

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, July 27, 2016 in the Truckee Tahoe Airport District Community Room A,
3 located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 4:30 p.m.

4 **CALL MEETING TO ORDER:** 4:36 p.m.

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Lisa Wallace
7 Vice President Jim Morrison
8 Director Mary Hetherington
9 Director Tom Van Berkem

10 **DIRECTORS ABSENT:** Director John B. Jones, Jr.

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, Aviation and Community Services Manager
15 Mr. Marc Lamb, Community Relations Manager
16 Mr. Brent Collinson, District Legal Counsel
17 Ms. Lauren Tapia, District Clerk

18 **PUBLIC COUNT:** 3

19 **SPECIAL ORDERS OF BUSINESS:**

20 Mr. Smith stated that the Airport is in the midst of a very busy construction season, and will continue to
21 be busy for the next two months.

22 **PUBLIC COMMENT:**

23 Ms. Jean Green, Northstar community resident, stated that her community is interested in the status of
24 ACAT's trails master plan. District Counsel Collinson stated that since the item is not agendized staff
25 cannot give an official status update on the subject, but staff can discuss it offline during the break with
26 the public or an official update can be given at the next regular board meeting.

27 **CONSENT ITEMS**

- | | | |
|----|--|-------|
| 28 | 1. June 14, 2016 Special Meeting Minutes ----- | TAB 1 |
| 29 | 2. June 22, 2016 Regular Meeting Minutes ----- | TAB 2 |
| 30 | 3. July 11, 2016 Special Meeting Minutes ----- | TAB 3 |
| 31 | 4. Monthly Service Bills and Feed ----- | TAB 4 |
| 32 | 5. Monthly Financial Report ----- | TAB 5 |
| 33 | 6. PI 303 – Expenditure Authorization Policy Amendment ----- | TAB 6 |

34 Director Hetherington requested to pull TAB item 3, the July 11, 2016 Special Meeting Minutes.

35

36 **PUBLIC COMMENT:** None

37 **MOTION #1 JULY-27-2016:** Vice President Morrison motioned to approve Tab Items 1, 2, and 4-6. Director
38 Van Berkem seconded the motion. President Wallace, Vice President Morrison, Directors Van Berkem,
39 and Hetherington voted in favor of the motion.

40 Director Hetherington made changes to line 211, 275 and line 298 of the July 11, 2016 Special Meeting Minutes.
41 The changes to the minutes were notated and accepted by Ms. Lauren Tapia.

42 **PUBLIC COMMENT:** None

43 **MOTION #2 JULY-27-2016:** Director Van Berkem motioned to approve the July 11, 2016 as amended by
44 Director Hetherington. Director Hetherington seconded the motion. President Wallace, Vice President
45 Morrison, Directors Van Berkem, and Hetherington voted in favor of the motion.

46 **AIRSHOW UPDATE**

47 Mr. Smith stated that the AirShow committee will give a full report on the 2016 AirShow and Family
48 Festival at the regular August Board meeting.

49 **PUBLIC COMMENT:** None

50 **ACAT SELECTION PROCESS (Tab 7)**

51 Mr. Bullock noted that Member Hoopingarner has relocated and submitted his official notice to District
52 staff. ACAT will have a vacant seat until Member selection in September. Mr. Bullock stated that one pilot
53 and non-pilot seat is up for selection. Mr. Bullock gave a brief overview of the 2016 ACAT Member
54 selection process. Director Hetherington stated that she has been approached several times about people
55 inquiring more information about the terms of the seat. Mr. Bullock stated that each member serves a
56 three year term, the meeting runs from 9:15 am until approximately 11:00 AM, and that each member is
57 paid a monthly \$100 stipend. Mr. Bullock stated that he promotes all new members to attend the UC
58 Davis Noise Symposium which is held in Palm Springs every year. Director Hetherington stated that
59 Member Hoopingarner appreciated being on ACAT and enjoyed his year being a part of the team.

60 **PUBLIC COMMENT:** None.

61 **QUARTERLY OPERATIONS AND COMMENT REPORT (Tab 8)**

62 Mr. Cooke stated that he did a reasonably good job scrubbing the data for the Q2 Operations and
63 Comment Report; the numbers should be a good representation of what occurred between the months
64 of April – June of 2016. Mr. Cooke noted that the annual audit of his data will occur January 2017.

65 Mr. Cooke stated that the region experienced a few late winter storms in the month of April, but outside
66 of that, good flying weather prevailed during Q2. Regional schools went into summer break and all
67 summer amenities were in full swing by the end of the quarter. There were no construction projects or
68 extended snow removal closures that made a noticeable impact on overall operations. The Airport
69 experienced an increase in piston and jet operations grew in operations toward the end of June,
70 particularly due to the arrival travel period for the 4th of July holiday occurring in the month of June.

