

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, November 30, 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:** 4:34 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 Mr. Phred Stoner, Director of Operations and Maintenance  
13 Mr. Hardy Bullock, Director of Aviation & Community Services  
14 Ms. Sally Lyon, Director of Finance and Administration  
15 Ms. Stacy Justesen for Mr. Mike Cooke, Manager of Aviation/Community Svcs  
16 Mr. Brent Collinson, District Legal Counsel  
17 Mr. Marc Lamb, Community Relations Manager  
18 Ms. Lauren Tapia, District Clerk

19 **VISITORS PRESENT:** 20

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Doug Downey, with Convergent Performance, reported having worked with the airport and staff for  
22 the past two years, and stated that Convergent Performance was responsible for collaboration of the  
23 Safety Management System and conducting drills. Earlier this year, the airport was submitted for the  
24 Airport Innovation Award with AAAE. The airport did not win that award; however, Convergent  
25 Performance presented the airport with a Safety System Management Excellence Award.

26 President Wallace announced that this was the last Board meeting for Directors Hetherington and Van  
27 Berkem as well as staff member Mr. Phred Stoner. President Wallace read three Resolutions in their  
28 entirety.

- 29 • RESOLUTION 2016-11 commending Mary Hetherington
- 30 • RESOLUTION 2016-12 commending J. Thomas Van Berkem
- 31 • RESOLUTION 2016-13 expressing appreciation to Phred Stoner

32 **PUBLIC COMMENT:**

33 Mr. Andrew Terry commented that three long serving members leave huge shoes to fill and wished  
34 them good luck in the future.

35 **MOTION #1 NOVEMBER-30-16:** President Wallace motioned to accept the Resolution 2016-11  
36 commending Mary Hetherington. Director Van Berkem seconded the motion. The motion passed in roll  
37 call unanimously (4-0).

38 **MOTION #2 NOVEMBER-30-16:** President Wallace motioned to accept the Resolution 2016-12  
39 commending J. Thomas Van Berkem. Director Jones seconded the motion. The motion passed in roll call  
40 unanimously (4-0).

41 **MOTION #3 NOVEMBER-30-16:** President Wallace motioned to accept the Resolution 2016-13  
42 expression appreciation of Phred Stoner. Director Van Berkem seconded the motion. The motion passed  
43 in roll call unanimously (4-0).

44 Cake was served during Public Comment.

45 Mr. Kevin Quinn, a pilot flying to Truckee Tahoe for 20 years and a 25 year resident. Mr. Quinn stated a  
46 desire to build an indoor ice and sport complex. A professional plan has already been created and he  
47 would like to submit with a request to lease airport land for the complex. Mr. Quinn stated that the  
48 project has the funds they are just in need of some land.

49 President Wallace explained that because the subject was not agendized this could not be commented  
50 on by the Board at this time but that the topic can be placed on a future Board agenda to be fully  
51 discussed.

52 President Wallace thanked everyone present to celebrate Director Hetherington, Director Van Berkem  
53 and Mr. Stoner, and asked for any further non-agendized public comment.

54 **PUBLIC COMMENT:**

55 Mr. Chris McConnell, President of Tahoe Nordic Search & Rescue, stated that the 40-year-old  
56 organization was all volunteer, has rescued over 500 people and the volunteers had been first  
57 responders to many downed aircraft, all without monetary support. The Sno-Cat, which is used by the  
58 organization, is very old. Mr. McConnell stated a desire to partner with the District in order to acquire a  
59 new Sno-Cat that would provide a benefit to both the Airport and community.

60 President Wallace thanked the organization for their efforts.

61 **CONSENT ITEMS**

- 62 • Minutes: October 26, 2016 Regular Meeting ----- TAB 1
- 63 • Monthly Service Bills and Fees ----- TAB 2
- 64 • Monthly Financial Report ----- TAB 3
- 65 • CCA Fuel Report ----- TAB 4
- 66 • Quarterly Communications Report ----- TAB 5
- 67 • Internal control Review ----- TAB 6
- 68 • PI 511 Airport Operations Monitoring Systems Data Modification Approval - TAB 7

69 Director Hetherington asked that CCA Fuel Report (TAB 4) be removed from the Consent Items. Mr.  
70 Terry asked that the October 26, 2016 Minutes (TAB 1) be removed from the Consent Items.

