

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, October 26, 2016 in the Truckee Tahoe Airport District Community
3 Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 4:30 p.m.

4 **CALL MEETING TO ORDER:** 4:31 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 Director John B. Jones, Jr.

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

19 **VISITORS PRESENT:** 15

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Smith reported that Soaring Way rededication to the town of Truckee was completed after twelve
22 years. The project was the only restricted net asset on the balance sheet and is now cleared.

23 **PUBLIC COMMENT:**

24 Mr. Ron Treabess, North Lake Tahoe Representative for the Transportation Planning Agency Board,
25 commented on Measure M, which was on the November 8, 2016 ballot. The Board had been searching
26 for funding sources for transportation related projects in Placer County for three years. There was an
27 approximate \$2.8 million shortage each year.

28 The main trail project was to complete the Class One trail around the resort triangle. The second project
29 was to repave and maintain older sections of trail. The final project was local road repairs. North Lake
30 Tahoe should be included. A pamphlet was distributed to the Board summarizing focuses. The Tahoe
31 Area Program would receive 3% every year for the next thirty years. In addition to the 3% guarantee, all
32 other focuses were competitive and therefore the area could be very successful through the Measure.

33 President Wallace asked if extra materials were available for the audience and Mr. Treabess replied yes.

34 **CONSENT ITEMS**

- 35 1. Minutes: September 26, 2016 Regular Meeting ----- TAB 1
36 2. Monthly Service Bills and Fees ----- TAB 2

- 37 3. Monthly Financial Report ----- TAB 3
- 38 4. Financial Disclosures ----- TAB 4
- 39 5. PI-209 Selection of Board President and Vice President – Policy Revision - TAB 5

40 Director Van Berkem requested that PI-209 Section of Board President and Vice President – Policy
41 Revision (TAB 5) be removed from the Consent Items.

42 **MOTION #1 OCTOBER-26-16:** Director Hetherington motioned to accept all Consent Items with the
43 exception of TAB 5. Director Jones seconded the motion. President Wallace, Vice President Morrison,
44 Directors Van Berkem, Hetherington, and Jones voted in favor of the motion. The motion passed.

45 Director Van Berkem asked if Policy PI-209 addressed the election for the next calendar year, as there
46 would be an election within the current calendar year, and asked if this Policy might preclude a
47 December special meeting to appoint a president. Mr. Collinson replied that the following calendar year
48 was 2017 and that the new Board would be in place as of the special December 5, 2016 Board Meeting.

49 **MOTION #2 OCTOBER-26-16:** Director Van Berkem motioned to accept PI-209 as presented. Director
50 Jones seconded the motion. President Wallace, Vice President Morrison, Directors Van Berkem,
51 Hetherington, and Jones voted in favor of the motion. The motion passed.

52 **PRESENTATIONS AND ROUTINE REPORTS**

53 **AIRSHOW UPDATE:**

54 Mr. Tim Lodolce, Chairman of the Air Show Committee, stated that the previous title of Executive
55 Director had been changed after reasons were explained to the Committee following a meeting in
56 Salinas last month.

57 Mr. LoDolce and Mr. David Love will be attending the NBAA Annual Conference to obtain science
58 displays for the airshow. ICAS will be attended in December in order to hire acts to fly in 2017.

59 Mr. Paul Fast, Air Show Committee, thanked the Board and airport staff for the support of the Air Show.
60 The Thunderbird application process began in July, but there is no guarantee a jet team will be secured
61 for 2018. To host a team is a net increase in the \$45,000-60,000 range and would include but not be
62 limited to access for decades to images and videos, inspiration to the community to serve the country
63 and signed lithographs in local businesses. If the jet team is not obtained for 2018, another attempt will
64 be made for 2019. Director Hetherington asked if the amount of net increase was dependent on hotels
65 and rental cars being donated, and Mr. Fast replied that the \$45,000-60,000 figure assumed that
66 sponsorship would occur. If not donated, an estimate would be \$80,000-100,000. The budget is
67 \$160,000.

68 Director Hetherington asked if the minimum for the jet team was two days and Mr. Fast replied yes,
69 because it is seen as a recruitment tool. Director Hetherington asked about the soft cost of volunteers
70 for two days, and Mr. Fast replied that the volunteers understand that this would involve two days and
71 are available. Director Hetherington asked what days were being considered, and Mr. Smith replied that
72 this had not been decided yet by the Thunderbirds yet but that the larger shows than the District's is
73 usually done by jet teams around the Fourth of July.

74 Director Van Berkem asked if a doubling in show length was included in the \$45,000-60,000 range, and
75 Mr. Fast replied that the range was for the entire show and not only for the Thunderbirds, and that the
76 cost was conservative to ensure executability.

77 Mr. Smith stated that a determination on receiving the Jet Team would be received at ICAS in
78 December. An Ad Hoc Committee was suggested to be formed in January with two Board members to
79 talk with the staff and Air Show Committee, as a five year check in on the show and about the Air Show
80 in general.

81 President Wallace stated that after a decision is received in December, budget details can come to the
82 Board. President Wallace stated that if the Air Show does extend to two days, plenty of notice would
83 need to be given to neighborhoods.

84 **PUBLIC COMMENT:** None.

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

86 Mr. Dan Lutkenhouse reported that the ACAT Committee met on October 11, 2016 and summarized
87 what was discussed at the regular monthly meeting.

88 President Wallace stated that in the future, the Board would like to request a current ACAT Committee
89 member give the monthly ACAT Report to the Board.

90 **PUBLIC COMMENT:**

91 Mr. Terry agreed with President Wallace that a current ACAT Committee member should give the ACAT
92 Report to the Board.

93 **QUARTER 3 OPS AND COMMENT REPORT (TAB 7):**

94 Ms. Stacey Justesen spoke on behalf of Mr. Mike Cooke. There was no system downtime during Quarter
95 3, but there was construction. Quarter 3 is typically busier than the first two quarters. There were
96 numerous closures of runway 11/29. Operations were up from January through September 22% over
97 2015. The busiest weekend was over Labor Day weekend with over 300 operations, and following this,
98 operations began to slow.

99 July was the busiest month, and July and August accounted for one third of total operations for the 2016
100 calendar year. Turbo props were up 13% over 2015, PC12 accounted for 60% of all ops for the quarter,
101 single engine activity increased 35% but twins were down 21%. There were 1326 total operations during
102 the 3rd quarter.

103 Jets were the subject of 48% of the quarterly comment total generating 187 new claims. For night
104 operations, there were ninety-two flight operations made by seventy-three different aircraft between
105 10:00 p.m. and 7:00 a.m. Of these, forty-eight were between 6:30 a.m. and 7:00 a.m., and thirteen were
106 before 10:30 p.m. Operators flying within voluntary curfew periods reported leaving early for reasons of
107 aircraft performance and weather avoidance, or that they had not been aware of the voluntary curfew.
108 Director Hetherington stated concern about increased frequencies of the 4:00 a.m. and 5:00 a.m.
109 operations. Mr. Smith reported that the 4:00 a.m. operation was transient. Mr. Smith reported that the

110 number of operations actually tracked close to other years but this could be examined. Director
111 Hetherington stated that it would be useful to know the trends.