71 Overall, Mr. Cooke stated that there was a 32% increase in operations in Q2 of 2016 over Q2 of 2015
72 (which includes glider activity).

73 Mr. Cooke reviewed the top 20 models of aircraft that operated during Q2 of 2016. The top model is the
74 PC12. At this time, staff does not separate “touch and go” operations from arrivals and departures, but it
75 would be fair to assume 20% of piston single engine activities are “touch and goes”.

76 Director Van Berkem inquired about Surf Air and how many of their operations are within the PC12
77 operational numbers. Mr. Cooke stated that he did not do a specific audit of Surf Air operations. Mr. Smith
78 stated that Surf Air is typically 25% of our PC12 operations.

79 Historical breakouts of aircraft over 50,000 lbs. are not available, however charts and tables will reflect
80 the +50,000 lbs. category from January 2015 and on. As a whole, jets were 39% of the quarterly comment
81 total (52 total comments). Seven of the 52 comments that were submitted for Q2 were determined to be
82 “non-compliant” and outreach to flight crews and operators were conducted.

83 Mr. Cooke stated that night operations which occurred during Q2 were really more like morning
84 operations. There were 42 operations made by 32 different aircraft between the hours of 10:00 PM and
85 7:00 AM that were not associated with EMS activity. 19 of these were between 6:30 AM and 7:00 AM. 15
86 aircraft based at the Airport made 21 of the operations. There were no Fly Quiet incentives cancelled. All
87 transient aircraft operating during the voluntary curfew hours received outreach. Mr. Cooke stated that
88 in discussion with operators who flew within the curfew periods, either they were attempting to leave
89 early for performance or weather avoidance, were not aware of the voluntary curfew, or understood the
90 voluntary curfew hours to be between 11:00 PM – 6:00 AM.

91 The community annoyance comment summary consisted of 45 households representing eight residential
92 areas near the airport and one residential area in the Tahoe Basin made comments. Discussion ensued
93 regarding the inability to track operations within the Tahoe Basin due to terrain; the District does not have
94 flight track data of aircraft below 9,000 ft. within the Basin. There were also two anonymous comments
95 processed. 13 commenters were “first time” commenters. The majority of the households made only one
96 comment. Five households made ten or more comments with one Northstar resident making 21
97 comments. Mr. Cooke stated that comments by weekday and operations followed standard patterns with
98 departures on Sunday generating significantly more complaints than all others. For Q2 of 2016, 9:00 AM
99 – 12:00 PM looked to be the busiest time frame for operations and peaked between 10:00 AM – 11:00
100 AM. 14 “touch and go” operations generated complaints for the quarter. Of nine aircraft, six outreach
101 efforts were made to local CFI’s and/or students, Bay Area flight clubs as well as private pilots.

102 Community members received either return email confirmations or call backs regarding their complaints.
103 Due to the high frequency of some commenters, staff had to respond periodically rather than at each
104 specific instance, although all comments have been recorded for inclusion in the Q2 report and all
105 comments were investigated for compliance. Staff made itself available for follow up and discussion to all
106 community members and invited several in for further discussion as well as an invitation to attend the
107 community outreach meetings which are currently underway.

108 Mr. Cooke stated that the skydiving jump plane generated multiple agitated comments. Only track
109 segments could be pieced together, so no track image could be generated for the event and is not included
110 in the report. Airport management spoke to the local operator immediately and it was determined it was
111 the pilot’s first flight on behalf of the operator. The pilot agreed to follow recommended protocols.

112 President Wallace requested if there were any ideas from staff regarding noise and annoyance outreach
113 opportunities that could take place in the Tahoe Basin. Mr. Bullock stated that the District could partner
114 with Oakland Center and possibly receive information from them regarding flights that occurring in the
115 Tahoe Basin. Director Hetherington mentioned that the Tranquility Campaign can be tied in as well,
116 because the campaign has a large “respect” issue wrapped in it. Vice President Morrison reminded Board
117 and staff that out of 137 comments, only one comment came from the Tahoe Basin.

118 Director Hetherington inquired about the total operations for Q2. Mr. Cooke stated that the total
119 operations equaled out to be 7,231 (including gliders) or 6,025 (excluding gliders). Director Hetherington
120 inquired about the “operations per comment” matrix. Mr. Cooke stated the matrix is located in the
121 quarterly charts, but not in the narrative. Director Hetherington requested that the matrix be included in
122 the narrative. Director Hetherington stated that she did the calculations, and that there appears to be 66
123 operations per comment for the jets under 12,499 lbs., 20 operations per comment for jets 12,499-19,999
124 lbs., 13 operations per comment for jets 20,000 – 49,999 lbs., and six operations per comment for jets
125 greater than 50,000 lbs. Mr. Cooke cautioned the Board that one individual can skew the numbers due to
126 their bias of jets. Director Hetherington expressed disagreement with Mr. Cooke’s interpretation, **in the**
127 **past, the matrix of operations per comment had been part of the report. At some point, the matrix was**
128 **removed and Director Hetherington had requested that it be put back in; she again requested that the**
129 **matrix be included and not just in the narrative.** Mr. Smith commented that total number of comments is
130 very important but the number of household commenting (as well as new households) also should not be
131 overlooked.

