

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, August 24, 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:** 4:31 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.

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

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

17 **PUBLIC PRESENT:** 5

18 **SPECIAL ORDERS OF BUSINESS:**

19 Mr. Smith reported that Ms. Carole Sesko would not be at the meeting to present the Item #5 - Airport
20 Art Program Update, but would be available for the next meeting. Item #9 under Board Action Items,
21 Amendment to ACAT Bylaws, required postponement to a future meeting at a point after ACAT Selection.

22 Mr. Smith reported that there had been a final inspection on Makerspace and praised staff for hard work.
23 Truckee Rodeo Tickets were available. Mr. Smith also stated that District employee, Mr. Phil McClaren,
24 will be retiring after eleven years at the airport, last day September 3, 2016. President Wallace requested
25 a Resolution commemorating Mr. McClaren at the next Board meeting and Mr. Smith acknowledged the
26 request.

27 **PUBLIC COMMENT:**

28 Mr. Andrew Terry, Truckee resident, commented regarding skydiving operations. First, legalization
29 needed to be reflected on the business' signage on Hwy 267. Secondly, as skydiving planes circle the
30 airfield for altitude, an uninhabited area for the climbs should be considered. President Wallace replied
31 that staff could check in with Placer County on their sign ordinance.

32 Mr. Dan Lutkenhouse, Truckee resident, stated not having made any complaints despite being sensitive
33 to noise over the years, and that perhaps the silent majority that chooses not to make waves was not
34 being considered. Mr. Lutkenhouse did not believe the number of complaints in relation to enormous
35 growth in the area and increased utilization of the airport was addressed in the Master Plan. President
36 Wallace stated that public comment on unagendized items could not be responded to, but thanked Mr.
37 Lutkenhouse for continuing to be aware of Board meeting content.

38 Mr. John Conley, Truckee resident, commented to staff that the airport website was very user-friendly
39 and educational. Instruction to pilots on the website regarding departure and arrival procedures were
40 voluntary and Mr. Conley did not believe suggested procedures were being obeyed. The instruction of 3.5
41 air miles prior to turning might imply a direction over the reservoir before making a turn. Perhaps
42 suggested procedures versus what is actually executed by pilots should be examined. President Wallace
43 thanked Mr. Conley for examining the website and stated that some of the points raised would be
44 indirectly covered in a later agenda item, and that staff could be contacted to address other concerns.

45 **CONSENT ITEMS**

46	1. Minutes: July 27, 2016 – Regular Meeting -----	TAB 1
47	2. Monthly Service Bills and Fees -----	TAB 2
48	3. Quarterly Financial Report-----	TAB 3

49 Mr. Terry requested that the July 27, 2016 Minutes (TAB 1) be removed from the Consent Items.

50 **MOTION #1 AUGUST-24-2016:** Director Van Berkem motioned to accept all Consent Items with the
51 exception of the July 27, 2016 Minutes. Director Hetherington seconded the motion. President Wallace,
52 Directors Van Berkem, Hetherington, and Jones voted in favor of the motion. The motion passed.

53 Mr. Terry asked to correct his comment made about the Multi Bladed Prop. The correction was notated
54 by Ms. Lauren Tapia.

55 Director Van Berkem reported that two viewers of the last Board meeting video had commented
56 regarding possible recreational iPad use by the Board during the meeting, and Director Van Berkem
57 wished to explain that all meeting documents are uploaded to their electronic devices and that Board
58 Members are using these devices to view meeting materials.

59 Director Hetherington asked that the Minutes header be changed from special to regular Board Meeting.

60 **MOTION #2 AUGUST-24-2016:** Director Hetherington motioned to accept the July 27, 2016 Minutes as
61 amended. Director Van Berkem seconded the motion. President Wallace, Directors Van Berkem,
62 Hetherington, and Jones voted in favor of the motion. The motion passed.

63 **PRESENTATIONS AND ROUTINE REPORTS**

64 **AIRSHOW RECAP:**

65 Mr. Tim LoDolce, Chairman of the AirShow Committee, stated that the AirShow went very well (despite
66 wind) and it focused on family, fun and education free of charge. Mr. LoDolce thanked the Board for not
67 requiring an admission charge. The community demanded that the event be brought back, allowing them
68 to be on the ramp among the airplanes, to meet pilots and staff and to enjoy their airport. This was the
69 first year promoting STEM, and the event also promoted aviation in general. A goal for next year would
70 be to focus on aviation career opportunities aimed for our local youth.

71 Mr. LoDolce thanked the Truckee Optimist Club and the EAA. The Kid Zone was in charge of the Family
72 Festival. Photos taken during the event were presented to the Board. Thirteen groups volunteered their
73 time at the Expo and kids had a great time. It was hoped that the Tesla Company would continue to
74 contribute more with their presence each year. This year Tesla provided motorized electric cars available

75 for kids, and Tesla partnered with Big Brothers and Big Sisters for a raffle. The Grand Marshall was a great
76 speaker. Mr. LoDolce stated that at the National Business Aircraft Association (NBAA) annual conference,
77 participants were already generally aware of the AirShow and our community's demographics.

78 Mr. LoDolce introduced Col. Paul Fast, Director of Air Show Operations on the Air Show Committee. Col.
79 Fast is an Air Force Colonel serving in the Reserves and owner of a drone business which is a growing field
80 both privately and militarily.