112 Noise comments came from one hundred households in eight residential neighborhoods around the
113 airport, including two Tahoe basin residents and one anonymous comment. There were twenty-three
114 first time call households. The majority of households, fifty-nine in total, made one comment only. Four
115 households sent in thirty or more comments, and one Northstar resident submitted fifty-nine. Another
116 resident sent in fourteen comments in under four hours. Northstar led all comments followed by
117 Olympic Heights and Glenshire. Arrivals on Friday and departures on Sunday generated significantly
118 more complaints. Departures were associated with 191 comments. The closure of runway 11/29 sent
119 some traffic to runway 220 and this may have been the reason for new commenters in Glenshire.
120 Additionally, there was an increase in the overall awareness of the airport due to multiple outreach
121 meetings, competitions and the Air Show. There were repetitive overflight and frequency operations
122 mentioned in at least forty-four of the comments.

123 The World War II B25 Bomber which visited in September drew public interest but also sixteen
124 annoyance comments from fifteen commenters. Staff met with the pilot in advance several times but
125 the sound and performance character of the aircraft still made this the most commented-on aircraft.

126 Concerning compliance and outreach, due to the high frequency of some commenters staff had
127 responded periodically rather than to each instance, but all comments were recorded and investigated
128 for compliance.

129 Director Hetherington stated that during precinct walking for the upcoming election, people had
130 expressed anger and frustration about summer operations but that they had not bothered to call to
131 report, and the airport should be very sensitive to this.

132 Director Van Berkem expressed concern about 200% year over year growth and the number of
133 comments up 54% year over year. Some people had stated to Director Van Berkem that they hoped to
134 start proceedings to close the Truckee Tahoe Airport in a similar way that Santa Monica airport is
135 considering closure. Director Van Berkem stated that he was not in favor of this but that they should be
136 aware of the concern.

137 President Wallace acknowledged the data and while the airport had done much to address noise and
138 annoyance, wanted to also acknowledge the comments of both Director Hetherington and Director Van
139 Berkem.

140 Director Jones stated that nothing had been done to intentionally increase traffic at the airport and yet,
141 operations were up, indicating that the process that has been followed has been wrong. If traffic was
142 controlled from the beginning rather going through the process currently in motion, a tower would be in
143 place moving traffic away from annoyed neighborhoods and the airport would not be in this position.
144 The wrong issues have been focused on. The only true driver of traffic going up or down is the economy.

145 Director Hetherington stated that the type of development that Placer County is approving is drawing
146 traffic, which is the reason for advocating that the District become more involved in commenting on
147 proposals. Director Hetherington stated that when the seasonal tower idea was brought to the Board
148 previously, Director Jones was opposed to it at that time. Director Jones took exception to Director
149 Hetherington's statement.

150 Director Van Berkem expressed support of the tower, and stated interest in knowing if a tower would be
151 successful in moving traffic away from homes. Director Hetherington stated that if there would be an
152 economic benefit, the economic cost should be shared.

153 Director Van Berkem stated that September 25, 2016 track data at 9:30 a.m. would show that a jet had
154 flown directly over the house of the Director, the second time at 400 feet or less. Mr. Bullock replied
155 that NetJets were cooperating with requests and that this would be addressed further later in the
156 meeting.

157 Vice President Morrison stated that the community would need to understand that there would only be
158 incremental improvements with all effort being executed, and that the airport had not made any
159 specific attempts to increase operations. Everyone at the Airport was concerned about noise and
160 annoyance and the community should know that the airport is working on and cared about this. Director
161 Hetherington stated that the new Board should try to comment on new community development
162 projects in the future, and that the airport role was to own that responsibility.

163 President Wallace stated that any tension on the board around the subject showed the intensity of the
164 desire to push thinking to manage the issue.

165 **PUBLIC COMMENT:**

166 Ms. Jean Green*, Northstar resident, stated that the conversations were exciting to hear but that there
167 was still disconnect between noise and safety. Noise can be dismissed, but safety was the issue, the
168 danger being a crash or fire. Giant jets fly much too low over homes and when the issue is called in,
169 residents hear that the jet was in compliance. Possibly compliance itself needed to be examined, and
170 noise and safety needed to be two separate issues.

171 Mr. Terry stated that there was never noise without annoyance, and there was something else going on
172 besides noise signature. As this is an election season, there are some candidates making strong
173 statements regarding aviation activity. The number of voluntary curfew violations within the quarter
174 was ninety-two, one per day, and continued flying during curfew hours would continue to fan
175 community anger.

176 Mr. Lutkenhouse suggested that some incentives be changed, and Mr. Bullock replied that the curfew
177 violation number changed when the curfew hours changed. President Wallace stated that regardless of
178 the reason, there were ninety-two voluntary curfew violations. Mr. Bullock stated that the community
179 was highly annoyed during those periods. Mr. Lutkenhouse stated that perhaps pilots should have more
180 specific data around voluntary curfew violations and the consequential impact to the community.
181 President Wallace stated that a reminder could be made at a future Board meeting regarding the
182 transition in curfew hours, correlating violations and comments. Mr. Lutkenhouse commented that the
183 dialogue was very good and residents would benefit hearing the conversations. Mr. Lutkenhouse
184 suggested an Ad Hoc committee in regard to noise, as what is not measured cannot be managed. There
185 may not be enough information regarding the positive or negative impacts of a tower. Mr. Lutkenhouse
186 related a recent Careflight situation in regard to a local pilot out of compliance.

187 *Ms. Jean Green explained that the earlier statement was personal as a community member and not as
188 a Board member for the Northstar Community Services District.

189 Mr. Rick Stephens stated having walked precincts and also having attended five of the community
190 meetings. The temporary control tower may improve noise issues but would also address safety, and
191 pilots have expressed the same. The understanding had been that information from the Noise and
192 Annoyance meetings was supposedly going to be published in September or October. Mr. Smith stated
193 that the Noise and Annoyance Report in question was on the front page of the website. A meeting
194 would be held on November 30, 2016 in Community Room A to review the report. Media sources would
195 advertise the meeting to the community.

196 Director Jones stated that the focus should be on the three legged stool of which one piece was the
197 tower to control aircraft; another being surveillance in the form of an ADSB ground station which needs
198 to be approved by the FAA; and finally published approaches. This would be a three year process.

199 Director Hetherington commented that more time and money needed to be spent on creative ideas to
200 solve the problem. The **proposed three legged stool (tower, charted approaches and departures, and**
201 **surveillance) may open the airport to more traffic and usage more than normal growth over time, and**
202 **the Board should be very aware of that negative unintended consequence.** Director Jones commented
203 that a definitive answer regarding a temporary tower capability was needed, and that there was a report
204 from airport Attorneys regarding what can legally be done to reduce traffic that should be examined by
205 new Board members.

206 **WAREHOUSE OFFICE BUILDING (WOB) UPDATE (TAB 8):**

207 Mr. Peter Beaupre with Prosser Building and Development, Construction Managers for the Warehouse
208 Office Building, long-term parking, utility underground and streetscape project, stated that the project is
209 approximately 90% complete and scheduled to finish December 2016. The project was under budget
210 with approximately \$37,000 remaining. In the past month, the main parking lot was paved, a majority of
211 the landscaping installed and drywall in the building interior was almost completely hung, taped and
212 textured. Windows had been installed and were being glazed. The mechanical and electrical systems
213 had been started.

214 The project started with \$290,000 of available contingency. Since the last report, there had been
215 additional costs for installation of miscellaneous items as well as toward change orders for the
216 mechanical and electrical systems. The contingency used so far was \$170,000 to the building and
217 \$75,000 to the streetscape and long-term parking project.

218 Director Jones asked what contingency was used for snow removal during winter and Mr. Beaupre
219 replied approximately \$70,000.