71 **MOTION #4 NOVEMBER-30-16:** Director Hetherington motioned to approve Tab Items 2-3 and 5-7.  
72 Director Van Berkem seconded the motion. President Wallace, and Directors Hetherington, Jones and  
73 Van Berkem voted in favor of the motion. The motion passed.

74 Mr. Terry proposed corrections to the October 26, 2016 minutes. The corrections were noted.

75 **MOTION #5 NOVEMBER-30-16:** Director Hetherington motioned to approve the October 26, 2016  
76 minutes as amended by Mr. Terry. Director Van Berkem seconded the motion. President Wallace, and  
77 Directors Hetherington, Jones and Van Berkem voted in favor of the motion. The motion passed.

78 Director Hetherington, referring to the CAA Fuel Report, asked about total gallons sold, the difference  
79 between JetA and CAA prices, and asked what the profits were. Mr. Bullock replied that the margin was  
80 the same as the 100LL full service margin. Director Hetherington asked if operations were potentially  
81 increasing by providing the CAA price break and Mr. Bullock replied that metrics had not been run to  
82 answer that question, but the intention was to prevent repositioning of aircraft. Director Hetherington  
83 commented that the bulk of what was being sold was not to local hangar tenants and Mr. Bullock  
84 replied that Truckee is not a core fueling stop for long flights. Mr. Smith also commented that transient  
85 aircraft tended to be small props and that motivations to come to Truckee would be difficult to  
86 understand, whether or not its exclusively for inexpensive fuel. Director Hetherington suggested that  
87 this could be part of the Fly Quiet Incentive and that more analysis should be done.

88 **PUBLIC COMMENT:**

89 Mr. Terry commented that there would be two benefits to the CAA incentive; one to make flying less  
90 expensive to locally based pilots and another, to reduce repositioning flights. Mr. Terry stated having  
91 done a Repositioning Survey with Mr. Bullock and the finding was that very few flights were actually  
92 being repositioned. Director Jones commented that if prices were raised, local pilots would fly to  
93 Minden, Nevada to purchase fuel, which might increase operations. Mr. Terry did not believe the result  
94 would be considered an increase in operations, however.

95 Director Hetherington stated a desire to have a behavior analysis of the eight local tenants that  
96 purchase CAA fuel at Truckee Tahoe Airport. Mr. Bullock replied that an analysis had been conducted  
97 and that there was a clear correlation between the program and the reduction of repositioning flights.  
98 Director Hetherington asked for clarification that CAA could not legally be asked to sell only to local  
99 tenants and Mr. Bullock replied yes. President Wallace asked that more analysis be done.

100 Mr. Rob Lober, local Pilot and AOPA representative, stated being a CAA member. Repositioning and  
101 costs did not need to be worried about as the price break was not large enough to warrant stops for fuel  
102 only.

103 **MOTION #6 NOVEMBER-30-16:** Director Hetherington motioned to accept the CAA Fuel Report with the  
104 understanding that more analysis will be done. President Wallace seconded the motion. President  
105 Wallace, and Directors Hetherington, Jones and Van Berkem voted in favor of the motion. The motion  
106 passed.

107 **SPECIAL PRESENTATION**

108 **2016 COMMUNITY OUTREACH MEETING REPORT PRESENTATION (TAB 8)**

109 Mr. Bullock explained that six independent Neighborhood Outreach meetings had been held during the  
110 summer of 2016. The project had begun with the Airport Community Advisory Team (ACAT) and staff  
111 continued the project unto completion. The meetings were intended to understand the specific needs of  
112 each neighborhood, share airport programs and to introduce projects pending for the 2017 operating  
113 season such as the temporary control tower. The annual report was used to present general airport  
114 facts. The meeting function was to have attendees from one of three general information stations;  
115 airspace, general airport information and temporary tower. The process of the meetings was described.  
116 It was noted that in the future, the amount of technical information presented would be reconsidered.  
117 The various methods of advertising the meetings were also listed.