81 Mr. LoDolce stated that the 33 volunteer Emergency Response Team (ERT) members rode bikes during
82 the show, the AirShow's ERT team has more members than the Reno Air Races. Estimated attendance was
83 between 15,000 and 18,000. The total amount earned to date was \$227,181.20, \$42,000 raised for local
84 youth. The show cost was \$153,000 as of August 18, 2016 with a budget of \$160,000. A list of non-profit
85 vendors given free booth space and the Media Recap report were presented to the Board. Last year, the
86 Board asked that advertisement be focused locally rather than in the Bay Area. Suddenlink, Charter
87 Communications and Channel 4 Reno were very helpful. Local realtor and Home Owner Associations were
88 approached. Attendee quotes were presented to the Board.

89 Mr. LoDolce thanked all the volunteers that worked on the AirShow Committee and mentioned Ms.
90 Amanda Smith and Col. Paul Fast specifically.

91 Col. Fast continued the presentation and explained that one of the duties of the Director of Air Operations
92 was to submit waiver paperwork. During this process, a consideration request was submitted to the
93 Thunderbirds for the 2018 Airshow. A determination would not be known until December 2016 when the
94 2018 Thunderbird Show Schedules are published. This would be a significant resource and financial
95 commitment but a huge opportunity for the community.

96 Director Jones commented that for the 2017 AirShow, the incorrect Clydesdales had been requested, and
97 the Mountain Patrol out of Sacramento were the horses to pursue.

98 Director Van Berkem congratulated the entire Committee for the AirShow. Bringing back the Air Show had
99 been the number one suggestion by focus groups in the past.

100 Director Hetherington thanked the Committee and commented that the show was possible only because
101 of the work of volunteers. The show is community-driven.

102 President Wallace thanked the Committee and commented that the AirShow was very family-friendly and
103 affordable.

104 **PUBLIC COMMENT:**

105 Mr. Terry, having served on the first Air Fair Committee, confirmed that the AirShow was a great deal of
106 work. Mr. Terry commented that Thunderbirds jet noise in regard to scaring horses would need to be
107 examined. Another question was whether or not an FAA observer had been at the AirShow, and if so, if
108 there had been any feedback. Col. Fast replied that four representatives from Reno were present, the
109 same team as last year, and the feedback was that the team was more impressed by the show this year
110 than the last. Last year, the ERT Team at the Truckee Air Show was used as a benchmark for other
111 AirShows. No adverse FAA comments were submitted.

112 Mr. Terry stated that the Emergency Response Plan was stunning. But that departures of military jets were
113 noticed by the community.

114 President Wallace stated that the public, Board and staff thanked the Committee on behalf of the
115 community.

116 The next agenda item would be the ACAT Report, as Carole Sesko was not present to present the Airport
117 Art Program Update.

118 **ACAT REPORT (TAB 4):**

119 Mr. Bullock stated that the action items voted on earlier in August would be voted on in September
120 instead due to a lack of quorum at the meeting. ACAT was supportive of the Chamber of Commerce
121 Sponsorship opportunity and approved a \$3,500 sponsorship which included a video. The member
122 selection process was discussed as well as trails, land use and the neighborhood outreach meetings.
123 Overall, the outreach meetings had gone well.

124 President Wallace asked about the deadlines for new member applications. The deadline was September
125 9, 2016. Director Hetherington stated that some Board members hold discussions with new applicants
126 ahead of time. She strongly recommended this process to her fellow Directors.

127 **PUBLIC COMMENT: None**

128 **MONTHLY OPS AND COMMENT REPORT (TAB 5):**

129 Mr. Cooke reported that July was a busy month. A number of arrival cameras were not being utilized due
130 to the construction along taxiway Alpha, and false software runway assignments may occur until
131 construction is completed, which will be in October. The District had very good weather and many events
132 in July; in 2015 July saw 13 days of thunderstorms or fog, but there was no precipitation July of 2016.
133 There was a 21% rise in operations including gliders versus July of 2015, and every category experienced
134 an increase. By Quarter Three, the expectation was for an approximate 30% increase in operations overall.
135 Pistons were the highest growth category for July, up 40%, completing a full twelve-month study cycle as
136 arrival cameras were installed July 2015.

137 Mr. Cooke reported that comments were up significantly. Comments numbered 141 from 49 households
138 including 5 new commenters. Considerable community outreach was conducted in July. New headlines
139 reporting "airplane noise effecting neighborhoods" may have caused a reaction. The most impacted
140 neighborhood in July was Northstar, mostly based on one household which sent in 28 out of 36 comments.
141 Comments numbering 73 were regarding associated jet activity and some stemmed from military aircraft.
142 Five comments were associated with the Air Show, the same number as 2015, and four comments were
143 specific to the F-18 jet taking off from the Air Show. Many people stated that the largest annoyance was
144 the tempo of activity, particularly on Fridays and Sundays. Mr. Cooke continued that 110 comments were
145 associated with runway 29 operations. There was a balance of comments between turbo and piston
146 aircraft.