220 Mr. Smith reported that an Ad Hoc meeting had been held. Clear Capital was being worked with to
221 determine what the holdover was. The contract permits a rent abatement provision for nine months.
222 Mr. Smith stated that he anticipates three or four months of rent abatement. The maximum entitled is
223 \$12,000 but should be less. Tenant improvements may be included. Clear Capital had worked very hard
224 to get rid of space not used. The expected move-in date is December 18, 2016.

225 Mr. Smith reported receiving a positive response from Enterprise and Avis regarding signing a
226 concession agreement with the airport. Enterprise would not occupy office space but would rent parking
227 stalls and pay commission. Lease revenue would be received on a short-term basis.

228 President Wallace asked if the fiscal impact chart presented was related to the entire building or only
229 the Clear Capital area, and Mr. Beaupre replied the entire area.

230 Director Van Berkem asked if December 18, 2016 was the move-in date or the date that the facility
231 would be handed to Clear Capital. Mr. Beaupre replied that December 18 would be approximately one
232 week after occupancy. Mr. Smith stated that per the contract, December 18, 2016 would be the date of
233 exchange of ownership and physical possession with a key. President Wallace requested that some kind
234 of ceremony be performed when the key is given to Clear Capital.

235 **PUBLIC COMMENT:** None.

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

237 Mr. Bullock attended ATCA in Washington, D.C. and met with the McClintock Chief of Staff and the FAA.
238 Mr. Bullock also met with Midwest ATC staff to complete final contract details.

239 Mr. Smith attended the Noise Conference with American Association of Airport Executives (AAAE) in San
240 Diego. Airports were represented from across the country as well as the U.K. and Australia. Solutions to
241 noise issues continue to evolve. The FAA is no longer supporting the Integrate Noise Model (INM),
242 moving to the Aviation Environment Design Tool (AEDT). A technical application was being developed to
243 easily report noise comments to a selected airport, potentially increasing the number of comments per
244 household. The conference was helpful in being able to hear how other airports were attempting to deal
245 with these and other issues.

246 Mr. Smith reported that in San Diego, the airport moved the noise office into the Liberty Station
247 neighborhood which had been highly impacted by noise. There were displays for neighbors to examine
248 with products for homes that address noise.

249 **PUBLIC COMMENT:**

250 Mr. Lutkenhouse cautioned the board that Truckee was not a normal airport. Mr. Lutkenhouse stated
251 that had not felt the need to complain about noise when indoors with doors closed, but rather while
252 outside, and statistical information may show that people may be complaining when outdoors or when
253 indoors with doors and windows open.

254 **BOARD ACTION ITEMS**

255 **PRIMARY CONTROL MANAGEMENT DOCUMENTS (PCMD) (TAB 9):**

256 President Wallace explained the Process of Order for this topic.

257 Mr. Bullock presented the final drafts of Rules and Regulations, Minimum Standards, Rates, Fees and
258 Charges and Development Standards in a PowerPoint presentation. PCMDs are widely accepted as a
259 Best Practice for airports to adopt.

260 Mr. Bullock stated that the primary Consultant was present to answer questions and the goal was to
261 adopt the PCMD set at this meeting. The documents are living, the set or individual documents may
262 change over time. Mr. Bullock reviewed the draft process the PMCD document set went through over
263 the past several months.

264 Mr. Jeff Kohlman, Aviation Management Consulting Group, hoped that the staff and Board believed that
265 the process to formulate the documents had been smooth, and was available to explain nuances or
266 answer any questions.

267 Mr. Peter Kirsch, Law Firm of Kaplan, Kirsch and Rockwell, explained that PCMDs are Best Practices for
268 managing an airport, as there is great difficulty attempting to contemplate all users and activities that
269 may come forth in the future. With a series of rules and procedures in place, the airport ensures that all
270 existing users, tenants and stakeholders are treated in a fair and reasonable manor. The Truckee Tahoe
271 Airport has chosen to exercise a proprietary exclusive, meaning that the District can choose to be the
272 exclusive proprietor of any service at the airport. Nothing in the final drafts undermines the proprietary
273 exclusive, in fact is supplements the District's proprietary exclusive rights currently being exercised over
274 hangars and FBO services.

275 Director Jones asked for clarification that the term Commercial referred to business and not aviation,
276 and Mr. Kirsch replied yes. Director Jones asked Mr. Kirsch to give a personal background summary, and
277 Mr. Kirsch stated having worked with over 100 airports and experience in the airport legal area for
278 approximately 30 years representing small as well as the largest airports. There are certain
279 commonalities found at every airport.

280 Director Van Berkem asked for clarification around Commercial Operator Permits (COP). If the airport
281 does not exercise the proprietary right, then another entity must be allowed to fulfill the need. Mr.
282 Kirsch replied that there would be three categories of activities; the first would be where the District is
283 currently exercising the proprietary exclusive; the second is where commercial services are currently
284 used; and the third is where no service is currently provided. The District can decide whether or not to
285 take on a non-aeronautical activity or you can make it available to the private sector through a
286 competitive process. Mr. Kirsch noted that the District can always say "no" to a non-aeronautical
287 activity, but the District is not afforded that same luxury regarding aeronautical activities. For example,
288 skydiving is an aeronautical activity, the District cannot deny that activity, but the District can decide
289 which vendor to retain.

290 Director Hetherington stated that eight pages of rules and standards had been developed for skydiving
291 that were not incorporated into these PCMDs. Mr. Kohlman replied that skydiving was separated into
292 two areas within the PCMDs; Rules and Regulations and Minimum Standards. Director Hetherington
293 stated that what was incorporated into the PCMD were five lines in Rules and Regulations and two
294 pages in Minimum Standards (page 30-32), and asked for clarification around how the initial eight pages
295 became two pages and one paragraph. Mr. Kohlman explained that the eight pages were duplicative
296 and contained verbiage and references from FAA circulars, and the resulting incorporation included only
297 the necessary verbiage.

298 President Wallace asked if enough time had been given for preliminary comments, and upon
299 understanding yes, Board transitioned into asking clarifying questions.

300 Director Hetherington inquired about how many small airports have PCMDs. Mr. Kohlman replied a lot
301 of GA airports have them, many are old, and many small airports are funded by the FAA which wants
302 these documents to exist. Director Hetherington asked if it were correct that Truckee Tahoe **Airport has**
303 **adequate policies and procedures, even though they may not be in the format desired by the FAA**, and
304 Mr. Kohlman replied that was a reasonably fair statement. Mr. Kohlman noted that the more structured
305 and organized they are in the face of a Part 16 complaint the easier it is for all entities to work with each

306 other. Mr. Kirsch stated that every airport has their own methodology of these documents, although it
307 might be referred to by a different name, and the best practices is to have them as a simple document
308 (in one place, for easy reference).

309 Director Hetherington asked if the original eight pages of Skydiving Policy would need to be rescinded,
310 and Mr. Kirsch explained that the idea is that the PCMDs would replace previous Policies. Mr. Bullock
311 explained that what was agreed to at the beginning of the process was that at the end of the process
312 staff would bring the final draft of the PCMDs to the Board. Other Policies such as Employee
313 Compensation will be separate and remained intact. Mr. Smith noted that the PMCD documents would
314 affect twelve of the District's Policy Instructions. Mr. Kohlman stated that there is superseding and
315 conflicting verbiage in the PCMDs, where if you "miss" a conflict or other regulatory measures, the
316 higher standard prevails. Director Hetherington asked Mr. Bullock if there were any current Policy
317 instructions not in the PCMDs, and Mr. Bullock replied yes, if the Policies were not within the scope of
318 the PCMD project were not included. All operational and prescriptive Policies were incorporated. There
319 was some specific philosophical and subjective language that was not incorporated. Director
320 Hetherington asked for clarification that for example, Policy 504, would be superseded by the PCMDs
321 and Mr. Bullock replied yes. Mr. Bullock stated that he was confident that the spirit of pre-existing
322 Policies that were within the scope of the PMCD project had been incorporated into the PCMDs.