118 Mr. Bullock stated that attendance at each meeting was 25 to 35 people on average. Comments and  
119 suggestions numbered at 430. Mr. Bullock stated that staff impression was that, in general, people were  
120 supportive of the temporary control tower concept.

121 Ms. Miranda Thompson, with Mead and Hunt, presented further specifics and hoped to take comments  
122 and suggestions from the Board. The report had been posted on the Truckee Tahoe website to solicit  
123 comments from the community before finalization and was presented to ACAT prior to tonight's  
124 meeting.

125 Ms. Thompson stated that the meeting design was a "town hall" setting to facilitate feedback. In  
126 addition to providing the six community meetings, Fresh Tracks developed an online survey as well,  
127 particularly for those who could not attend the meetings. The number, as well as the nature, of  
128 comments received on certain areas were ranked. The question of "what the airport should do more of"  
129 solicited replies such as: to keep KTRK small, to consider charging higher fuel fees, to consider more  
130 ways to limit operations, discouraging early morning weekend flights and to enhance the Open Space  
131 program. The question of "what the airport should do less of" solicited replies such as: competing with  
132 private business, adding services or facilities that would increase traffic (particularly by jets), and  
133 allowing takeoffs during bad weather.

134 Ms. Thompson continued with the Air Space Study. One comment received from the Glenshire  
135 neighborhood was regarding either offsetting the approach or to realign the runway to create a larger  
136 buffer. There were mixed concerns regarding low flying aircraft and resulting noise and safety issues and  
137 a recommendation was to extend the approach to allow the aircraft to reach a higher altitude, as well as  
138 requiring steep climb outs. There was a suggestion to ask pilots to enter over the highway rather than  
139 over neighborhoods. Another suggestion was to position flight routes over existing transportation  
140 corridors or open areas. Communities impacted by noise supported the idea of dispersing aircraft routes  
141 across the community.

142 Ms. Thompson noted that there was general support for a temporary seasonal tower, as well as support  
143 for a full time tower if this benefited noise and safety concerns. The community was discouraged to  
144 learn about the current lack of control regarding operations. Progress reports regarding tower timelines  
145 and effectiveness were requested by the community. Noise was a specific concern. The Glenshire and  
146 Juniper Hills neighborhoods both made comments regarding the skydiving plane and the glider tow  
147 planes. Comments were received that emergency helicopters were not flying common traffic patterns,  
148 but EMS were to follow common traffic patterns unless an emergency situation does not allow this. The  
149 Nixle system was mentioned, as well as improving the noise complaint process and a possible  
150 community based noise study.

151 Ms. Thompson finished the presentation with a review of other topics such as the MLAT system,  
152 Airshow, comments received regarding relocating the airport, and the use of property taxes and  
153 community follow-up.

154 **PUBLIC COMMENT:**

155 Mr. Dan Lutkenhouse stated appreciation for the effort that was put into the meetings. Mr. Lutkenhouse  
156 submitted a Word Cloud, or analysis of words, from the meetings to the Board. Mr. Lutkenhouse noted  
157 that only .27% of the community attended the meetings. Mr. Lutkenhouse stated that the airport  
158 needed to have a continual outreach to the public and not only every four years. Mr. Lutkenhouse  
159 suggested action items should be tied to each suggestion and brought back to the Board on a monthly  
160 basis to demonstrate to the community that action was being taken.

161 Mr. Bullock read a written Public Comment submission from Mr. Jack Ellis, listing seven comments,  
162 which has been included under Tab 8b for the Board and published on the airport website.

163 President Wallace closed Public Comment.

164 Director Jones asked Mr. Bullock if the written Public Comment was the opinion of the commenter and  
165 President Wallace stated that the commenter had stated that the comments were not in order of  
166 importance. Director Jones commented on community recommendations regarding the Air Space Study,  
167 stating that the issue was being aggressively addressed with the implementation of the temporary tower  
168 and published routes moving traffic to open spaces, but this was a process that would take a number of  
169 years. Director Jones believed an analysis had been done regarding extending runway 29 with the result  
170 being that this would not have a material impact.