147 Skydiving activity generated four comments and many comments were discussed at the Glenshire
148 community outreach meeting. The neighborhood has reached out directly to the operator. There were 45
149 aircraft movements between the voluntary curfew hours of 10 p.m. and 7 a.m., excluding the Medi-Vac
150 helicopter. There was one Citation X which generated two comments. Staff continued to work on outreach

151 to non-incentivized operators. No Fly Quiet incentives were cancelled. The night operations could be
152 considered morning operations.

153 One commenter will be receiving a bulk format response for the comments. A great deal of effort is being
154 expended toward the commenter to open dialog. Formal outreach occurred in relation to 53 operations
155 as a result of comments.

156 Director Jones asked if the reference to gliders and noise annoyance referred to gliders in tow, and Mr.
157 Cooke replied yes. Director Van Berkem asked if more description could be used around the statement,
158 “reached out to the operator”, in order to understand any resulting response or reaction. Mr. Cooke
159 replied that a synopsis was not given because the response was literally always an apology for any
160 community annoyance and the statement that the issue would not occur again. Mr. Smith stated that
161 flight track sheets sometimes include more detail, and Director Van Berkem suggested noting if no
162 response was received. President Wallace stated that the system was not perfect, but that whether or not
163 a response was received and when would be helpful.

164 Director Hetherington asked why comments were received this year regarding the Independence Day
165 helicopter and C130. Mr. Cooke replied that the comments came from Tahoe Donner, and the two
166 commenters appeared to be watching operations more closely this year. Director Hetherington asked if
167 the two comments were regarding one operation, and Mr. Cooke replied that these were multiple
168 comments from the same operation. Director Hetherington asked if there were any comments regarding
169 one aircraft and different operations. Director Van Berkem asked if an interaction had occurred between
170 staff and such an operator, and if so, if the issue arose again afterward. Mr. Bullock replied that IFR
171 operations received repetitive comments but the operations were typically not outside the parameters of
172 procedure. Mr. Cooke replied that the operators receiving comments were seen regularly and both
173 operators in question work hard to try new approaches and are very receptive to feedback. Director
174 Hetherington asked staff to inform the Board of similar responses in the future as this response was very
175 encouraging.

176 Mr. Cooke stated that in an example of an effort to work with staff, a Global Express performed a climbing
177 left 360 off of Runway 29, climbing 5,000 feet per minute and generating 60 seconds worth of noise. After
178 the first time flying over Northstar at 11,000 feet, a complaint was received from Tahoe Donner.

179 Director Hetherington asked if night operation numbers included both transient and local and Mr. Cooke
180 replied yes. Director Hetherington asked for the breakdown of both. Mr. Cooke explained that some
181 aircraft spend the summer at Truckee so by hangar tenant occupancy there were six based at Truckee and
182 incentivized. Out of the 45, 39 were non-incentivized. Of the non-incentivized aircraft reached out to, an
183 urgent 4 a.m. departure request came from Steam Boat Springs. Weather was the number one response
184 to questioning the nature of departure.

185 Regarding night operations, a curfew could not be mandated and not every aircraft is predictable or even
186 pre-announces departures. Director Jones stated that the Fly Quiet Hour perimeters had changed to 10
187 p.m. to 7 a.m. from 10 p.m. to 6 a.m., and numbers had increased due to this. Mr. Cooke agreed and
188 replied that prior year numbers would be different for this reason. Mr. Bullock stated that staff was
189 proposing to incentivize the 7 a.m. block for the Fly Quiet program.

190 Director Hetherington asked again for a breakdown of the number of transient versus based aircraft.
191 President Wallace suggested that be done for the Quarterly Report.

192 Director Hetherington stated that the operation comments highlighted the effect of jets on the
193 community. President Wallace thanks Mr. Cooke for the outreach summary and information regarding
194 the use of the new policy response to commenters.

195 **PUBLIC COMMENT:**

196 Mr. Lutkenhouse expressed surprise regarding the amount of information available to the Board, staff and
197 public. Community growth had been substantial and Mr. Lutkenhouse suggested that actionable data and
198 trend information on specific key performance indicators be tracked, to get the community more behind
199 the Airport. President Wallace suggested that ACAT could study data crunching metrics stated by Mr.
200 Lutkenhouse.

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

202 Mr. Bullock attended the AAAE General Aviation Issues Conference where the topic was sustainability.
203 Drones are being used for runway and wildlife inspections. Hangars were also discussed. There were 65
204 attendees from across the country. Mr. Bullock recommended attendance in the future.

205 **PUBLIC COMMENT: None**

206 President Wallace reminded the Board that Item 9. AMENDMENT TO ACAT BYLAWS – MEMBER
207 CLASSIFICATION (TAB 6) was pulled from the agenda to be presented at a later date.

208 **AIRPORT ECONOMIC IMPACT STUDY CONSULTANT SELECTION (TAB 7):**

209 Mr. Smith reported that the ad hoc committee met last week. Supplemental questions had been posted.
210 The committee and staff recommendation was to select EPS, pending refinement of the scope of work
211 and contract. The staff report reviewed details of the selection. The committee was present to answer
212 any Board questions.

213 Director Van Berkem stated that the quality of all three submissions was impressive. EPS was more
214 focused on Truckee impact, although the initial presentations from all three were focused more on
215 benefit. A second round of inquiry was done with additional questions and EPS responded better than the
216 other two companies. Director Jones commented that EPS appeared to be a quality firm. President
217 Wallace appreciated the time spent on the process and liked EPS' responses. President Wallace stated
218 initial skepticism, but the supplemental questions addressed her previous concerns. Director Jones stated
219 a desire to see the final scope of work before approval when Vice President Morrison would be present
220 and President Wallace agreed. Mr. Smith stated that the scope of the project still needs to be negotiated
221 and a motion is not currently needed.