323 President Wallace asked where within the Development Standards one can find the overriding
324 consistency between Nevada County, Placer County and the Town of Truckee. President Wallace gave
325 an example of lighting standards and/or night sky ordinances. Mr. Kohlman replied that Development
326 Standards were located in section 1.4. President Wallace asked if the Town of Truckee was included, and
327 Mr. Kohlman replied no. Mr. Kohlman and Mr. Smith stated that the Town of Truckee could be added to
328 section 1.4. President Wallace inquired if Development standards apply to non-aeronautical activities,
329 Mr. Bullock stated that it does.

330 President Wallace asked if the Development Standard defined a requirement for a housing element, and
331 Mr. Smith replied that the airport cannot preempt state and local standards. President Wallace asked if
332 this had not occurred with the Warehouse Office Building, and Mr. Smith replied that Nevada County
333 does not have a housing element. Mr. Kirsch noted that because Tahoe Truckee Airport sits on three
334 different jurisdictions, and the District should want a level consistency be established. President Wallace
335 asked why Development Standards were necessary. Mr. Kohlman replied that the processes that
336 Development Standards would bring would be helpful. And development at an airport is unique, there
337 could be standards regarding not allowing fruit bearing trees or antennas in certain spaces, and those
338 kinds of issues should be clearly communicated to a developer as those issues may not be addressed
339 within Town or County building codes.

340 Director Hetherington asked for clarification on the housing element and stated that a discussion or
341 workshop with the new Board should be held to determine if a housing element should be included in
342 the PCMDs. Mr. Kohlman inquired if Public Agencies are exempt from the housing element. Director
343 Jones indicated that the Truckee Donner Recreation and Park District did not have to provide a housing
344 element when they constructed their aquatic center. Director Hetherington asked what an accessory
345 building was, and Mr. Kohlman replied that an accessory building was a storage shed or similar structure
346 attached to the property but that the Warehouse Office Building would not qualify as an accessory
347 building. Director Hetherington asked about maintenance costs for hangar tenants, and Mr. Kohlman
348 replied that that cost is built into the lease or addressed in the lease. Mr. Kirsch noted that Development
349 Standards address the function of development but not post-development. The Standards would give

350 guidance for lease negotiations that are consistent so that no costs would be left out. Director
351 Hetherington asked if tenants sleeping in hangars caused the hangars to be defined as residences, and
352 Mr. Kohlman replied no. Director Hetherington asked about Development Standards for non-
353 aeronautical use such as signage, and Mr. Bullock replied that this should be adjusted to be in line with
354 the Town of Truckee or the pertinent County. President Wallace asked why a Standard would be
355 developed if the Town or County Standard would override, and Mr. Kirsch replied that the airport is in
356 three different jurisdictions.

357 Mr. Kohlman asked if the Board was hesitant because of a fear of easier development. President
358 Wallace replied that the discussion was finding small areas where the document was not yet consistent.

359 Director Hetherington asked to move from Development Standards to Minimum Standards. President
360 Wallace stated that now was the time to ask for further clarification from staff. Director Hetherington
361 asked where section 3.12 was located as this had been referenced in Minimum Standards. Section 3.12
362 was not found and a correction would be made. Director Hetherington stated that Community Hangar
363 was on page 13 of the document had been shelved by the Board and questioned why it is being
364 mentioned in the document. Mr. Kohlman replied that the term Community Hangar that is being stated
365 in Minimum Standards is not the same Community Hangar that the District proposed and then shelved.
366 This community hangar identifies any hangar which housed multiple aircraft. President Wallace asked if
367 another term could be used to avoid confusion and staff replied that one would be found. Director
368 Hetherington asked about square feet listed and Mr. Kohlman replied that the square feet listed was
369 total allowed but not required, and an edit would occur indicating 15,000 square feet of hangar space
370 rather than total hangar space. Mr. Kirsch explained that if a Minimum Standard was not met, a new
371 entity could come with a desire to meet the Standard, and at that point the airport would need to meet
372 the Standard. Director Hetherington asked why 15,000 square feet was used but not higher, and
373 Kohlman replied that the number can go higher but did not recommend listing the current total. Mr.
374 Smith asked if this was to protect the airport from an outside entity coming in and planning to build a
375 50,000 square foot hangar, and President Wallace replied yes, that the airport may need this but that
376 the airport should not make it easier for an outside entity.

377 Director Hetherington asked about After Hours On-Call Response Time and Cost. Mr. Kohlman replied
378 that the airport can set any price for this as long as is reasonable, and \$150 was reasonable. President
379 Wallace asked if the rate would be defined here, and Mr. Kohlman replied no, that this only indicated
380 that there would be on-call availability. Director Hetherington asked how this could be structured to
381 protect the airport, and Mr. Kohlman replied that this item is usually triggered when a pilot did not
382 check operating hours and is waiting for service. Other than Search and Rescue and Military, there have
383 not been any incidences. Director Jones asked why this was an issue if there had never been a request
384 from a commercial user, and Mr. Smith replied that a standard would allow for impressing upon a user
385 the need to observe the airport hours (which occurs during a prior permission request).

386 Director Hetherington asked if skydiving operators had a 4,800 square foot hangar as indicated in the
387 Standards, and Mr. Kohlman replied that this was only if the skydiving operation chooses to maintain
388 own aircraft. Director Hetherington expressed hesitancy around verbiage and was concerned that no
389 one else on the Board was asking similar detailed questions, as the Board would essentially be new in
390 2017. President Wallace stated that the clarifying questions of Director Hetherington were helpful.
391 Director Hetherington asked if all insurance and rates were in a separate document, and Mr. Bullock
392 replied that the Master Fee Schedule is not included in PCMDs. Mr. Kohlman explained that the Master
393 Fee Schedule was not an attachment but an entirely separate document. Director Hetherington asked

394 how staff compensation was incorporated into a Development Agreement, and Mr. Kohlman replied
395 that fees would be identified and the separate schedule of fees would be used. President Wallace asked
396 where in the document compensation for staff time related to development was addressed and Mr.
397 Kohlman replied that there was an application fee, and Mr. Bullock explained that the cost to the District
398 could be recovered in different ways.

399 Director Morrison noted that in the past there was fear or hesitation from specific Board members
400 about the District not having these PMCD documents. Now that the documents have been developed
401 and presented currently, Director Morrison stated that he senses specific Board members feeling as
402 though they are being pigeon holed to the proposed standards. Director Morrison asked if there was a
403 possibility to change Standards if a new situation arose, and Mr. Kohlman replied that nothing prevents
404 changing Standards, and if a new concept emerges nothing prevents adding Standards as well. In the
405 event of an entity approaching the District to provide a Standard for an activity that has been set
406 already, it is encouraged not to adjust the standard to preclude that activity from occurring. Director
407 Hetherington stated that stated that **Director Jones had previously said that the PMCDs were living**
408 **documents, but she questioned his assertion that they could be changed at the time of a new proposal.**
409 Mr. Kirsch stated that the District would be legally very vulnerable if that occurs.

