site Two had been selected as the cost  
165 difference was minimal and Staff had recommended Site Two. Cost estimates had been revised, soft costs  
166 increased and additional utility stubs and increased pavement maintenance costs were added. There was  
167 no change in construction costs, \$1.8 million which included insulation. The grand total to build six  
168 Executive Hangar units would be \$2.75 million.

169 Director Jones asked if the utilities would come into the hangar and Mr. Musinski replied that the trunk  
170 line would come to a main point at the site and that stubs would go to each hangar. Costs and investment  
171 numbers were read from the slide presentation.

172 Mr. Kohlman continued, stating that the initial pro formas had been redone based on the current rent  
173 with CPI escalations. A bonding scenario and different rental rate structures were explored in relation to  
174 cash flow on the District developed Hangars. Director Jones asked how many years the Bonds would be  
175 for and how many years the investment NPV would be for, and Mr. Kohlman replied twenty years and  
176 thirty years respectively. Mr. Kohlman reported a significant hit on cash flow for re-pavement at the  
177 twenty year mark. President Wallace asked about the length of leases and Mr. Kohlman replied that the  
178 presentation included lease rates but not lease term. There should not be a concern regarding vacancy  
179 rates based on the historic waiting lists and type of planes, but a 5% vacancy rate was factored in, which  
180 was conservative. Director Jones asked about the return on the money being invested and Mr. Kohlman  
181 replied that the internal rate of return would be 6% over the thirty year period. Mr. Musinski stated that  
182 although very little would be invested up front, there would be maintenance over time and this had been  
183 factored in. Director Hetherington asked if an internal rate of return (IRR) had been done on the +30% pro  
184 forma and Mr. Kohlman replied yes.

185 Mr. Kohlman continued that the District was exercising a proprietary exclusive right when developing  
186 hangars. When other parties are allowed to develop hangars the option cannot be removed and control

187 of rate structuring would be lost. Revenues generated by rental hangars are considered airport revenues  
188 and this revenue must only be used for capital and operating expenses of the Airport. President Wallace  
189 asked what exactly the revenue could not be used for and Mr. Smith replied swimming pools, busing  
190 services and makers space, for example. Taxing revenue is not aeronautical revenue. A consultant would  
191 be hired to assist with securing a bond.

192 Mr. Smith stated that staff agreed with the Operational Impact Analysis and reviewed next options, which  
193 included doing nothing, additional analysis, and approval of funding for design and engineering with  
194 subsequent bidding which was discussed in March. Mr. Musinski stated that a Board decision would be  
195 needed conservatively in August or at the latest October, and therefore suggested September. The  
196 package to be considered would include five months of design, the entire bid process and permits, and  
197 breaking ground in May or June. Hangars can be constructed within a few weeks. The hangar structure  
198 would be in Nevada County and the ramp would be within the Town of Truckee. President Wallace asked  
199 when tenants would be able to move in and Mr. Musinski replied January 1, 2018.

200 Mr. Musinski stated that the revenue bond being discussed is not a general obligation bond wherein the  
201 public would be asked to fund the project through property taxes. A property tax levy is not being  
202 proposed. President Wallace asked that a slide clarifying this be included in the presentation.

203 Director Hetherington asked that changes be highlighted in the Executive Hangar Study. Mr. Musinski  
204 replied that because there had been so many changes to costs, the entire draft had been updated and  
205 documents were dated March 2016 and May 2016. President Wallace asked why the Master Plan CIP  
206 Summary had been included in the Board packet for this meeting and Mr. Smith replied that this was basic  
207 financial performance data to give an idea around the unrestricted net assets and to show that reserves  
208 are set aside for many projects.

209 President Wallace asked if the waitlist had been discussed at the March meeting and if further discussion  
210 had been held with people on waitlists. Mr. Smith replied that waitlist tenants had not been approached  
211 regarding rent increases. Director Jones asked if Executive Hangar leases were month to month and Mr.  
212 Bullock replied yes. Director Jones stated that if extras such as sewer, gas and insulation were  
213 incorporated into the hangars, tenants may wish to build infrastructure within the hangar and to negotiate  
214 a long term lease; as a result, the month to month lease scenario may need to be modified. President  
215 Wallace asked what the impact to Airport staff would be and how those costs would be covered. Mr.  
216 Smith replied that there would be some impact with a tenant change but with only six hangars the impact  
217 would be minimal. Revenue even after expenses would be sufficient to cover impacts. Director  
218 Hetherington asked if 20 year and 30 year terms were common ideas and Mr. Kohlman replied that a 20  
219 year term commercial loan was typical, unlike a residential loan for 30 years. Thirty years was used for the  
220 total financial analysis because thirty years is the approximate economic life of the hangars, but bonding  
221 is calculated at twenty years.