132 **Director Hetherington wanted to note that in this report, it states that 34 of the 137 comments received**
133 **in Quarter 2 were non-compliant; this is 25 percent and seems much larger than in the past. It was also**
134 **noted that the Piaggio aircraft generated one comment.**

135 **PUBLIC COMMENT:**

136 Ms. Green, Northstar resident, stated that a lot of neighborhoods are second homeowners, and are not
137 occupied for most of the year. Ms. Green would like staff to consider that since the homes aren’t occupied
138 most of the year, which could affect commenters, as they are not here full time to comment. Director
139 Van Berkem stated that he has made comments, but none of his neighbors have made comments, the
140 silent majority can’t get anything done.

141 Director Wallace stated that she agrees with the importance of the “operations per comment” statistics
142 as well as the operations per households statistics. Mr. Smith stated that over time staff have received
143 mixed signals regarding the reports, especially when operations per comments had gone down, they were
144 considered invalid because community members just stopped calling, when the numbers go up, they are
145 considered accurate. That discontinuity is confusing to staff. However, Mr. Smith stated that it would be
146 a good topic for an offsite discussion as to strategy regarding what to do with comment data.

147 Director Hetherington questioned if staff and the Board should retouch the policy regarding giving out tail
148 numbers and commenter names (PI 511). Vice President Morrison questioned if the Board should be
149 making it easier for community members to call FSDO at an unwarranted and increased basis. Mr. Bullock
150 stated that there are ways for individuals to get tail numbers (i.e. flight aware) without staff being placed
151 in the middle. District Counsel Collinson stated that the topic is drifting away from what is agendized and
152 suggested this be placed on August’s agenda. Director Hetherington requested the discussion regarding
153 PI 511 be discussed in August. It was mentioned that if tail numbers are given to commenters, commenter

154 information would also be available to pilots. It was discussed that PI 511 would be agendized at the next
155 available meeting, when time allows.

156 Director Hetherington requested additional information on multitude of printed tracks within the report,
157 and Mr. Cooke responded to the requested information. Director Hetherington thanked Mr. Cooke for
158 the information. To listen to the questions in its entirety, please refer to the archived video of the meeting
159 (**specifically: 1:19:32**) here: <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>

160 Mr. Andrew Terry, Truckee resident, requested more information as to why it is so difficult to gather a
161 flight track on the skydiving aircraft. Mr. Cooke stated that their transponder is subpar, staff is currently
162 making outreach with the operators regarding their equipment. Mr. Terry inquired about the impact of
163 large jets landing on the runway, specifically, damage it makes to the asphalt. Mr. Smith stated that is rare
164 for an operator with an aircraft over the weight limit to call and ask permission to land. Mr. Terry noted
165 that any aircraft over 50,000 lbs. is causing wear and tear to the runway. Mr. Terry stated that he was
166 involved in the creation of PI 511, and that it was a very conscious decision of everyone involved to not
167 give the tail numbers and noise commenter's information out to the general public. There are way for
168 inquiring minds to get the information on their own.

169 President Wallace stated that there was a lot of discussion involved on this topic, and thanked everyone
170 for their time spent answering the clarifying questions.

171 **QUARTERLY COMMUNICATIONS REPORT**

172 Mr. Marc Lamb, Community Relations Manager, presented the Quarterly Communications and Outreach
173 Report. Mr. Lamb reviewed the outreach events the District has participated in so far for 2016. Mr. Lamb
174 also reviewed the various highlights that have occurred for Q2, for example, the Truckee boat inspection
175 station began on the south ramp for the summer of 2016, Earth Day Waddle Ranch sugar pine planting
176 event, Soar Truckee begins summer operations, and Skydiving operations began.

177 Mr. Lamb stated that the District currently has 756 subscribers to the E-News Blast. Seven e-blasts were
178 sent out during the second **quarter** with an average of a 60% open rate, which is quite high. Mr. Lamb
179 reviewed the press coverage the District has received with the local newspapers; there were eight articles
180 written.

181 Mr. Lamb stated that the District's social media presence is slowly increasing its fans on Facebook and
182 followers on Instagram. The District's Facebook page currently has 648 fans and 108 followers on
183 Instagram (fan count doubled in Q2). The primary location of the District's Facebook fans live in the
184 Truckee, Reno and Northern California locations.