222 **PUBLIC COMMENT:**

223 Mr. Terry stated that reviewing the full scope of impact and not only the benefit the airport would provide
224 to the community was encouraging.

225 **BOARD GUIDANCE AND INFORMATION ITEMS**

226 **UPDATE ON PRELIMINARY BUDGET ITEMS IDENTIFIED AT JULY 11, 2016 BUDGET WORKSHOP (TAB 8):**

227 Mr. Smith stated that the objective tonight was to review the second draft of the preliminary budget for
228 discussion only. A review of the process including the questions discussed at the Budget Workshop, home
229 base incentives and the budget allocation detail were presented. Director Hetherington stated that tenant
230 numbers using CAA membership fuel would be forthcoming, and Mr. Smith agreed, but added that two
231 more months of numbers from the busy summer season should be included before presenting.

232 Director Hetherington asked for an explanation of Pavement Maintenance Plan Reserves, and Mr. Smith
233 explained that this was under a 10 year CIP with Federal funding was hoped for. Director Hetherington
234 expressed concern that the percentage was now up to 45%, and Mr. Smith explained that the amount
235 was what the airport should spend in the next 10 years and the question of whether this would be covered
236 by any amount of federal funding was a separate issue. The reserve only identified capital funding needs.
237 Director Van Berkem asked if the numbers were what would be paid to a contractor, but that it was still
238 possible that 90% would be covered by federal funding, and Mr. Smith replied yes, it was very unlikely
239 that Truckee Airport would pay the entire \$20 million for pavement maintenance. Director Hetherington
240 stated that unrestricted net assets were on par with the 17 other special districts in the area.

241 Director Van Berkem asked if the Capital Operating Reserves were used with accrual numbers, and Ms.
242 Lyon replied that unrestricted net assets are reviewed every fall for reallocations, adjusted on a yearly
243 basis and not 10 years out. President Wallace asked if a level of policy discussion should be held when this
244 process occurs this fall. Director Jones stated that based on historical activity, if a \$10 million property
245 purchase became desirable in the future, there should be accrual to assure financial readiness. Director
246 Van Berkem stated that allowing accrual may be more desirable than juggling the books. Director Jones
247 stated that the question was if there were enough unrestricted assets to make the purchase. President
248 Wallace stated that when the Board mentions acquiring land, the specific nexus would be around reducing
249 noise and annoyance, and land underneath arrivals and departures. Director Hetherington stated that the
250 45% number felt untrue as the percentage was in fact not likely what would be paid the Airport. Mr. Smith
251 explained that the \$20 million represented need based on Capital Facility planning and not what must be
252 accrued in ten years. On average \$1 million to \$1.5 million is left unspent at the end of each fiscal year. In
253 November, the Board would receive staff recommendations on how to allocate reserves based on needs.
254 The purpose of the table is to identify anticipated need, not funding. President Wallace explained why
255 seeing the need was valuable and gave the example of multi-year large ticket items such as the seasonal
256 temporary tower process. Director Van Berkem suggested need numbers should be asterisked so that a
257 citizen would not see the number as total firm funding, and the title should be changed from Reserves to
258 possibly "Capital Operating Outlook". President Wallace stated responsibility for requesting that 10 year
259 numbers be included and that this successfully answered questions. President Wallace asked staff to work
260 on the suggestions and that the discussion proceed.

261 Mr. Smith stated that in regard to Community Sponsorships and Partnerships, the ad hoc Committee met
262 on August 22, 2016 to consider process and recommendation amendments to the policy, and
263 recommendations would be brought to a fall Board meeting. President Wallace stated that the process
264 did include vetting questions.

265 Mr. Smith explained that regarding the Community Survey, a proposal from the Godbe Survey had been
266 provided to the Board outlining fees, costs and survey methodology. The survey costs would be
267 approximately \$36,000 for an eighteen-minute survey and this had been included in the preliminary
268 budget. Approval would be requested at the September 28, 2016 Board meeting.

269 President Wallace stated that in regard to North Tahoe Trail Funding, the ad hoc Committee agreed to
270 leave in the budget but as flagged until the funding can be aligned in the new Sponsorship and Partnership
271 processes.

272 President Wallace asked for questions or comments regarding Strategy Three items. Director Jones stated
273 a desire to continue with Godbe for the Community Survey, and that there was good information within
274 the study regarding permanent versus secondary homeowners. Director Hetherington stated a desire to
275 tie a housing element into sponsorships or PMCDs, aligning with the town of Truckee. Director
276 Hetherington also asked for confirmation that the Trail Funding request would be moved into the
277 Sponsorship and Partnership contact rather than being separate, and Director Jones replied that Trail
278 Funding was currently in a holding spot and a formal request would be presented at a later date. Director
279 Hetherington expressed concern about “pet projects” of Board members and President Wallace stated
280 this had been discussed at the ad hoc committee meeting and agreed. Director Hetherington expressed
281 no support of the Godbe survey, as self-selection groups had been handled poorly in the past and that
282 Director Hetherington would not approve it when it will be brought to the Board. (Mr. Smith explained
283 what a flagged item was and that money could not be expended until brought back to the Board for
284 approval.) Director Hetherington expressed concern around the survey length of eighteen minutes on a
285 cell phone and the results not being representative of the community because of unwillingness to
286 participate due to length.