222 **PUBLIC COMMENT:**

223 Mr. Rob Heiser stated that five to six years ago he requested to be placed on the executive hangar waitlist,  
224 he was number nine or 10 at that time, and he continues to be at the same place today. Mr. Heiser would  
225 not be a tenant in the potential row but believed that building these was a good start.

226 Mr. Andrew Terry stated that more hangars, more based aircraft and more operations contradicted the  
227 Operational Impact Analysis.

228 Mr. Rick Stevens stated that costs must be done correctly and expressed concern around a rise from \$2.3  
229 to \$2.7 million. Regarding rent, Mr. Stevens believed that the Truckee market is not the same as the  
230 Sacramento market. Pre-lease commitments would reduce risks, and that the District should run the  
231 hangars as a business.

232 President Wallace closed public comment.

233 Director Jones asked, assuming the discussion would continue next month with Hangar 3, this discussion  
234 could be kept as short as possible tonight. Director Van Berkem asked for an analysis on rent elasticity in  
235 June. Director Hetherington suggested that one of the Executive Hangars could be larger and in lieu of  
236 Hangar 3.

237 Director Hetherington believed that the idea of leasing land was not an option because of the loss of  
238 control and liked the idea of bonding with revenue solely toward aeronautical projects. Other alternatives  
239 should continue to be brought forward.

240 Director Jones asked that the top 10 waitlist tenants be asked how long they would be willing to commit  
241 in a hangar scenario with insulation, data, septic and water, and that a rental summary feedback be  
242 generated to be brought to the Board in June. President Wallace stated that the Board needed to  
243 understand seriously with current validity which waitlist tenants would take an Executive Hangar.

244 Mr. Smith would check with the Legal Counsel if a different rate could be charged for each hangar. Mr.  
245 Smith stated that looking at the data, current tenants would be those served by new hangars. Mr. Smith  
246 believed that it was too soon to begin a bidding process. Director Hetherington stated sensitivity to the  
247 comments of Mr. Terry.

248 **BREAK 6:30 p.m. – 6:40 p.m.**

249 **DRAFT POLICY INSTRUCTION 515 (REVISED) – COMMUNITY ANNOYANCE COMMENT PROCEDURE**  
250 **ADOPTION (TAB 9):**

251 Mr. Smith reminded the Board that the reason the Policy was being discussed was to address this prior to  
252 the busiest cycle of the year.

253 Mr. Cooke stated that numerical value on comments had been removed, and the only other significant  
254 change was at the bottom of page two and top of page three indicating that the General Manager was  
255 authorized to modify comment response protocols. Staff has never had a formal policy with Board  
256 guidance on how to respond to high volume commenters and this verbiage would address the missing  
257 piece of policy instruction.

258 Mr. Cooke stated that comments were up 40% in Q1 due to comments from only three households, and  
259 the goal of the policy was to fairly serve those who had unique situations where the level of annoyance  
260 appeared to be on a much higher level than others without taking away resources from other comments.  
261 Part of the Airport District mission is identified in the strategic plan serving stake holders best interest.  
262 Staff is a resource that is not bottomless.

263 In 2015, there were 463 comments from 75 houses, and a point of discussion around community  
264 annoyance was that there are often people who do not feel that comments to the airport are effective,

265 and there are most certainly unreported incidences of annoyance. The goal is to serve those who do  
266 comment the most effectively and to connect comments to management.

267 One commenter made 96 comments and 94 were determined compliant. The current published noise  
268 abatement procedures are used as the guideline for compliance. All comments are valuable but the  
269 amount of resources used to investigate 94 comments from one person does take away resources from  
270 other areas.