171 Director Hetherington asked if the analysis results had been conveyed to the community or if only  
172 comment collection had occurred. Ms. Thompson stated being aware of the study and that this was an  
173 alternative discussed in the Master Plan process, but as Ms. Thompson was not a part of those meetings  
174 was not able to respond to specific community comments. Mr. Smith stated he had multiple  
175 conversations regarding this topic and directed the people to the chapter of the Master Plan that  
176 addressed this with a high level of detail.

177 Director Jones responded to the comment regarding steep climb outs, stating that larger aircraft could  
178 climb out more easily than small jets which were inefficient at high altitudes. Director Jones noted that  
179 at this time the airport could request but not require how high and fast climb outs occur. Director Jones  
180 was unclear regarding a comment to move the 45 degree entry over I-80.

181 Director Hetherington commented that there was an overall theme from the community to keep KTRK  
182 small and that the airport should be proactive rather than complacent to ensure managed growth.  
183 Director Hetherington expressed that those who try to escape the urban influence would find out that  
184 the urban influence had followed them and the airport needed to be sensitive to this.

185 Director Van Berkem stated that the study was very well done and agreed with Director Hetherington  
186 that the same theme was expressed by members of the public during his visits to the grocery store and  
187 at the mailboxes in his community, as well as concerns that KTRK would become another Aspen airport.  
188 Director Van Berkem stated that has had more people had comment to him in the last three months  
189 that the airport should be closed that in the all of the years he has served on the Board.

190 Director Jones stated that if only .27% of the community had made comments, comments from the  
191 remainder of the community were necessary and wondered if there was another way to reach them.

192 Director Hetherington commented on self-determination for more control of the Airport. President  
193 Wallace stated that in regard to self-determination, the rolling agenda included discussing the possible  
194 scope of a self-determination study.

195 President Wallace agreed with the suggestion by Mr. Lutkenhouse that action items be regularly  
196 reviewed by the Board, but noted that every month may be excessive. President Wallace asked Mr.  
197 Bullock if ACAT had specifically taken an action item around the Nixle suggestion, and Mr. Bullock  
198 replied no but he and Mr. Smith would take the action item and report back.

199 President Wallace commented that there had been significant interest by the community in receiving  
200 reports regarding success of the seasonal tower and requested that the initial metrics discussion, to  
201 determine what would be considered successful, come before the Board in January 2017 as well as the  
202 Outreach Plan both to pilots and the community. Staff was working on a Frequently Asked Questions  
203 document and Mr. Bullock commented that this was posted on the website under Publications and  
204 Airport Community News under the Neighborhood Meeting caption. President Wallace asked if an  
205 answer had been provided regarding extension of runway 29 and Mr. Bullock replied yes. President  
206 Wallace asked for clarification regarding the one of the last points in the presentation under "Other",  
207 relocating the airport, as President Wallace had understood this as relocating the way point and not the  
208 airport. Ms. Thompson replied that both had been mentioned.

209 Director Hetherington stated that the newspaper, Moonshine Ink, caters to a different demographic,  
210 and that it should be considered as an additional media option for outreach.

211 Mr. Smith thanked everyone for participating in the process, and agreed that these types of community  
212 meetings should be conducted more frequently. Mr. Smith stated that having completed this prior to  
213 the Godbe survey will be positive and the survey should reach even more people. President Wallace  
214 stated that the process had been done very well, but suggested that more people needed to be reached.

## 215 **PRESENTATIONS AND ROUTINE REPORTS**

### 216 **BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE – ANNUAL REPORT**

217 Mr. Smith introduced Ms. Mindy Carbajal, BGCNLT (Boys and Girls Club of North Lake Tahoe) Executive  
218 Officer and Mr. Will Sinnott, STEM (Science, Technology, Engineering and Math) Club Officer. Ms.  
219 Carbajal explained that BGCNLT had entered into a partnership with the airport in July 2015 with  
220 successful STEM programs running for approximately 1½ years. A slide presentation was shown of  
221 various activities of the Club. The partnership had allowed BGCNLT to provide STEM opportunities to  
222 both Lakeside and Truckee children and provided support to Airport District events where children were  
223 involved.