287 Director Van Berkem believed that the Godbe survey methodology would be the best that could be done,
288 and that people with strong opinions on all sides about the airport may or may not be surveyed which
289 provides balance.

290 **PUBLIC COMMENT:**

291 Mr. Rick Stevens, Truckee resident, agreed with the housing comment of Director Hetherington, and that
292 the airport cannot solve the problems but should be a part of the solution.

293 Mr. Lutkenhouse thanked President Wallace for asking for the 10-year plan. Pet projects from the Board
294 would need to be monitored. The Housing Study addressed the concerns of the community which was
295 controlled growth. Mr. Lutkenhouse asked if community comment was still being accepted regarding the
296 budget, and Mr. Smith replied yes, until the September 28, 2016 Board meeting. Mr. Lutkenhouse asked
297 if the Capital Projections were always 90% funded or if certain line items were not funded and Mr. Smith
298 replied that the gross amount was the goal, varying year to year. The average received from the FAA is
299 approximately \$1 million. Mr. Lutkenhouse asked if Runway 2/20 widening extension was included in the
300 Plan and Mr. Smith replied yes.

301 Mr. Terry observed that the Godbe survey had been done for three cycles with trending data being
302 obtained and it would be unfortunate to lose that.

303 Mr. Conley complimented the Board on the level of independence, homework and Q & A. Needs and
304 reserve numbers seem to be completely internally generated and usually third party experts contribute
305 to similar discussions and verify numbers. Mr. Smith replied that the four main plans were externally
306 generated by independent experts, and the remainder were policy generated.

307 District Counsel Collinson commented that the Little Hoover Commission would be holding a hearing in
308 Sacramento (related to the District Reserve allocation discussion), which will also be streamed live, on
309 special districts and compliance with prior recommendations. President Wallace explained that legislative

310 actions in California led to the formation of the California Special District Association, which offers training
311 and quality improvement.

312 Mr. Smith continued the presentation with Soaring Way Funding. There would likely be less than a half
313 million dollars. The item could be flagged, pending more information. More detail would come in
314 September.

315 Mr. Smith reported that at the July 11, 2016 workshop, the Board asked for additional information
316 regarding the maintenance building despite overall favor of the concept. The Board was asked to review
317 the memo submitted by Mr. Stoner. Board consensus was to fund the full project.

318 Mr. Smith explained that the Sustainability Management Plan was flagged so that money would be
319 available for future sustainability projects. The plan was independent of the Green House Gas Emissions
320 Study.

321 Mr. Smith withdrew the recommendation to move \$30,000 to Reno-Tahoe Air Service Committee (RASC),
322 but recommended adding Truckee North Tahoe Transportation Management Association (TNT-TMA) as a
323 member of RASC. The TNT-TMA provides transit services to all District constituents and operates the
324 North Lake Tahoe Express Airport Shuttle. Membership would cost \$10,000 and the organization would
325 receive one vote. Mr. Smith indicated that he may bring an agreement with TNT-TMA back to the Board
326 at a later date.

327 Mr. Smith explained that the Board had decided to fund a seasonal traffic control tower. The Board will
328 receive a summary of our summer program from Mid-west ATC in October or November.

329 Mr. Smith stated that the Board had decided to initially fund \$100,000 from the budget for Housing
330 Solution Responsibilities, but the item would be flagged pending more information from other agencies
331 and groups. Board consensus was to raise this to \$250,000.

332 Director Van Berkem asked for clarity regarding the RASC membership fee as all votes were usually
333 unanimous, and it could be called a donation instead. Mr. Smith replied that the money was used for
334 incentivization to bring more flights to Reno-Tahoe Airport.

335 Director Hetherington expressed that the Maintenance Building numbers were very high, and asked for
336 clarification on Executive Hangar numbers when available.

337 Director Hetherington hoped to see the budgeted Housing number to be larger. Director Jones stated
338 agreement and also hoped to understand how the money was used in the past. The budget appeared
339 clear and Director Jones commended the work of Ms. Lyon. President Wallace expressed being in favor of
340 the maintenance building addition despite the costs and doubling the regional housing solution budget to
341 send a message of support.

342 Director Van Berkem requested a detailed presentation on the Housing Study regarding how the money
343 would be used and the effect intended before the money is expended. Mr. Smith indicated that the
344 funding will be flagged.

345 **PUBLIC COMMENT:**

346 Mr. Terry expressed skepticism around what could meaningfully be done about greenhouse gas emissions
347 on the field beyond political motivation.

348 Mr. Lutkenhouse expressed skepticism about the tower working in the long term without success criteria
349 gathered such as safety. Progress regarding noise would require metrics.

350 Mr. Smith reviewed the flagged item list and the next steps in the Budget process. The Budget preparation
351 would be refined for the September 28, 2016 Board meeting.