271 The Policy would formalize the process, identified in multiple guidance documents at the District, and  
272 allow the District to better serve all commenters and fairly apply resources. Options for this meeting were  
273 to take no action or approve the amended policy. Director Hetherington asked if the commenter  
274 mentioned in the Quarterly Report was the same mentioned now and Mr. Cooke replied yes. Director  
275 Hetherington ask if when taking a call, if the caller would be told at that time if the comment was  
276 compliant or non-compliant, and asked if each comment would be investigated fully regardless. Mr. Cooke  
277 replied that as long as all info, and particularly, the time were accurate, the investigation process moves  
278 quickly. Mr. Smith stated that all compliant comments would be logged but track data would not be  
279 recorded.

280 Mr. Cooke stated that commenters who send multiple comments may believe that doing so would change  
281 their situation but it has not. Director Hetherington felt more comfortable with this policy but had  
282 concerns around if the Policy outlasted the current General Manager. The Policy could be revisited at the  
283 end of the summer with more data around how much literal time the Policy would save staff.

284 Director Van Berkem stated appreciation of the Policy but expressed concern around having a set formula  
285 as giving the General Manager authorization would be preferred. Compliant complaints must also receive  
286 attention because commenters are not concerned about compliant versus non-compliant, but rather only  
287 that noise annoyances continue. Mr. Cooke commented that logging comments would not change.

288 Director Jones felt it was appropriate to give management latitude to make evaluations and would like  
289 more effort towards proactive noise abatement. President Wallace stated approval of the amended policy  
290 tone as the commenters would all be honored and context in the slide deck was appreciated. Staff should  
291 come back in the fall with a performance report. Director Hetherington requested that if an investigation  
292 would be easy, it should be done regardless.

293 **PUBLIC COMMENT: None**

294 **MOTION #3 MAY-25-2016:** Director Jones motioned to adopt Policy Instruction 515 and to review  
295 performance in October. President Wallace seconded the motion. President Wallace, Directors Van  
296 Berkem, Jones and Hetherington voted in favor of the motion. The motion passed.

297 **CONTRACT APPROVAL WITH MIDWEST ATC SERVICES (TAB 10):**

298 Mr. Bullock reported that the purpose of the presentation was to obtain approval for a service contract  
299 from approximately June 15, 2016 to September 15, 2016 for temporary advisory service support from  
300 Midwest Air Traffic Control (ATC) in an amount not to exceed \$93,000. This would be a District driven item  
301 funded internally. There were four bidders and Midwest was the clear winner due to price, availability  
302 and past performance. Staff was directed to explore an option of bringing a certified controller to the  
303 airport, providing enhanced Unicom services. Midwest ATC could position Truckee Airport District in a



304 way to meet goals for 2017 in regard to staffing requirements and good operating practices, among other  
305 areas.

306 Mr. Bill Ellis, Midwest ATC, gave a brief background of Midwest ATC. ATC has one of the three major  
307 contracts under the FAA Controller Contract Program. 48% of towers in the country are contracted and  
308 Midwest ATC has been in business for over 30 years. Most towers are in the northeast section of the  
309 United States. Midwest ATC was awarded five facilities last year in the South Pacific.

310 President Wallace clarified for the Public that a tower was not being brought in this year but rather a  
311 consulting service was being hired for this summer. Director Jones asked Mr. Ellis how many temporary  
312 towers ATC managed, and Mr. Ellis replied none at this time but in the past there had been 30 to 40 which  
313 eventually turned into permanent towers. Director Jones asked how much of the contract would involve  
314 obtaining long term enhanced capability for the Airport versus preparing for a temporary tower program  
315 in 2017 and Mr. Bullock replied that it had been difficult to develop an enhanced Unicom. 75% of their  
316 contract for the summer of 2016 would be dedicated to developing an enhanced Unicom and the  
317 remaining 25% would be dedicated to scout information for the temporary tower. Director Jones asked  
318 for a definition of enhanced Unicom and Mr. Ellis replied that there is a fine line between air traffic control  
319 and advisory service. The goal should be to become as close to air traffic control as possible without  
320 possessing literal air traffic control. First, current service would be studied for approximately one week,  
321 and then how to apply FAA Handbook procedures to those services would be studied in order to improve  
322 procedures without these becoming air traffic control. A mental picture can be developed for the pilot  
323 around various traffic advisories and congestion times making a landing easier. Suggestions around  
324 avoiding certain situations could then be made.