224 Ms. Carbajal explained that between the two sites, the afterschool program saw approximately 420  
225 children per day; 300 in Kings Beach and 120 in Truckee. Every day, every child had the opportunity to  
226 participate in programs related to science, technology, engineering and math. In addition, programs  
227 were offered such as robotics, and the entire school year focused on competitive missions. The Flyers  
228 Program, with 20 Kings Beach participants and 45 Truckee participants in two different age levels, was a  
229 new program with the support of a flight simulator and talks with local pilots. The Coding program

230 looked at algorithmic thinking and how coding applied to real life. In the summer, full day STEM  
231 programs occurred and one week long summer camp was also offered. Ms. Carbajal stated that an  
232 Aviation Camp ran this year and on the final day, participants came to the airport to fly, or, if the child  
233 was too small, they were taxied around the runway. A STEM boot camp for fourth through sixth graders  
234 was offered which provided more advanced opportunities to local youth.

235 Boosting teen and female participation will be a focus in the coming year. BGCNLT's Mr. Sinnott had  
236 given eight introductory Challenger presentations to 13 fifth grade classrooms in the Truckee Tahoe  
237 Unified School District on behalf of the airport. BGCNLT also supported The Santa Fly-In with volunteers  
238 and craft projects as well as various other community events.

239 Looking to the future, even more possibilities are being researched such as a Drone Program/Club. Ms.  
240 Carbajal thanked the Airport District and staff for the partnership.

241 **PUBLIC COMMENT:** None

242 Director Jones stated that the Airport District loved the partnership. Director Hetherington agreed and  
243 stated that the partnership is helping to build a wonderful community. Director Van Berkem commented  
244 great work and glad to be participating. President Wallace stated that the result of the partnership was  
245 what she had been hoping for, a robust way for local youth to participate in science, technology,  
246 engineering and math but specifically with a nexus in aviation. Director Hetherington appreciated that  
247 the programs were regionalized, helping the two community groups mix with each other.

248 Mr. Bullock thanked Mr. Sinnott in particular for assistance at Truckee Thursdays, High School Steam  
249 night, Santa Fly-In and Big Truck event. Mr. Bullock stated that staff tended to be stretched with  
250 community events in the summer high season and that Mr. Sinnott was a tremendous help. Mr. Smith  
251 agreed and stated that the classroom presentations prior to the Challenger program which were  
252 conducted by Mr. Sinnott have been a success as well.

253 President Wallace thanks Ms. Carbajal and expressed enthusiasm for the 2017 Annual Report.

254 **ACAT REPORT (TAB 9)**

255 Mr. Lutkenhouse reported that the last ACAT meeting had lasted three hours and 18 items were  
256 discussed in regard to the annual Work Plan. The meeting report was presented on PowerPoint to the  
257 Board. Decision items for the 2016/17 Work Plan were a Pilot Incentives Bi-annual Flight Review  
258 Subsidy, Noise Monitor Technology (NMT), a Community Annoyance Mitigation Plan, Airport User Data  
259 Collection, My Airport Webpage, and Communication Enhancement and Community Sponsorship.

260 **PUBLIC COMMENT:** None

261 Director Hetherington stated that a year on year trend analysis would be valuable, including five or ten  
262 year trends. Director Van Berkem stated that this was a good work product, but hoped that from all of  
263 the analysis recommendations that end result action or next steps would be offered.

264 Director Jones stated appreciation of the efforts. President Wallace agreed and approved of the ACAT  
265 Work Plan. Director Van Berkem noted that ACAT used to run focus groups in the community with  
266 payment made in the form of food and fuel, and this might be a way to get a good representative  
267 sample of community comments. Director Hetherington thanked ACAT for doing what they do.

268 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 10)**

269 Mr. Cooke explained that the report would be from October 2016 and that the year-end report would  
270 include Quarter 4. There had been fantastic weather in Quarter 3 but specifically in October, a third of  
271 the days were impacted by morning fog, or rain, and this could have been the reason that operations  
272 were down in October 2016 by 27% compared to October 2015. Submitted comments dropped  
273 approximately 30%. One commenter from Glenshire submitted six comments, and one of the comments  
274 was regarding support for a temporary control tower. There were three new commenters during  
275 October from Glenshire, Northstar and Olympic Heights.

276 There were six night operation aircraft movements between 10:00 p.m. and 7:00 a.m. and four of these  
277 were between 6:30 a.m. and 7:00 a.m., but no Fly Quiet incentives were revoked. There were no  
278 annoyance comments during voluntary curfew hours in October.