185 The District's website had 23,418 visitors during the second quarter. The visitor number count is down
186 31% from Quarter one. The top five most visited pages on the website are the Webcam, Homepage, Staff
187 page, the Human Resources page and the Flight Planning plane.

188 Mr. Lamb reviewed the Level 1 Community Sponsorship Program Requests (approved) for Quarter 2. The
189 approved requests totaled \$15,500.

190 Mr. Lamb highlighted the District's partnership with the Boys & Girls Club of North Lake Tahoe/Truckee
191 (BGCNLT). The BGCNLT has been involved with the following events: Mission to Mars summer camps,

192 Challenger Learning Center Field Trip Introductions, BGCNLT onsite Aviation and STEM Summer Camp,
193 Lego, Robotics and Aviation School Program, and TTAD booth staffing at various community events.

194 The District also received Letters of Appreciations from various community groups in the region thanking
195 the District for their involvement and/or sponsorship funding. Mr. Lamb summarized the groups that
196 utilized the District's community rooms. For the second quarter, 29 groups reserved the community
197 rooms, half of which held reoccurring meetings throughout the quarter as well.

198 **PUBLIC COMMENT:** None

199 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

200 Mr. Smith stated that he attended the SWAAAE conference in Las Vegas, Nevada. Many topics were
201 discussed: ATC advancement, cost benefit participation in regards to contract control towers, drones, and
202 use of hangars at obligated airports. Mr. Smith **stated** the use of hangars at obligated airports will affect
203 the Truckee Tahoe Airport. Specifically regarding non-aeronautical items stored within hangars, and the
204 amount of time an aircraft needs to spend in the hangar to be considered "based". These changes don't
205 start to become in effect until July 1, 2017. District Staff will have to define clarity and conduct
206 enforcement of these rules in the next year so everyone is in compliance by July 1, 2017. President Wallace
207 requested an update in January on this subject.

208 Mr. Bullock stated that he was in Washington D.C. to have meetings with the FAA Surveillance Program
209 Manager. Mr. Bullock stated that he also spent two days with the NBAA Safety Committee discussing
210 business jet safety. Director Hetherington inquired about the results of said meetings. Mr. Bullock stated
211 that he discussed what the mandate period (2020) means for the Airport and how the lack of surveillance
212 effects the community regarding visual flight procedures. Mr. Bullock informed the Board that the FAA
213 speaks in terms of safety and capacity, and the District speaks in terms of noise and annoyance, safety,
214 and capacity. The theme of the discussion was to insure that our priorities are respected and prioritized
215 appropriately within their priorities at the FAA.

216 **PUBLIC COMMENT:** None

217 **CONFLICT OF INTEREST POLICY REVIEW**

218 District Counsel Collinson stated that pursuant to Government Code sections 87300-87313, every public
219 agency must adopt a Conflict of Interest Code, which the District has done. Title 2 of the California Code
220 of Regulations, section 18736.1 requires that a multi-county agency (such as the Airport District) review
221 its code every even-numbered year and report to the Fair Political Practices Commission (FPPC). The
222 District reviewed and revised its Conflict and Interest Code after a public hearing on June 24, 2015 after
223 the request by the FPPC so to reflect the FPPC's newly adopted regulations. The FPPC has reviewed and
224 approved that recently revised code, and it doesn't not appear that any changes have occurred at the
225 District since that Code was adopted that require any changes or modifications to our existing Conflict of
226 Interest Code. After the receipt of any public comment, and review of the existing Conflict of Interest Code
227 by the Board, the Board can approve the existing Code and direct the General Manger to make the report
228 back to the FPPC.

229 **PUBLIC COMMENT:** None

230 **MOTION #3 JULY-27-2016:** Director Van Berkem motioned to approve the existing Conflict of Interest
231 Code with a finding that the Board has reviewed the existing Code and determined that the existing Code
232 accurately designates all positions that make or participate in the making of governmental decisions; that
233 the disclosure categories accurately assigned to those positions require the disclosure of all investments,
234 business positions, interests in real property, and sources of income which may foreseeably be affected
235 materially by the decisions made by those designated positions; and that the codes includes the provisions
236 require by Government Code Section 87302. Director Van Berkem further moves that the Board direct
237 the General Manager to so advise the Fair Political Practices Commission in writing of this approval and
238 these findings no later than October 1, 2016. Vice President Morrison seconded the motion. President
239 Wallace, Vice President Morrison, Directors Van Berkem, and Hetherington voted in favor of the motion.