352 Ms. Lyon delivered a Budget Narrative Review. The primary differences had been highlighted and the
353 numbering was modified from the first presentation. Ms. Lyon asked for any questions. Director
354 Hetherington asked that box hangars be separate from T-hangars, particularly because of the Executive
355 Hangar project, with the revenue generated by each. Director Van Berkem stated that Pavement
356 Maintenance numbers were unclear. Ms. Lyon explained that numbers around repairs would be moved
357 to the expense item in the final budget. Mr. Smith continued to answer questions regarding specific
358 numbers.

359 President Wallace suggested an ad hoc Committee or work session regarding Reserves before the
360 September Board meeting. Mr. Smith was also willing to meet individually with Board members regarding
361 Reserves.

362 President Wallace stated that the Heli-pad in Tahoe City was still in process and was in the budget.

363 **PUBLIC COMMENT: None**

364 BREAK 7:40 p.m. – 7:45 p.m.

365 **RATES, FEES, CHARGES AND DEVELOPMENT STANDARDS - PUBLIC COMMENT, BOARD AND STAFF**
366 **REVIEW (TAB 9):**

367 President Wallace stated that the presentation would be for data collection and guidance and no decisions
368 would be asked for at this meeting.

369 Mr. Bullock reviewed the Primary Management Control Document (PMCD) timeline. The two documents
370 examined at this meeting would be the Rates, Fees and Charges Policy and Development Standards.
371 Adoption of all four PMCD documents was desired between September and October 2016. Mr. Bullock
372 hoped to hear from the Board on specific areas of interest, but would not be reviewing the document line
373 by line at this meeting.

374 Mr. Smith stated that no Public Comment had been received. The TTAD Policy Review and Integration
375 PowerPoint presentation was shown.

376 Director Hetherington asked if the Earnest Agreement of \$1,000 on Page three was sufficient in relation
377 to the staff time required to process an agreement, and about a non-profit perspective. Mr. Bullock
378 replied that the item was only for the Memorandum of Understanding (MOU) or Letter of Interest, but
379 agreed that from a non-profit perspective clarification was needed and distinguishing language would be
380 added. An MOU would require five to ten hours of staff time at minimum. The document outlined the
381 need for at minimum a cost recovery method. Mr. Smith explained that this was not the same as what the
382 Town of Truckee does with Development Agreements due to being different structures. Director

383 Hetherington stated having seen many hours of staff time spent on projects that did not come to fruition
384 and subsequently with no resulting income. Director Jones asked how much time is required to assemble
385 an MOU, and while costs should be recovered, an appearance of gouging to outside entities could be
386 imagined. President Wallace replied that in some situations an MOU could be produced in 4 hours, and in
387 other situation an MOU could be produced in 20 hours.

388 President Wallace liked the cost recovery option as being more equitable. Mr. Bullock proposed a base
389 fee plus cost recovery with a maximum allocation of work hours. Director Hetherington asked if the Board
390 would have to option of exiting after an MOU. Mr. Smith explained that exit options could be added in
391 the MOU. Director Hetherington commented that exit options were not explicitly stated. President
392 Wallace stated that the verbiage, once the MOU is defined, could be included in regard to the dissolution
393 of the MOU. After further discussion, Director Jones stated that there were many steps prior to an MOU,
394 the last in a long process to lease airport land. Director Hetherington asked for clarification regarding the
395 long process and around an earlier comment that an MOU could be done in short process.

396 President Wallace asked the Board to hold the MOU as a discussion item but not to table, in order to
397 proceed with other items to know if more agreement could be arrived at.

398 Director Hetherington asked for clarification around the underlined paragraph under Leased Premises,
399 section 3.2. Mr. Bullock explained that if a purpose were to be transferred from aeronautical to non-
400 aeronautical, this would be temporary. In the example of a dog park; the airport would be obligated to
401 consider any aeronautical requests of the non-aeronautical used leased land. Director Jones asked if the
402 FAA needed to be consulted prior to converting any aeronautical area to non-aeronautical, and Mr. Smith
403 replied yes, on a temporary basis. Director Jones suggested that the verbiage should include that the
404 airport cannot convert aeronautical to non-aeronautical without FAA approval.

405 Director Hetherington asked about the non-exclusive right to construct hangar buildings. Mr. Smith
406 replied that if an outside contractor wanted to build hangars, the non-exclusive standard would apply.
407 This would be applicable if the airport gave up its proprietary exclusive rights. Director Hetherington
408 stated a desire to eliminate the language. Mr. Smith explained that the the council the District received
409 from AMCG and Mr. Peter Kersch is that it is better to have a minimum standard than nothing at all. Mr.
410 Smith suggested that if anyone on the Board has questions they should call Mr. Kersch.

411 Director Hetherington asked for clarification about Capital Investment and Compensation, and Mr. Smith
412 explained the concept. Director Hetherington commented that the document would become the tools for
413 all future decisions, and Director Jones replied that the tools could be changed if needed. Mr. Smith
414 commented that large policy discussions could be held at this meeting, and wondered if smaller issues
415 could be addressed offline. President Wallace suggested that the process be continued clarifying
416 questions and that comments not be reviewed at this time. President Wallace suggested that Director
417 Hetherington meet with Mr. Bullock to address her comments, and that any and all policy issues would
418 then come back to the Board in September or October of 2016.