410 Director Hetherington asked about the Capital Investment with a maximum term of 40 years, and if the
411 District would be inserting itself into the middle of the agreement, and Mr. Kohlman replied that the
412 section addresses the necessary amortization for the entity to recoup an investment and gave the
413 District control. The unamortized value can be purchased, a lease agreement with the existing entity
414 could be entered into to allow continued investment, or a new agreement with a third party could
415 occur. A client of Mr. Kohlman recently encountered this situation. Director Hetherington asked about a
416 situation where a leasee leaves but still owes money and Mr. Kohlman replied that if the agreement
417 were defaulted on, improvements default to the District. President Wallace asked what the clarifying
418 question was, and Director Hetherington asked if the airport would become legally entangled between a
419 leasee and a purchaser. Mr. Kohlman replied no, that the airport would control the creation of a new
420 lease.

421 Director Hetherington asked how sub-leasing or selling would be handled, and Mr. Bullock replied that
422 the airport cannot control an entity if the entity chooses to change legal structure, but if the entity is
423 bought or sold the lease can be renegotiated. The airport has the right to approve or disapprove the
424 assignment with reasonable justification, defined within the Leasing portion of the PCMDs. Director
425 Hetherington expressed discomfort with this area.

426 **PUBLIC COMMENT:**

427 Mr. Dan Lutkenhouse thanked Director Hetherington for being thorough. A very small amount of time
428 was spent addressing night operations and Mr. Lutkenhouse believed that this should be pertinent.
429 There were good thoughts expressed but these were not well vetted as to how they affected the airport.
430 There should be more involvement regarding the negative impact of noise and annoyance. Mr. Smith
431 responded that this was a great idea, but to a large degree this already exists and had been discussed for
432 years, applied to every decision and topic where noise and annoyance applied that had been addressed
433 by the Board.

434 Mr. Lutkenhouse asked if the Board was comfortable with how night operations were being addressed,
435 and stated that the community needed more pro-active action.

436 Mr. Terry apologized for not being involved in the PCMD process earlier due to personal reasons. Mr.
437 Terry stated that these are a super set of documents. What differentiates the airport is high altitude,
438 lack of surveillance, and close proximity to or being within the Town of Truckee. In section three, there is
439 no mention of a control tower. Because there is a tracking system, there should be minimum
440 requirements of operators. Mr. Terry noted that it is stated that it does not require an operator to have
441 a plane or pilot (section 9.5). Mr. Terry indicated that the District should always meet the Town of
442 Truckee development standards if they happen to be higher, no matter what county the land is located
443 in. Mr. Terry asked if minimum equipment standards could be dictated beyond what the FAA might
444 dictate.

445 Mr. Rick Stephens had comments that were focused on non-aeronautical land which would not apply to
446 the PCMDs, but wished to point out three bullet points on page 8 regarding unamortized improvements.
447 Mr. Stephens was reluctant to use that amortization concept in the Policy.

448 Mr. Tom Meadows commented that when addressing jurisdiction, the term local should be defined to
449 avoid losing control of the airport. The proprietary building and operating of hangars should not be
450 given up. Mr. Meadows was happy to hear the Board express the importance of the language being
451 accurate. On pages 28 and 29 of Rules and Regulations, there were several conflicts with information on
452 the website and no language expressing that pilots need to abide by the voluntary curfew, and thus the
453 language should be reviewed. Mr. Meadows recommended that verbiage in section 3.15 to not require
454 compliance with all signage, and also that the airport should install friendlier signage than currently
455 installed, warning of some inherent dangers. Current airport signage demands and does not use words
456 such as please or recommends. The airport becomes a de facto ground control, the function of air traffic
457 control and control tower. The demanding signage also creates situations where pilots cannot see each
458 other. Verbiage should be added, aircraft being taxied for the purpose of flight shall have. Mr. Meadows
459 also recommended that the sentence which includes Tranquility Campaign be revised, using shall
460 instead of should. The airport definition of responsible use should be delineated as differences of
461 opinion between professional pilots and non-airport users exist.

462 President Wallace asked staff to clarify areas addressed in Public Comment upon return from the break.

463 **5 Minute Break**

464 Mr. Smith addressed the question of Mr. Terry regarding dictating minimum equipment standards,
465 responding no, the airport cannot mandate aircraft equipment. Lease agreements allow more flexibility,
466 but each pilot cannot be required to have, for instance, a transponder, in order to use the airport.

467 Mr. Bullock addressed the question of Mr. Stephens regarding the three bullet points on page 8,
468 responding that if the Board feels it important to remove the points this could certainly occur. The
469 opinion of Mr. Kirsch was requested by Director Jones. Mr. Kirsch replied that the points provide
470 illustration but not requirements. Director Jones inquired if the Board should leave that language in. Mr.
471 Kirsch recommended to leave the permissive language in to serve as guidance for future successors and
472 staff for the items they should be considering. Mr. Kirsch stated that it is a policy intent and is not
473 binding.

474 Mr. Bullock addressed the question of Mr. Meadows regarding the Tranquility Campaign, responding
475 that the sentence could be amended to include the suggested language geared toward Part 91
476 Fractional operators, to which the Tranquility Campaign is geared toward. Calm Wind Runway signs are
477 currently being updated with the word "preferred" and adding "Runway 02/20". Vice President

478 Morrison commented that softer language such “recommended to” instead of “shall adhere” around
479 the Tranquility Campaign. Director Jones recommended that “(Fly Quiet)” be inserted between the
480 words Tranquility and Program.

481 Director Van Berkem asked about Development Standards page one and the definition of Forecast. Mr.
482 Smith replied that Forecast would refer to the Airport Activity Forecast in the Airport Master Plan.
483 Director Jones commented that a narrow band of jet traffic was addressed. Director Van Berkem stated
484 that the Board is not required to grow the airport physically consistent with any forecast. Director Van
485 Berkem expressed a willingness to approve if the three sentences under Compatibility were eliminated.
486 Director Hetherington stated that an environmental element regarding noise, annoyance and safety
487 should be added under Goals and Objectives in Development Standards.

488 Director Hetherington asked what had been decided around signage standards, and Mr. Bullock replied
489 that a standard was absent and all non-aeronautical signs only must meet the local jurisdiction for which
490 the sign is regulated.

491 Director Hetherington expressed a strong belief that the PCMDs belonged to the incoming Board.

492 ***MOTION #3 OCT-26-16:** Director Jones motioned defer the PCMDs until 2017. Director Hetherington
493 seconded the motion.

494 Director Van Berkem expressed a desire to approve PCMDs with the current Board. There is one more
495 meeting of this Board and sufficient time for staff to bring a final version.

496 Director Hetherington rescinded her second. Roberts Rules of Order require discussion and a vote
497 following comment. ***Director Jones withdrew the Motion.** President Wallace asked staff to bring
498 PCMDs back in November.

499 **PUBLIC COMMENT:**

500 Mr. Terry had an additional suggestion within Rules and Regulations concerning clarity regarding dogs in
501 public areas such as conference rooms. Section 7.6 addressed new FAA guidelines on what can be inside
502 a hangar and the document should reference. Mr. Bullock replied that these were already included. Mr.
503 Terry was surprised that the document content was being struggled with as it is a Super Set.

504 Mr. Tom Meadows reported having a brief discussion regarding the word Avoid. The implication is that
505 this should not be done, but other implications could be perceived.