240 **PUBLIC COMMENT REVIEW OF THE NEW MINIMUM STANDARDS AND RULES AND REGULATIONS**

241 President Wallace noted that this topic is a Board guidance and information item. There will be no action
242 taken on this item, only reviewing public and Board comment. Mr. Bullock reviewed the Primary
243 Management and Control Documents (PMCD) overview timeline. Mr. Bullock stated that public comment
244 for the Rules & Regulations and Minimum Standards closed on June 15th, revision with all comments took
245 place June 15 – July 27, and tonight the Board will review the documents and the public comments. Mr.
246 Bullock stated that the Rules & Regulations and Minimum Standards will be adopted by the Board at the
247 October Board meeting.

248 Mr. Bullock stated that the documents will be transformed to an industry standard document. Mr. Bullock
249 noted that the documents are not considered “final”. Mr. Bullock stated that all Board members have a master
250 document which is compiled of comments that were submitted with their appropriate responses. Not all
251 comments received will affect the documents; some comments are considered concerns. Mr. Bullock stated
252 that what is best for the Airport is what is being presented tonight, there are a lot of micro-decisions involved
253 in the documents, and many of the decisions have been blended together.

254 Vice President Morrison stated that he has read through the two documents, and doesn’t have any further
255 questions.

256 Director Van Berkem stated that he was disappointed with the tone of several of the comments from the public,
257 a few sounded adversarial.

258 Director Hetherington stated that she has many points she would like to discuss, beginning with the Rules &
259 Regulation Document (Draft). Director Hetherington started out with *3.12 Engine Operation*. President Wallace
260 asked Mr. Bullock how he would like to go over the documents. Mr. Bullock stated that he would like the “top
261 global questions” from Board members tonight and would rather take more “in-depth” line by line questions
262 from Board members offline for the sake of time tonight. President Wallace indicated that Director
263 Hetherington has questions that should be discussed at a Board level, but advised the Board members if they
264 have smaller level comments that are not considered Board level discussion, they can be discussed offline
265 during regular staff office hours.

266 Director Hetherington continued with her initial question regarding *3.12 Engine Operation*, from the Rules &
267 Regulation Document, which is that she is concerned of the location of engine “run ups” on runway 29 which
268 then promotes those aircraft to take off on runway 29. Mr. Bullock stated that engine “run ups” are not for the
269 purpose of flight, it’s for the purpose of aircraft testing. The District wanted to put the engine run up area as
270 far away from populated area as possible, and that location is near runway 29. Mr. Bullock acknowledged

271 Director Hetherington's concerns but stated that this section is not written to affect their runway selection.
272 Director Hetherington stated that there should be clarity written defining that, as it reads like there is.

273 Director Hetherington questioned section 7.6 *Aircraft Hangars*, from the Rules & Regulations Document,
274 questioning "working aircraft". Director Hetherington stated that the District had previously rented hangars to
275 individuals who stored only parts of aircraft and had no intention of it becoming a working aircraft; this was at
276 the same time that there was a hangar wait list of more than 200 individuals. Director Hetherington expressed
277 concern if the wording in this section could allow this circumstance to re-occur and she would not support that
278 situation; she wanted confirmation that this section will be adapted to the new rules that will take into effect
279 with the FAA regarding what is kept inside hangars July of 2017. Mr. Smith stated that this section includes the
280 new language that will conform to the FAA rules that will take effect July of 2017. Mr. Smith stated that the
281 FAA views aircraft construction as an aeronautical use and a time limit to the owner is not required. Mr. Bullock
282 stated that Staff does a great job at determining which hangar tenants are actually building an aircraft and
283 which tenants are not showing any intention of building an aircraft and is just utilizing their hangar as a storage
284 unit.

285 Director Hetherington stated that she does not have any more comments/questions on the Rules & Regulation
286 Document, but she has several comments/questions on the Minimum Standards Document. President Wallace
287 stated that they will now transition to that document for further questioning.

288 Director Hetherington requested if staff can address the idea of respite hours, and if that could be implemented
289 somewhere within the Minimum Standards as part of future hangar leases. Mr. Bullock stated that the Airport
290 does have *some* control regarding days of the week and times of the day its commercial aeronautical operators
291 can conduct business, which is granted by the FAA. But under the FAA grant assurances, the Airport cannot
292 unfairly limit aviators or commercial operator's aeronautical activity. Mr. Smith stated that it would be very
293 difficult to apply respite hours on tenant based aircraft. District Counsel Collinson stated that staff should refer
294 to Counsel Peter Kirsch, but respite hours could be interpreted as a mandatory flight restriction and could be
295 challenged. Mr. Bullock stated that further investigation would need to take place before staff would consider
296 placing the topic in the Minimum Standards. Director Hetherington requested that that investigation be
297 done and reported back to the Board.