419 President Wallace suggested that Director Hetherington and Mr. Bullock meet regarding Development
420 Standards. President Wallace stated she could not able to find the comment regarding alignment with
421 local adjacent development standards, specifically with the town of Truckee or Nevada County. Director
422 Jones stated there were two Counties and one City. Mr. Smith replied that the airport would be required
423 to adhere to the standards of whatever County the development would be occurring in, and the language

424 could be added. Director Van Berkem suggested keeping as much flexibility as possible, to be reviewed
425 on a case by case basis. Director Jones concurred.

426 **PUBLIC COMMENT:**

427 Mr. Terry commented that Director Hetherington showed due diligence in questioning the details. There
428 were inconsistent units of measure and currency amounts possibly should not be hardwired into the
429 document. Mr. Smith agreed that currency amount should be removed. Mr. Terry commented that weight
430 of planes and helicopters were also within the document and that flexibility should be built into this, as
431 weights may become lighter in the future and cost recovery could occur on smaller planes. Finally, on
432 page 24, the Types of Fuel should build in alternative gas formulations. Mr. Bullock commented that the
433 living document was not static and should be reviewed every thirty-six months. Mr. Terry commented
434 that the Board was a Policy Board while aviation is a changing industry.

435 Mr. Stevens commented around reimbursing tenants. The airport should be cautious about giving any
436 reimbursements for any tenant improvements unless the improvements were very generic.

437 BREAK 8:45 p.m. to 8:50 p.m.

438 **PRELIMINARY COMMUNITY OUTREACH MEETING REPORT (TAB 10):**

439 President Wallace explained that the presentation tonight was a preliminary overview of outreach
440 workshop results, and final results would be presented at the October or November Board meeting.

441 Mr. Bullock, Director Van Berkem and Director Hetherington had participated in 2007 meetings which
442 provided many benefits over several years. Over the course of six meetings there was diverse attendance,
443 some attendees were known by staff and many not known previously. A large booklet of comments is
444 being compiled.

445 Mr. Marc Lamb reported that many participants had little background knowledge of the Airport, and
446 hoped to learn general information about the airport. The issues of increased traffic and property taxation
447 came up in each meeting. Previous comments were posted on a board and brought to each subsequent
448 meeting so that the participants could see what other neighborhoods were concerned about. Meetings
449 were personalized for specific neighborhood concerns. There were excellent group discussions.

450 Mr. Bullock reported that approximately 19 outreach events had occurred through the summer. The
451 Airport **Community** Advisory Team (ACAT) would be discussing the report at the September ACAT
452 meeting, and the draft report would come to the Board of Directors in October or November. Another
453 Public Comment period of 30 to 45 days would then occur, with final comments to the Board in November.
454 Director Van Berkem asked if the Board would be asked to accept the report, and Mr. Smith clarified that
455 the Board would be asked to acknowledge receipt of the final report. Director Hetherington asked if the
456 report given to ACAT in September would be the same report given to the Board in October, and Mr.
457 Smith replied that because outreach began as an ACAT project, the desire was for the ACAT Chair to
458 present the results to the Board, honoring the process.

459 Director Jones reported having attended two of the six sessions and expressed a concern regarding how
460 the effectiveness of the temporary tower was being relayed, as the community reaction appeared to be
461 a surprise. Mr. Smith replied that the messaging at outreach meetings was the expectation of what a

462 tower can and cannot do, and that needs to be constantly conveyed. The tower is a part of a process
463 toward positive change but not the ultimate answer.

464 Director Hetherington was not able to make any of the six outreach meetings but had heard some of the
465 comments, and asked if the increased traffic was expressed. Mr. Bullock replied that growth figures would
466 be published in the Annual Report. President Wallace repeated the point made in the introduction of Mr.
467 Smith that there was a significant increase in traffic. Director Jones stated that total traffic increased but
468 jet traffic had decreased, and Mr. Smith acknowledged fluctuation and unpredictability as opposed to an
469 official glide upward based on past years statistics. Director Hetherington asked, if the tower was opening
470 the airport to even more growth, if this might create a current of fear in the community. President Wallace
471 replied that the information presented was preliminary only. Director Van Berkem stated having attended
472 the Northstar neighborhood meeting and observing good information but some negativity.

473 President Wallace echoed the concerns mentioned, and stated that a challenge was to convey the
474 complexity of information in an accurate way. The messages may need to be more simplified when
475 summarizing. Along with negativity expressed at the five meetings President Wallace attended, overall
476 there was an appreciation for the efforts to hold the outreach meetings.

477 **PUBLIC COMMENT:**

478 Mr. Stevens attended five of the meetings and believed that Director Van Berkem may have attended the
479 meeting with the most anger expressed, there was more negative comments than at the Olympic Heights
480 community meeting. Director Van Berkem concurred.

481 Mr. Terry expressed surprise at the negativity in the Northstar neighborhood. There seemed to be small
482 group of people which attended each of the six meetings. Mr. Terry urged caution around attempting to
483 educate the majority of the community with summaries, as the nuances of the tower project, for example,
484 may not be easy to convey. The most motivated and knowledgeable group would be the pilots.

485 Mr. Lutkenhouse commented about having been under the impression that a temporary tower was an
486 experiment only. Educating the public would simply be putting honest information out to them. A public
487 page on the website may be of benefit.

488 Mr. Smith reported that the most valuable part of the meetings was the individual conversations,
489 particularly at the end of meetings.