325 Director Jones asked if the suggestions would allow traffic to be moved to a different runway, and asked  
326 how strong a suggestion would be. Mr. Ellis replied that a suggestion or recommendation could be made  
327 but direction cannot due to company liability issues. Mr. Smith asked how the enhanced Unicom service  
328 could be used to utilize NAPs, and Mr. Ellis replied that a current baseline would be established first.

329 Mr. Bullock stated that there was a collection of MOUs and letters of agreement that were not part of the  
330 discussion at this meeting. A skeleton agreement would be completed this summer. Director Jones asked  
331 that if a contract started on June 15, 2016, that a discussion each month beginning at the July Board  
332 meeting be held for feedback. President Wallace stated that a big interest would be around the issues of  
333 noise annoyance and appreciated the 75%-25% split, as well as the idea around moving toward air traffic  
334 control to a point. Director Hetherington asked for a picture of whether or not a full tower would achieve  
335 goals in a year.

336 Mr. Ellis stated that and the end of the summer, the basis for all standard operating procedures for a  
337 tower would be established if the Airport choses that direction, along with letters of agreements or MOUs  
338 with other agencies around the airport including FAA organizations. Also, a baseline to position a tower  
339 in the most advantageous location and groundwork for approval processes and a safety management  
340 study would be completed. President Wallace stated that the work would be positive and inclusive, but  
341 not the primary focus over the summer.

342 Director Van Berkem asked how pilots would be encouraged to communicate with an enhanced Unicom,  
343 and Mr. Ellis replied that operationally, the ability to look out of the window would allow contact to be  
344 initiated if an airplane were seen. Pilot outreach and pilot education are great ways to enhance the  
345 operations and provides a venue for interaction between staff and pilots. Director Van Berkem asked if

346 larger providers would be approached regarding how to interact with the airport and Mr. Bullock replied  
347 that the onus would be on the Airport to create those relationships but for this coming summer,  
348 annotated direct outreach would continue to be relied on.

349 **PUBLIC COMMENT:**

350 Ian Mulholand, Pilot, had a significant concern that the Airport may be entering uncharted territory with  
351 an enhanced Unicom and that this was an awkward compromise between having a tower or not. Mr.  
352 Molholand asked how many enhanced Unicom Midwest ATC had operated and believed it was none  
353 meaning Truckee Airport would be a test. An enhanced Unicom would be confusing to pilots. Moving  
354 toward but not into an air traffic control situation may make the Airport liable legally. The Board should  
355 reconsider the idea.

356 President Wallace closed Public Comment.

357 Director Hetherington had reviewed Noise Abatement and Track Maps and determined that there are  
358 7,000 ft. and 4,650 ft. runways. When a portion of Runway 29 was being reconstructed, many pilots were  
359 able to use runway 2/20. Director Hetherington asked how comfortable ATC would be in suggesting  
360 runway 2/20, and Mr. Ellis replied that the job of ATC would be to give the data to the pilot so that an  
361 informed decision could be made; but with a true tower next year, ATC would enforce rules made by the  
362 Airport. A pilot would not be instructed to do something unsafe. Mr. Bullock stated that most of the fleet  
363 could use runway 2/20 and most PC12 pilots would take this suggestion.

364 Mr. Bullock stated that Mr. Ellis would need time on the ground to understand Truckee Airport operations  
365 fully. Director Van Berkem asked why pilots would not be told where to go as that is the purpose of a  
366 control tower, and Mr. Ellis replied that pilots would be instructed where to go but would also be informed  
367 about useable runway. With a tower, direction can be provided as opposed to suggestions.

368 Director Hetherington asked how the proposal would fit into the airspace redesign and Mr. Bullock replied  
369 that the Phase two estimates had been received from BridgeNet to bring into the budgeting process, as  
370 well as the potential in building visual flight procedures. That process has a longer timeline than the  
371 control tower issue. Without a tower and surveillance, there will not be visual flight procedures.

372 Director Hetherington asked what the intention of Standard Operating Procedure was, and Mr. Bullock  
373 replied that this was to develop a set of guidelines to offer a standard level of service under any condition  
374 when a temporary seasonal tower is closed.