298 Director Hetherington moved on to section 1.5 *Applicability*, from the Minimum Standards Document. Director
299 Hetherington stated that the Minimum Standards will not affect existing leases, but would affect new leases;
300 also any entity currently engaging in activities without an agreement has six months from the date of adoption
301 to comply with the minimum standards. Mr. Bullock confirmed Director Hetherington's comment.

302 Director Hetherington questioned hangar door minimum widths under section 2.5 *Leased Premises*, specifically
303 for Turbojets and their 100 ft. door width minimum. Director Hetherington inquired if the District sets a
304 precedent of that wide of a door is it going down a path of allowing large hangars to be built. Director
305 Hetherington requested the Turbojet door width minimum to be deleted from the matrix shown in the hangar
306 section. Discussion ensued on the topic and how it relates to the District's proprietary exclusive rights. Director
307 Hetherington requested Mr. Peter Kirsch's opinion on the Hangar door width (and height) requirements shown
308 in section 2.5 *Leased Premises*. District staff noted Director Hetherington's request.

309 Vice President Morrison left the meeting at 7:10 PM

310 President Wallace stated that the Board will be taking Public Comment several times throughout the Minimum
311 Standards topic.

312 **PUBLIC COMMENT:** Mr. Terry, Truckee resident, inquired if the hangar width requirement be increased
313 to a wider door width rather than a smaller width which could make the option unobtainable for certain
314 entities. Mr. Smith stated that each width requirement is solely for specific type of aircraft, but will ask
315 Mr. Kirsch to provide further clarity.

316 Director Hetherington questioned FBO response time under section 3.2 *Scope of Activities*, as it states
317 that the response time for fuel and lubricant services from FBO employees will be a minimum of fifteen
318 (15) minutes. Director Hetherington stated that she is concerned with that response time, as it seems to
319 be rather fast, and inquired if the response time should be increased. Mr. Bullock stated that during
320 routine fueling on the ramp, fifteen minutes is not unreasonable. Mr. Smith stated that staff could revise
321 some wording regarding “peak time” operations.

322 Director Hetherington inquired if the District provides compressed air which is listed as a service under
323 section 3.2 *Scope of Activities Aircraft Ground Handling Services*. Mr. Smith stated that the Airport does
324 provide compressed air. Mr. Bullock confirmed Mr. Smith’s response, but further clarified that the District
325 provides nitrogen for compressed aircraft tires, but does not provide oxygen.

326 Director Hetherington inquired about section 3.3 *Leased Premises*, specifically contiguous land standard.
327 Mr. Bullock stated that if an outside FBO would be allowed on the field, the standard square footage of
328 land listed would be their required minimum standard amount of land they would have to have in order
329 to operate, as well as the other items listed in the matrix (i.e.: terminal building, ramp, etc.). Director
330 Hetherington inquired that the Community Hangar listed in the matrix be removed. Mr. Bullock stated
331 that the Board should question removing that item from the matrix; if it is removed, then you have no
332 minimum standard requirements on that type of building. Mr. Smith stated that Mr. Kirsch can be
333 consulted on the topic.

334 **PUBLIC COMMENT:** Mr. Terry, Truckee resident, stated that the units of measure for some of the tables
335 are not consistent and should be addressed.

336 Director Hetherington questioned ramp transportation vehicles under section 3.7 *Equipment*. Director
337 Hetherington questioned if the District should be competing with private enterprises (i.e.: taxi services).
338 Mr. Bullock stated that this not considered an offsite transportation service, it is a service used to
339 transport individuals to the Airport Terminal and/or vehicle parking areas.

340 Director Hetherington questioned after hours on-call response time under section 3.8 *Hours of Activities*.
341 Director Hetherington stated that the Airport is trying to have a voluntary curfew, **if the District has an on**
342 **call response time, it is very confusing and gives a mixed message to outside transient operators.** Mr.
343 Smith stated that he does not see this as an incentive that would bring operators into Truckee after hours.
344 Director Hetherington countered that she views it as a “slow creep” towards having this as a realistic
345 service. Mr. Smith stated that it is already a service of the airport. The purpose of “on call” is that it gives
346 us an opportunity to talk an operator out of flying here after hours. If they insist we can discuss the noise
347 abatement procedure with them.

348 **PUBLIC COMMENT:** Mr. Terry, Truckee resident, stated that he feels the minimum standard regarding
349 employee head counts as too high, and that it should be lowered. Mr. Terry also stated that the rates and
350 fees is not just staff time recovery, but facility cost recovery as well.

351 **BREAK: 7:46 p.m. – 7:54 p.m.**

352 Director Hetherington inquired about section 4.2 *Leased Premises* and what type of SASO it is geared
353 towards. Mr. Bullock stated that this section is geared towards Aircraft Maintenance Operators, like Sierra
354 Aero, which is currently on field. And the standards listed in this section would be the minimum
355 requirements for any new Aircraft Maintenance Operator that would want to operate at the Airport.