506 Mr. Dan Lutkenhouse suggested that Night Hours be struck and revisited.

507 **MIDWEST AIR TRAFFIC CONTROL (ATC) SUMMER 2016 UNICOM PROGRAM PRESENTATION (TAB 10):**

508 Mr. Bullock explained that 75% of the presentation would be around the enhanced Unicom, and 25%
509 would be in regard to the Air Traffic Control Tower for summer 2017.

510 Mr. Smith explained that the reason for the presentation was to give the Board the opportunity to take
511 action or direct staff if desired.

512 Mr. Bullock explained that Unicom functions as the nerve center for airport operations, maintenance,
513 FBO services, customer service, weather reporting, NOTAM filing and Point of Sale; UNICOM is
514 constantly responding to changes. The goals for summer 2016 were to receive professional observation
515 and guidance to enhance safety, reduce community annoyance and understand operational
516 opportunities for improvement. Contract deliverables by Midwest ATC were to develop Standard
517 Operating Procedures, research ways to reduce community annoyance, and to develop a baseline for
518 the service offering, which Midwest ATC accomplished. Mr. Bullock presented priorities by level.

519 There are four potential departures **procedures** which were not available for the ATC controller to see
520 in use. The procedure that emerged for new departures was a 270 degree departure climb off of
521 Runway 29. It was noted that AWOS is the best way to receive runway recommendations. The pilot and
522 passenger Outreach Coordinator was used to give out one on one Noise Abatement Procedure (NAP)
523 information, as this was not feasible for the Unicom operator as the operator needs to focus on the very
524 busy airfield. It was recommended that the airport develop a deeper training protocol.

525 Mr. Bill Ellis, Midwest Air Traffic Control, stated that the summer 2016 goals had been accomplished. An
526 enhanced Unicom is doable at Tahoe Truckee Airport. The level of professionalism and focus of the
527 UNICOM staff was impressive. Making the system better was difficult as the system is already run very
528 well. In attempting to create an ATC environment, training was received well but it was quickly learned
529 that extra duties may be difficult due to the amount of activity the UNICOM station received during the
530 summer season.

531 Director Jones asked if how the Unicom job would change while a tower was in operation could be
532 discussed. President Wallace asked if any questions could be asked regarding summer 2016 and stated
533 that questions for other areas would be entertained shortly.

534 Director Hetherington asked if the runway assignment regarding calm wind runway suggestions was not
535 done because of the weather, and Mr. Bullock replied that during busy Unicom environments there is
536 just not enough time on the radio to recommend a calm wind runway. Mr. Smith stated that this was
537 not the best place to do this. The best place would be on AWOS as most pilots listen to this prior to take-
538 off and also pass multiple signage reminding them to do so. Director Van Berkem asked if when
539 observations were made, if there were any comments consistent with the dangerous scenario Mr.
540 Meadows had related, and Mr. Bullock replied that the job of an Air Traffic Controller was to separate
541 traffic on an active runway and there are four runways. Mr. Smith stated that calm wind runways were
542 very common at airports.

543 Mr. Ellis stated that observation had been conducted for two weeks before instruction began. Again, an
544 Air Traffic Controller will describe the job duty as first, safety; second, orderly; and third, expeditious
545 flow of air traffic, and noise abatement comes as an enhancement behind all of those. President Wallace
546 asked about the confidence of Unicom in interacting with pilots, subjectively, and Mr. Ellis replied that
547 one of the three options of air traffic control throughout the country was Flight Service Station, the
548 primary function being to provide weather briefings, file flight plans and to give other meteorological
549 information as necessary. During observation, it was found that Tahoe Truckee was doing this in
550 addition to all other functions. President Wallace asked if there were any observations regarding how
551 construction and safety effected operation and UNICOM. Mr. Ellis replied that if a control tower had
552 been in operation, much of the confusion this summer would have been avoided.

553 Director Jones asked again how Unicom would change during the three months that the temporary
554 tower would be in operation, and Mr. Ellis replied that UNICOM would return to basic duties. Director
555 Jones asked at what point UNICOM would take over, and Mr. Ellis replied that an MOU would be created
556 defining the movement or non-movement agreements of the planes. Mr. Smith replied that if a plane is
557 on Golf or Alpha, they would need to be under tower control.

558 Mr. Bullock stated that tower site selection was essentially complete, although there was a
559 consideration of adding 8 feet to the vertical height for line site. The process of recording requirements
560 is beginning in order to have the tower ready for June 2017. Mr. Ellis stated that the Safety Risk
561 Management document identified two potential hazards that would have existed at the airport; one was
562 a line of sight hazard, the solution being adding eight feet to the height of the tower; and the other was
563 the potential for glare from the rotating beacon to affect the sight of the controller. The mitigation for
564 this will be to install a shield over the section of light that passes the tower with no impact to aircraft.

565 Director Hetherington asked if the tower would be used only during daytime hours, and Mr. Smith
566 replied that hours were 7:00 a.m. to 9:00 p.m. from June 15 to September 15, so early and late in the
567 season dusk would occur. Many operations still occur between 6:00 a.m. and 8:00 a.m. than need to be
568 communicated with. Mr. Ellis stated that if the airport went to a Class Delta airspace, meaning there is
569 an operating control tower for weather reporting, a rotating beacon must be on through daytime hours
570 during certain weather situations.

571 Mr. Bullock continued that the FAA requires different reporting standards than the SMS system delivers,
572 and this had been compiled for review. Data can also be fed to the FAA to deliver an understanding of
573 how many aircraft arriving at and flying **over** the airport at 60,000 feet are equipped with ADSB or UTA
574 equipment. A tower can issue a minimum segment altitude which, within reason, can ask an aircraft to
575 maintain altitude until intercepting part of the final approach; can assign within reason a calm wind
576 runway for both departures and arrivals; can assign an IFR or VFR procedure, and recommend action or
577 inaction during periods near the curfew. Regarding safety, a tower can segregate or separate aircraft for
578 safety purposes, de-conflict aero activities, and give specific relevant airfield advisories. Mr. Ellis stated
579 that there may be ways to work together to keep airplanes from flying over residences, but had no
580 specifics at this time. President Wallace expressed that this was encouraging to hear.

581 Director Van Berkem asked if the tower could real-time monitor if planes were flying too low over
582 residences, and Mr. Ellis was not sure of the **altitude** of the residence of Director Van Berkem, but stated
583 that this could be monitored for traffic advisories but not for separation. If marks can be placed on the
584 video map around noise sensitive areas, controllers would be able to do a better job on this. Director
585 Van Berkem asked for clarification that unless the airport obtains an ADSB ground station, real
586 surveillance would not occur. Mr. Bullock replied that there was certain flight surveillance but this was
587 not used for separation. Mr. Ellis stated that under ADSB, controllers cannot provide IFR separation.
588 Radar cannot be used to separate VFR, but can be used as an extension of incoming information.

589 **PUBLIC COMMENT: None.**

590 President Wallace stated that the summary was encouraging and asked what next steps would be. Mr.
591 Smith replied that the agreement between the control tower and the airport should be signed by the
592 Board President in order to move forward with certifications. Mr. Ellis overviewed the 2017 timeline;
593 once the contract is signed, the Safety Risk Management Decisions (SRMD) will be completed as a
594 precaution in case the FAA requires it. An application for Class D airspace will be submitted, an

595 approximately 200 day process. Class E airspace will cover the airport while Class D is being worked on.
596 A contract to equip the tower with will be prepared. Winter 2016-17 will be spent devising the
597 Controller Training Program as well as conducting screening, letters of agreement and devising Standard
598 Operating Procedures. Staff will be coordinated with to prepare ramp space for the tower to be placed
599 on. The tower sits on the ground, 43'8" tall, and in order to achieve height needed, will be placed on
600 storage containers which has been done before. The tower will be towed out early next spring, radio
601 equipment installed, certified and then a 30 day implementation period for controllers to observe traffic
602 and the operational tempo of the airport will occur. When opened, the FAA will be brought for FAA
603 certification.