375 Director Hetherington asked about implied but not specific language in the contract regarding new  
376 procedures impacting surrounding neighborhoods and Mr. Bullock replied that what needed to be  
377 determined was if current procedures in conceptual format was able to be performed by the fleet mix  
378 currently using the airport. Director Hetherington expressed concern that noise abatement procedures  
379 primarily consider runway 29 only. President Wallace stated that the point was one Vice President  
380 Morrison had made many times. President Wallace clarified the question of Director Hetherington,  
381 whether items were captured in the scope of work for the contract and if the items were not, how to  
382 achieve this. Director Hetherington asked for clarification around exactly what would be provided to the  
383 Airport this summer.

384 Director Van Berkem stated that one kind of consulting project would be to sit in Unicom, observe and  
385 build a needs assessment to build a tower. What was unclear to Director Van Berkem was what active role

386 could be taken in influencing or suggesting to traffic this summer, and what legal liability there would be  
387 with a Unicom tower making suggestions only. President Wallace expressed confidence in the consulting  
388 team and that there is a 90 day consulting contract to determine if the Airport should have advanced  
389 Unicom or not, and how this would add clarity, address concentration, etc. Director Van Berkem asked if  
390 this would be due diligence for a future date or if the consultant would be giving strong guidance to pilots.

391 Mr. Smith replied that a certified air traffic controller in Unicom had never been utilized to sort through  
392 issues, and while the FAA is agreeable, FAA will not provide data points or a study. The consultants are  
393 100% certified and trained on the Air Traffic Control handbook. Having an Air Traffic Controller in Unicom  
394 would be much safer than not having one.

395 Director Van Berkem stated that the impression taken from the presentation so far was that the  
396 consultants would be in the tower sounding like Traffic Controllers and talking to pilots, but with  
397 suggestions only. If the vote would be for a half produced tower, this was of concern. Director Jones  
398 replied that the goal would be to influence people to fly places where they normally did not fly. The Airport  
399 is a Unicom environment and there should be a more pro-active Unicom. Mr. Ellis stated that most  
400 Unicom give a bare minimum of information and the Truckee Airport Unicom would likely give more  
401 information; some pilots would not communicate with Unicom, but the pilots who did communicate  
402 would have access to more information in regard to traffic advisories.

403 Director Jones stated that in the correct conditions, a Unicom should not dictate but only influence where  
404 people arrive and depart. Director Van Berkem expressed concern around the term Strongly Worded  
405 Recommendations. Director Hetherington saw benefit as long as collecting data was not the only purpose  
406 and as long as the Consultants had an awareness of surrounding neighborhoods. Comment numbers may  
407 go down with the suggestion method.

408 Director Hetherington asked that the following additional language be added; provide input and aid in the  
409 development of new procedures that could minimize impact on surrounding neighborhoods, and Mr.  
410 Bullock replied yes.

411 **MOTION #4 MAY-25-2016:** Director Hetherington motioned to direct staff to execute the final contract  
412 for services by Midwest ATC to provide Unicom services from the period approximately June 15, 2016 to  
413 September 15, 2016 for an amount not to exceed \$93,233 as amended. President Wallace seconded the  
414 motion. President Wallace, Directors Van Berkem, Jones and Hetherington voted in favor of the motion.  
415 The motion passed.

#### 416 **BOARD GUIDANCE AND INFORMATION ITEMS**

#### 417 **PRIMARY MANAGEMENT AND COMPLIANCE DOCUMENT (PMCD) PROJECT TIMELINE AND SCHEDULE** 418 **UPDATE:**

419 President Wallace clarified that the agenda item would address the project timeline and schedule update  
420 only, and comment was not on the agenda for this meeting.

421 Mr. Bullock stated that the Rules, Regulations and Minimum Standards were open to Public Comment for  
422 a 45 day period until June 15, 2016. Comments were currently being collected from tenants and airport  
423 users. The Board would review Public Comment on July 27, 2016. Board adoption would take place in  
424 August.

425 Mr. Bullock continued that Rates, Fees, Charges and Development Standards would assume a similar  
426 timeline. Public Comment would open on June 22, 2016, closing on July 20, 2016. Changes would be  
427 brought to the August 24, 2016 Board meeting and adoption would be in September.