356 Director Hetherington also inquired about leased premises under section 5.2 for Aircraft Rental or Flight
357 Training Operators, and that the hangar square footage requirement is larger than what is required for
358 Aircraft Maintenance Operators. Mr. Bullock stated that most flight training facilities/schools are more
359 intensive than maintenance hangars. Mr. Smith stated that the minimum standards are designed to
360 provide a level playing field for all business that either already exist or would like to operate on the field
361 and doesn't make it too easy for people to just walk on the field and start up a competitive business that
362 provides the same services. Mr. Bullock stated that minimum standards actually protects the consumers
363 on the field and that new potential SASOS have been fully vetted and is able to meet the same standards
364 as SASOS that currently exist on the field. **Director Hetherington recounted that she went to the PMCD
365 workshop with Mr. Bullock in 2014, and she remembered the consultant very clearly emphasizing that it
366 was not the Airport's job to protect any business on the field. The consultant who led that workshop and
367 has also put these documents together stated that the purpose is to provide a level playing field.**

368 Director Hetherington inquired about the standards specifically for Certified Flight Instructors (CFI). Mr.
369 Smith stated that the standards are address^{ed} under section 8 *Independent Flight Training Operator*.

370 Director Hetherington moved on to section 6.2 *Leased Premises for Sail Planes*. Director Hetherington
371 stated that their lease hold is quite big. Director Hetherington questioned about the one single engine
372 aircraft listed under Equipment.

373 **PUBLIC COMMENT:** Mr. Terry, Truckee resident, asked if it were possible to require sail plane operators
374 to have a five bladed prop, as they are quieter. District Counsel Collinson stated that he would be
375 concerned about making it required, advised staff to investigate with Mr. Kirsch.

376 Director Hetherington requested more information regarding what type of aircraft management operator
377 would qualify as an Aircraft Charter or Aircraft Management Operator as stated under section 7.1. Mr.
378 Bullock stated would be most likely like scenic flights, as you can do scenic operations under Part 91.

379 Director Hetherington questioned the contiguous land standard under section 9.2 *Leased Premises for
380 Commercial Sky Diving Operators*. Director Hetherington inquired if our current skydive operator has a
381 hangar. Mr. Bullock stated that the current skydiving operators do lease a t-hanger for their aircraft. Mr.
382 Bullock acknowledged that the current skydiving policy instruction (PI 504.1) does not line up with the
383 skydiving operator section within the minimum standards. Mr. Bullock stated that he is currently seeking
384 guidance on how staff will proceed further on that issue. President Wallace ask^{ed} that staff seek guidance
385 as to what happens when the skydiving operator's t-hangar lease expires, what actions will take place
386 next.

387 **PUBLIC COMMENT:** None.

388 Director Hetherington stated that the last time the District set fees was in 2007. Mr. Smith stated it was
389 updated in 2013. Director Hetherington stated that the old policy instruction is online with the approval
390 date of 2007; requests the website be updated with the most current policy.

391 President Wallace stated that in August the Board will be reviewing Rates & Fees and Development
392 Standards.

393 **WAREHOUSE OFFICE BUILDING, LONG TERM PARKING, UTILITY UNDERGROUND, AND STREETScape**
394 **BUDGET UPDATE**

395 Mr. Peter Beaupre, Project Manager, stated that the project is approximately 75% complete, and the
396 completion date is on track for late November. There is completed hardscape, the power poles have come
397 down. They are moving forward with wall framing and electrical. Currently working with Clear Capital
398 regarding tenant improvements. Mr. Beaupre stated that the project started with approximately
399 \$290,000 in available contingency and will have \$100,000 in contingency remaining.

400 Mr. Smith stated that Mr. Beaupre has a thankless job, and the project had a very compressed timeline.
401 Mr. Smith stated that he appreciates all of the effort put forth to keep the project going. President Wallace
402 stated that in Silicon Valley there is a tradition to have a roller-skate party in buildings before the furniture
403 goes in. President Wallace expressed that she would like to have a well thought-out celebration when the
404 building is finished, which should include all District Staff as well as the individuals that worked on the
405 Building. Mr. Smith acknowledged Presidents Wallace's request to have a celebration planned.

406 Mr. Smith stated that there are a few months of rent abatement for Clear Capital, though it is capped at
407 \$250,000. Specific costs will be presented at the next WOB update.