604 President Wallace explained that news of the tower would be disseminated into the community.
605 Indicators for success would be the responsibility of Midwest ATC. President Wallace suggested that
606 discussion around these activities begin in January 2017. Mr. Ellis stated that Midwest ATC always
607 attempts to build in at least two pilot meetings to brief on tower procedures.

608 Director Van Berkem asked if equipment would be left at the airport when the Midwest ATC contract
609 has ended late next summer, and Mr. Ellis replied that this would depend on what the District would like
610 to do at the end of next summer. If service will continue through summer 2018, equipment would be
611 left in place.

612 Director Van Berkem asked how pilots are made aware that the tower is on, and Vice President
613 Morrison explained that the Airport Facility Directory, which is published every 28 days, is supposed to
614 be reviewed by pilots regularly. There will always be some pilots that are not aware, and education can
615 be delivered on a case by case basis. Director Van Berkem asked how a tower would deal with a non-
616 radioed plane, and Mr. Ellis stated that a light signal will be used initially, and this would probably be
617 used frequently in the first few weeks.

618 Director Jones stated a desire to do a remote AWOS on a mountain, as the current AWOS signal is
619 strongly received only at approximately 15 miles from the airport due to the basin location. Mr. Ellis
620 replied that the frequency for local control should be up to 10,000 feet, within 10 or 20 miles,
621 engineered for volume. Ground control frequency is more localized, approximately three miles from the
622 airport.

623 Director Hetherington stated that given the matrix from which failure and success are defined, Midwest
624 ATC should help the District brainstorm ideas to help further define the matrix. **Mr. Ellis stated that he is
625 much more aware now of the community's concern about noise and annoyance and will consider how
626 to incorporate plans to address these issues as well as control traffic.**

627 Mr. Smith stated that the Board would have an opportunity to review the basic Letter of Agreement
628 with staff at a later date.

629 **PI 511 – AIRPORT OPERATIONS AND MONITORING POLICY DISCUSSION AND POTENTIAL REVISION**
630 **(TAB 11):**

631 Mr. Smith stated that at the August Board meeting, discussion was requested regarding this Policy and
632 possible amendments. From a staff perspective, the Policy should stand as is and there were no
633 recommendations, but staff was open to discussion.

634 Director Van Berkem commented that there should be maximum transparency wherever possible. The
635 information available from the system is obtainable in other ways by the community.

636 Director Jones stated that the policy should remain as is.

637 Vice President Morrison saw pros and cons to both sides.

638 Mr. Smith stated that staff believed that either all information should go out, or none. There is either
639 permission to release a name or not, and not dependent on individual requests.

640 Mr. Bullock reported that there would be a great deal of work as a result for staff.

641 Director Van Berkem stated that a fair number of constituents had asked to know who was causing
642 complaints, and suspected some pilots would like to know who continues to complain about their
643 activity. There would be downsides to releasing this as far as possible harassment. Mr. Bullock stated
644 that examining data and correctly correlating a track to a comment takes time, and further investigation
645 into a request for a name would also take more time. Mr. Smith stated that some people may no longer
646 wish to comment because they were now identified in a public data base. If it were decided to release
647 this data, the District would be subject to Public Records Act Requests. Santa Fe Airport discovered
648 through the court process that if one name were to be released, all information becomes available.

649 **PUBLIC COMMENT:**

650 Mr. Dan Luktenhouse commented that the discussion was interesting. Conflict was another way to begin
651 conversation. This was only one piece of an integrated solution that needs to be discussed. Mechanisms
652 should be in place before any information is released. Having name availability in some capacity would
653 be good, being conscientious in how this is used.

654 Mr. Terry stated having helped to write the Policy and disagreed with releasing information, as this
655 would simply introduce a new opportunity for conflict. The trigger for an original call is due to anger and
656 annoyance, and a contact name in a complex situation may enable increased conflict. The airport should
657 act as the intermediary between the annoyed and the annoyer. Multiple iterations had been reviewed
658 during the production of the Policy. A repeat offender is already tracked by the airport.

659 Mr. Jack Armstrong agreed with Mr. Van Berkem in that anyone can obtain an N number, in the same
660 way anyone can record a car license plate on the road. There are two different variables being collected;
661 who is flying the plane, and positionally where. Mr. Armstrong agreed with Mr. Terry that giving out a
662 name immediately would probably not be a good plan, but positional data might be valuable.

663 Mr. Bullock reported that a real time flight track display is available on the website with a replay tool.

664 Director Hetherington stated that a highly annoyed constituent could be given an N number but not a
665 phone number, giving the constituent some power over the situation and taking some pressure off of
666 the airport. Mr. Bullock reported having experienced four requests for further contact information by
667 highly annoyed commenters in total. Mr. Smith stated that this would affect ability to coach pilots, and
668 that if releasing all information were chosen, communication flow with some companies could be
669 affected.

670 President Wallace reported that if ACAT needed this information to conduct analysis, the data would be
671 available immediately without a change needed in the Policy, but releasing the information might
672 empower either pilots or citizens who wish to engage with the other. Mr. Smith stated that strong pilot
673 opposition to tracking was why the compromise was created. Mr. Terry did not characterize this as a
674 compromise at the time, but remembered that this was related to the introduction of flight tracking and
675 nervousness around what would happen to tracking information.

676 President Wallace asked that ACAT should work on the Policy and bring a recommendation back to the
677 Board in January.

678 Mr. Lamb stated that last year the Police were involved with an annoyed community member who came
679 to the airport to confront the pilot, and the same situation occurred last Monday when a confrontation
680 actually took place. Interfering with flight crew could possibly be an FAA offense. This kind of problem
681 would be exacerbated by releasing this information without the airport as a mediator. Director Van
682 Berkem believed that the situation would transpire whether the airport had this level of transparency or
683 not, but Mr. Armstrong again stated the belief that the problem would be exacerbated.

684 President Wallace again asked that ACAT work on the Policy and bring a recommendation back to the
685 Board in January.

686 Mr. Lamb expressed that if a civil conversation could occur between the commenter and pilot that the
687 problem may be resolved, but if the Police become involved, the conflict rises to another level.

688 Director Hetherington commented that the 2011 Policy indicated that a review would occur one year
689 after inception. Mr. Smith reported that the policy had been reviewed on an annual basis.

690 **DESIGNATION OF UNRESTRICTED NET ASSETS (TAB 12):**

691 Ms. Lyon stated that this was an annual process. The proposition was the allocation of unrestricted net
692 assets, slightly over \$9 million, with approval of updating Policy Instruction.

693 Director Hetherington stated that the category had evolved over time, and that while pavement costs
694 had increased, noise and annoyance had remained the same. Ms. Lyon replied that the category had
695 been modified descriptively. Director Hetherington stated that a position where Federal tax money is
696 not taken and the airport becoming self-reliant may need to be examined. Mr. Smith stated that this
697 could be a good strategic discussion and that there was a need to have a more accurate picture of needs
698 based on planning.