428 President Wallace reminded the Board that this timeline, the integration matrix and a comparison of  
429 changes from existing to new policies had been requested of staff at the last meeting.

430 Mr. Bullock reported that Board comments on Rules, Regulations and Minimum Standards would be due  
431 on June 15, 2016 as well.

432 **PUBLIC COMMENT: None**

433 **GENERAL MANAGERS REPORT (TAB 11):**

434 **UPCOMING TRAINING OPPORTUNITIES**

435 Mr. Smith reported that the agenda for the National Aviation Environmental Management Conference in  
436 June in Detroit, Michigan was available.

437 **AD HOC COMMITTEES STATUS UPDATE AND BOARD ASSIGNMENTS**

438 **Master Plan**

439 The Master Plan should be completed in June, 2016. CEQA MND comments end in two weeks and this  
440 would be brought to the Board the regular June meeting.

441 **Warehouse Office Building (WOB)**

442 Mr. Smith stated that the WOB is progressing and is on budget.

443 **Hangar 3**

444 Mr. Smith reported that the Ad Hoc committee would meet in June to review the concept and budget  
445 report one more time prior to the June Board meeting.

446 **Non-Aeronautical Land Use Plan**

447 Mr. Smith reported that the committee would reconvene after the Master Plan is completed.

448 **Classification and Compensation Study**

449 Mr. Smith reported the first meeting was today, it included interviews with District employees. A second  
450 set of interviews will take place on Friday.

451 **TAHOE CITY HELIPAD UPDATE**

452 Mr. Smith reported that the permit was essentially complete, but the Tahoe Conservancy owns a 40 foot  
453 strip of land between the PUD and Helipad, which they now indicate it requires a full EIR for us to cross it;  
454 it could take up to four months to complete the process. President Wallace stated willingness to help if  
455 the process stalls. Mr. Smith replied that a hearing was very close before the issue arose.

456 **TRUCKEE TAHOE AIRPORT LAND USE COMMISSION REPORT UPDATE**

457 Mr. Smith reported that there was a compatibility finding for the Rail Yard project by the Airport Land Use  
458 Commission. The Land Use Compatibility Plan is being updated, at \$30,000 total cost.

459 **REGIONAL HOUSING STUDY UPDATE**

460 Mr. Smith stated that a few Board members and he attended the Housing Forum that was held in the  
461 District's community room. Many people were present from the community. Mr. Smith reported that the  
462 Airport District may have a roll on this project. Housing continues to be an issue for community residents  
463 as well as Airport employees. More details to come.

464 **GREENHOUSE GAS EMISSIONS INVENTORY – RFP REVIEW PROCESS**

465 Mr. Smith reported that there were RFP submittals with three stand-outs. Mr. Smith asked if the Board  
466 would like a formal AD HOC Committee or if staff should bring a formal recommendation back to the  
467 Board. Board consensus was to have President Wallace and Director Hetherington on the GHG Ad Hoc  
468 committee.

469 **MOTION #5 MAY-25-2016:** President Wallace motioned to create an Ad Hoc Committee for the  
470 Greenhouse Gas Emissions RFP Review to comprise of President Wallace and Director Hetherington.  
471 Director Jones seconded the motion. President Wallace, Directors Van Berkem, Jones and Hetherington  
472 voted in favor of the motion. The motion passed.

473 President Wallace asked if a recommendation would be required in June and Mr. Smith replied yes.

474 **UPCOMING MEETINGS**

475 Mr. Smith reported that the Reno Aces game would be on June 2, 2016 at 6:00 p.m.; the combined ACAT  
476 and Board meeting would be on June 14, 2016 from 9:30 a.m. to Noon; and the budget workshop would  
477 be held July 11, 2016, Board meeting on July 27, 2016. Budget worksheets from the Board would be  
478 appreciated to incorporate with Staff worksheets.

479 **ROLLING AGENDA**

480 Mr. Smith had no update.

481 **PUBLIC COMMENT: None**

482 **MOTION #6 MAY-25-2016:** Director Jones motioned to adjourn. President Wallace seconded the motion.  
483 President Wallace, Directors Van Berkem, Jones and Hetherington voted in favor of the motion. The  
484 motion passed.

485 The meeting adjourned at 8:15 p.m.