408 Mr. Smith that rental car operator, Hertz, is ready to sign and occupy one of the spaces in the new building.
409 Mr. Smith stated that he is continuing to diligently work with the two other potential rental car operators
410 (Enterprise and Avis) to fill the other space. Both have been up to the site but have yet to make any further
411 decisions. Mr. Smith stated that if they do not take the other space **and continue to drop off vehicles**, they
412 will have to abide by the same parking fees and concession fees Hertz will have once they sign their
413 contract. Mr. Smith stated that he is still optimistic about having a second rental car operator on site.
414 President Wallace stated that she would like a clear breakdown of the rent abatements for Clear Capital
415 along with a clear understanding **of** the status of the rental car operators as well as a concession revenue
416 estimate. Director Hetherington inquired if Clear Capital will still be employing 100 people at the Truckee
417 location. Mr. Smith stated that they will be.

418 **PUBLIC COMMENT:** None.

419 **GENERAL MANAGER REPORT**

420 Mr. Smith reviewed upcoming training and conference opportunities; Mr. Smith noted that this is the first
421 year that the CSDA Annual Conference doesn't fall on a Board meeting week. Encouraged those who wish
422 to attend, attend.

423 Mr. Smith stated that the Community Sponsorship ad hoc committee has set a date to meet and will be
424 reviewing the process and policy and will propose a course of action on the current
425 sponsorship/partnership applications as well as possible updates to Policy Instruction 311.
426 Recommendations will be provided as soon as the ad hoc committee finalizes their assessment.

427 Mr. Smith informed the Board that the Non-Aeronautical Land Use committee will be meeting and will
428 present a process update and early findings at the October Board meeting. President Wallace suggested

429 that the update be conducted in September or October as the August agenda is quickly shaping up to be
430 a robust meeting.

431 The Classification and Compensation Committee doesn't have a meeting scheduled, but the classification
432 phase of the project is complete. The next phase is the compensation piece and is currently underway.

433 The Greenhouse Gas Inventory committee met and felt comfortable with First Environment and is
434 currently working out a final project scope and fees for the project. Contract documents have been signed.
435 The project is anticipated to be complete before the end of the calendar year.

436 The Economic Impact Study Committee met and reviewed project proposals of the three RFP responders.
437 The committee has asked the firms to provide answers to some supplemental questions. It is anticipated
438 that staff will receive their responses back by mid-august. The committee will make a recommendation to
439 the Board at the August meeting.

440 Mr. Smith stated that a final cost estimate based on detailed design work and quotes from metal building
441 manufacturers is currently being worked on by Brandley Engineering, Acumen Engineering as well as
442 Prosser Building and Development for the Executive Hangar Project. A full update will be provided at the
443 August Board meeting, which will include financing options from a local bank, bonding options and Cal
444 Aeronautics Airport Loan program.

445 Mr. Smith stated that the Neighborhood Outreach Meetings have been going really well. Staff has had
446 really good dialog and comments from participants. Airport Users (pilots) and neighborhood residents
447 have been attending, which has provided great conversation. A full presentation will be conducted at the
448 September meeting.

449 Mr. Smith stated that his three year employment contract expires at the end of September of 2016. Mr.
450 Smith stated that per past practices, the Board has formed an ad hoc committee to meet with the General
451 Manager and review and propose a new contract which would be considered by the Board at the
452 September Board meeting. There was Board consensus to have President Wallace and Vice President
453 Morrison sit on the ad hoc committee.

454 **PUBLIC COMMENT:** None.

455 **MOTION #4 JULY-27-2016:** Director Van Berkem motioned to appoint President Wallace and Vice
456 President Morison to the General Manger Contract Ad Hoc Committee, with an amendment if Vice
457 President Morrison cannot serve, Director Van Berkem will serve in his place. Director Hetherington
458 seconded the motion. President Wallace, and Directors Van Berkem, and Hetherington voted in favor of
459 the motion.

460 Mr. Smith reviewed the fall meeting schedule: October 26th and the November/December combined
461 meeting will be November 30. And the Holiday Party is December 3rd in the Alpine Club at Northstar.

462 Mr. Smith reviewed the rolling agenda. Mr. Smith stated that he is not confident the Classification and
463 Compensation study will be complete by August; it will most likely be moved to September. Mr. Smith
464 also noted that Ms. Carol Sesko will presenting in August about her time spent at the Airports in the Arts
465 Conference she attended in Minnesota. And a robust report on the Executive Hangar project in August,
466 as well as a preliminary budget review.

467 **PUBLIC COMMENT:** None.

468 President Wallace stated that the closed session has been postponed and will be moved to the August
469 meeting.

470 **MOTION #5 JULY-27-2016:** Director Van Berkem motioned to adjourn. Director Hetherington seconded
471 the motion. President Wallace, Directors Van Berkem and Hetherington voted in favor of the motion.

472 The meeting adjourned at 8:57 p.m.