699 **MOTION #3 OCTOBER-26-16: (earlier Motion #3 had been rescinded)** Director Jones motioned to adopt
700 Policy **Instruction** 309 designating unrestricted net assets as revised in the staff report. President
701 Wallace agreed there are discussions for the next Board to have along with the potential consideration
702 of restricting some assets. Vice President Morrison seconded the Motion. President Wallace, Vice
703 President Morrison, Directors Van Berkem, and Jones voted in favor of the motion. Director
704 Hetherington opposed the motion. The motion passed.

705 **ACIP PROJECT APPROVAL – RESOLUTION 2016-10 (TAB 13):**

706 Mr. Smith stated that all five projects were being applied for. Confirmation on the \$155,000 project had
707 been received. Some FAA funding may come through for the hangar taxi lane project. The FAA and

708 Caltrans asked that the resolution be adopted to indicate that the District would meet the match on
709 Grants if awarded.

710 Director Hetherington asked about the effect of switching from a VASI to PAPI **and if it would create a**
711 **light issue for the Glenshire ridge residents**, and Mr. Smith replied that this was a more precise visual
712 approach guidance system that the FAA desires to migrate to. There are more lights for comparison at
713 the same slope but with more information. Mr. Smith would check if the area would be brighter due to
714 more lighting and how this would be laid out, and Director Hetherington asked that this be flagged and
715 brought back to the Board with more information. President Wallace asked Mr. Smith to put an
716 explanation in the Consent Calendar.

717 **PUBLIC COMMENT:** None.

718 **MOTION #4 OCTOBER-26-16:** President Wallace motioned to acknowledge and approve the Airport
719 Capital Improvement Project for 2016-17 and to waive the reading of the resolution, with the issue
720 designated to be flagged brought back to the Board in November. Director Jones seconded the Motion.
721 Roll Call: President Wallace - Aye, Vice President Morrison - Aye, Director Hetherington – Aye, Director
722 Jones – Aye, Director Van Berkem - Aye. The motion passed.

723 **POLICY INSTRUCTION (PI) 308 – INVESTMENT POLICY REVIEW – RESOLUTION 2016-08 (TAB 14):**

724 Ms. Lyon reported that this was an annual update. A breakdown of how cash is invested and allocated
725 was presented. There were no changes, but was rather an annual revisiting.

726 **PUBLIC COMMENT:** None.

727 **MOTION #5 OCTOBER-26-16:** President Wallace motioned to adopt the District Investment Policy and
728 delegation of investment authority to the District Treasurer and to waive the reading of the resolution.
729 Director Jones seconded the Motion. Roll Call: President Wallace - Aye, Vice President Morrison - Aye,
730 Director Hetherington – Aye, Director Jones – Aye, Director Van Berkem - Aye. The motion passed.

731 **APPROPRIATIONS LIMIT – RESOLUTION 2016-09**

732 Ms. Lyon reported that this was an annual process from legislation passed in 1979 to revisit the
733 Appropriations Limit. A calculation had been prepared and reviewed by auditors who reported no
734 exceptions. The Appropriations Limit would be updated to less than \$7 million.

735 **PUBLIC COMMENT:** None.

736 **MOTION #6 OCTOBER-26-16:** President Wallace motioned to pass Resolution number 2016-09 to
737 establish the Appropriations Limit for fiscal year 2016-17 and to waive the reading of the resolution.
738 Director Jones seconded the Motion. Roll Call: President Wallace - Aye, Vice President Morrison - Aye,
739 Director Hetherington – Aye, Director Jones – Aye, Director Van Berkem - Aye. The motion passed.

740 **BOARD GUIDANCE AND INFORMATION ITEMS**

741 **GENERAL MANAGERS REPORT (TAB 13)**

742 Mr. Smith Reviewed the upcoming training opportunity schedule.

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

744 Mr. Smith reported that the Ad Hoc Economic Impact Study meeting had been moved to next week, no
745 longer behind held tomorrow. Final details were still being compiled. Mr. Smith inquired if the Board
746 would like updates on the Ad Hoc projects and there was consensus from the Board to move along
747 without Ad Hoc Committee updates.

748 **PUBLIC COMMENT:**

749 Mr. Terry asked about the Noise Symposium in Palm Springs. Mr. Smith stated that this would be added
750 to the agenda under upcoming training opportunities in November.

751 **EXECUTIVE HANGER PROJECT UPDATE**

752 Mr. Smith stated that Brandly Engineering and District Engineer Mr. Bill Quesnel are still working to put
753 together the final project costs. The financing options that are available to the District are plentiful. Mr.
754 Smith stated that the only way to receive a "firm" cost of the building will be to bid out the project. Mr.
755 Smith stated that bidding is proposed to take place in early February.

756 **COMMUNITY OUTREACH MEETINGS REPORT**

757 Mr. Smith stated that the Community Outreach Report was posted on the front page of the website, and
758 staff reserved the right to add more information as it becomes available for the November 30, 2016
759 meeting to be presented by Mead & Hunt. BridgeNet would also be present to continue the
760 conversation around Noise Monitors.

761 President Wallace clarified that in regard to notifications around the November 30, 2016 meeting,
762 contacts from the sign-in list would be utilized, the report is available on the website, and that extensive
763 outreach with local media would be conducted to be sure that the community would be aware.

764 President Wallace asked if written Public Comment received prior to the November meeting would be
765 distributed to all Board members prior to the meeting, and Mr. Smith replied yes. Mr. Lamb stated that
766 the website has posted that all Public Comment would be taken through email to Mr. Bullock, and hard
767 copies would be distributed to the Board. Because of the holiday week before the meeting, comments
768 are requested to be submitted by Friday, November 18, 2016 at 5 p.m.

769 **UPCOMING MEETING SCHEDULE**

770 Mr. Smith reported the November 30, 2016 will be the November/December Board meeting. The
771 Holiday Party would be on December 3, 2016 and December 5, 2016 was still tentatively as a Special
772 meeting to swear in the new Board of Directors and to select the Board President and Vice President for
773 2016. February 9, 2017 was settled on for the Annual Board Off-Site Work Session, location is still to be
774 determined.

775 **ROLLING AGENDA REVIEW:**

776 Mr. Smith stated and President Wallace confirmed that the November/December Board meeting is
777 slated to be another lengthy meeting with many critical items to be discussed.

778 **PUBLIC COMMENT:** None.

779 **BOARD MEMBER ANNOUNCEMENTS:** None.

780 The meeting entered Closed Session at 10:31 p.m.

781 **CLOSED SESSION**

782 • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER ANNUAL PERFORMANCE
783 REVIEW

784 **PUBLIC COMMENT:** None

785 The Board came out of closed session and expressed satisfaction with the annual performance of the
786 District General Manager and Airport staff. The Board reported consensus to move the General
787 Manager's salary to the "mid-point" of the General Manager's salary range which equated to \$160,482.
788 The Board also supported Mr. Smith's professional goals of securing a Commercial Pilot License and to
789 complete the Airport Certified Employee program.

790 **ADJOURN**

791 **MOTION #7 OCTOBER- 26-2016:** Director Jones motioned to adjourn the October 26, 2016 regular
792 Board Meeting. Director Van Berkem seconded the motion. President Wallace, Vice President Morrison,
793 Directors Van Berkem, Hetherington, and Jones voted in favor of the motion. The motion passed.

794 The regular October 26, 2016 Board meeting adjourned at 11:05 P.M.