490 **GENERAL MANAGERS REPORT**

491 **UPCOMING TRAINING OPPORTUNITIES:**

492 Mr. Smith reported that NBAA conference was approaching and registering needed to occur now. Two
493 hotels near the convention center were already full.

494 **ADHOC COMMITTEES STATUS UPDATE AND BOARD ASSIGNMENTS:**

495 **Warehouse Office Building (WOB)**

496 An update would be presented at the September 2016 Board meeting on rental cars and rent credit
497 calculation for Clear Capital. Mr. Smith stated that there had been a lot of activity on the building site.

498 **Community Sponsorship**

499 No report

500 **Non-Aeronautical Land Use Plan**

501 Director Jones commented that the airport was a lessor and not a developer. Land identified to be leased
502 would be brought to the Board in one to two months. TTSA is interested in a possible swap. The biggest
503 issue agreed upon was that leasing and not developing was the goal of the airport, and this was conveyed
504 to the Town of Truckee. President Wallace commented that the airport was laying out principals and
505 strategies along with a proposed implementation plan. Director Hetherington asked if sphere of influence
506 and potential annexation would be in the report, and Mr. Smith replied yes.

507 **Classification and Compensation Study**

508 Mr. Smith stated that the ad hoc Committee would be meeting soon, and currently the consultants are
509 working on obtaining private business data for the salary survey.

510 **GREEN HOUSE GAS (GHG) Inventory**

511 Mr. Smith had sent a draft scope to First Environment but had not received a reply and would check on
512 this again, and would indicate that the Airport would be moving forward with the next consultant if First
513 Environment workload is too high. Will report back to the Board soon as to what their status is.

514 **Economic Impact Study**

515 This item was covered earlier in the meeting.

516 **EXECUTIVE HANGER PROJECT UPDATE:**

517 Mr. Smith reported that financing options are plentiful for this project. There had been one estimate on
518 the building and the structure would be put to bid for competitive pricing, but not until February.

519 **NOISE MONITORING CONCEPT PROPOSAL:**

520 Mr. Smith asked if the Board would be interested in putting noise monitors out during the busy winter
521 holiday season, as well as in summer in the community, to tie results into flight tracking. If the Board saw
522 value in this, BridgeNet would be brought back to give a presentation to the Board at the October meeting.

523 Director Van Berkem asked if the footprints developed by BridgeNet previously were not accurate, and
524 Mr. Smith explained that the footprints were models. Director Van Berkem stated that he had been under
525 the impression that footprints are considered very accurate, and Mr. Smith replied that more data on
526 tracks aggregated together and showing the difference between pre and post tower levels would be
527 beneficial to the District.

528 President Wallace stated that there would be value in more noise data as criteria to measure the success
529 of the temporary tower. Director Jones preferred to spend money on lake surveillance with one or two
530 more antennae locations, and believed using existing model footprint data would be sufficient. Mr. Smith
531 stated that BridgeNet would be present in October regardless and asked if the Board would like more

532 information. Director Hetherington believed comparing year over year would be valuable, and would be
533 supportive of a BridgeNet presentation, but comparing December to July should not be considered a
534 reasonable comparison. Mr. Smith asked again if the Board had a desire to hear a presentation from
535 BridgeNet in October, which would provide more information. The Board agreed.

536 **PI 511 – AIRPORT OPERATIONS MONITORING SYSTEM DATA USAGE – CHECK IN:**

537 Mr. Smith stated that at the last Board meeting, a Board member requested clarity regarding the PI 511.
538 Director Hetherington commented that the statement in the policy was this would be reviewed one year
539 from the date of inception by the Board of Directors, and asked if this had been addressed. Mr. Smith
540 replied that it had been addressed multiple times. Director Hetherington found value in discussing this
541 further, at a future meeting, in terms of public outreach. President Wallace agreed and stated the subject
542 came up in incomplete conversations several times in workshops. The policy could be addressed after
543 November due to anticipated full meetings this fall. Director Van Berkem expressed a desire to revisit the
544 policy soon.

545 **GENERAL MANAGER ANNUAL PERFORMANCE REVIEW TIMELINE:**

546 Mr. Smith asked if the Review Timeline was realistic for the Board, and President Wallace replied yes, the
547 Board should attempt to make the Timeline.

548 **FALL MEETING SCHEDULE:**

549 Mr. Smith reviewed the fall meeting dates as well as the rolling agenda.

550 **PUBLIC COMMENT: None**

551 **BOARD MEMBER ANNOUNCEMENTS:**

552 Director Hetherington suggested having CEQA/NEPA 101 presentations as part of our Community
553 Speakers Series Forum. Director Hetherington also requested to have staff or ACAT review respite hours.

554 The meeting adjourned into Closed Session at 9:36 p.m.

555 **CLOSED SESSION**

- 556
 - **Government Code Section 54957 – General Manager Quarterly Performance Review**

557 Direction was given to the General Manager

558 **ADJOURN**

559 **MOTION #3 AUGUST-24-2016:** Director Van Berkem motioned to adjourn the August 24, 2016 regular
560 Board Meeting. Director Jones seconded the motion. President Wallace, Directors Van Berkem,
561 Hetherington, and Jones voted in favor of the motion. The motion passed.

562 The regular August 24, 2016 Board meeting adjourned at 9:56 P.M.