279 President Wallace asked Mr. Cooke if night operations reports distinguished between emergency and  
280 non-emergency movement by fire fighting and medical helicopters, and Mr. Cooke replied no, but that  
281 every helicopter operator was spoken with to determine what mission was being conducted. Director  
282 Hetherington commented that emergency helicopters returning to the airport after responding to  
283 emergencies should follow the highway, and Mr. Cooke replied that fortunately many of the pilots live in  
284 the community and are fully aware of the problems associated with flying over neighborhoods. Mr.  
285 Cooke noted that emergency service pilots have been very professional and willing to work with the  
286 airport. Mr. Cooke suggested conducting a vendor or local outreach breakfast/lunch or seminar to  
287 reengage people as another way to distribute and collect information.

288 Mr. Cooke stated that a governmental agency associated with wildlife had made a midnight departure in  
289 October and a response was still awaited regarding this operation. One locally based aircraft operated  
290 between the 10 p.m. to 7 a.m. timeframe, but was operating within agreement parameters.

291 Mr. Van Berkem asked how many outreach attempts resulted in dialogue, and Mr. Cooke replied most.  
292 Mr. Cooke stated that the government agency mentioned above was contacted through the main  
293 agency number as well as the aeronautics division and the two pilots, still, no response had been  
294 received. Mr. Van Berkem asked if repeat offenders were tracked, and Mr. Cooke replied yes. Even  
295 though there were no October night complaints submitted, outreach still occurred.

296 Mr. Cooke continued that 20 comments had come from 11 households, representing five residential  
297 areas. One commenter, a contractor working on a home in Northstar, physically came to the airfield to  
298 confront the pilots of a Gulf Stream. There was no violation made by the pilots.

299 Mr. Cooke commented that webpage visits for flight procedures and NAPs were ranked number three  
300 for the first time ever.

301 **PUBLIC COMMENT:**

302 Mr. Luktenhouse commented that run ups could be heard from his residence on Prosser Dam Road, and  
303 that the vendor outreach suggestion was a great idea.

304 Director Hetherington asked of the nine tracks, four of which being PC12s, how many were SurfAir, and  
305 Mr. Cooke replied three of the four. Director Hetherington asked why SurfAir was not in compliance  
306 after two years, and Mr. Cooke replied that there was not a threshold for elevation and each situation



307 was dealt with individually. Mr. Bullock stated that SurfAir had been met with last week, and they had  
308 always been very willing to abide with NAPs. Mr. Bullock noted that most of the flight behavior from  
309 SurfAir has been very good. Director Hetherington commented that an altitude threshold may be  
310 needed, and Mr. Cooke stated that the discussion was warranted.

311 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

312 District Council Collinson had attended the Legal Issue Conference by the American Association of  
313 Airport Executives (AAAE) in San Francisco with 100 other attendees. The effects of the Presidential  
314 Election on the FAA were discussed, and out of 45,000 FAA employees, only 8 were political appointees.  
315 District Council Collinson noted that the President Elect Trump is presumably aware of noise issues as he  
316 has sued Palm Beach Airport four times around the issue, although the lawsuits were not successful.  
317 District Council Collinson stated that it was said that one half of all FAA engineers were eligible for  
318 retirement. District Council Collinson went on to state that the FAA was encouraging airports to become  
319 self-sustaining and Truckee Airport was sited at the Conference as an example of how this could be  
320 achieved. The FAA was looking into new definitions for hangar uses as one hangar had been used as a  
321 food bar. District Council Collinson also stated that drone education was becoming more important.

322 Mr. Bullock had attended the National Business Aviation Association (NBAA) annual Business Aviation  
323 Convention and Expedition (BACE) meeting in Orlando, Florida as the Truckee liaison to the NBAA Safety  
324 Committee.

325 Director Jones stated having attended the NBAA BACE also and commented that Arnold Palmer in  
326 aviation had been highlighted. From several safety sessions, Director Jones reported on accident  
327 statistics and risk management. The commercial accident rate had decreased 80% over the last 10 years  
328 but the light business aircraft had seen no change, possibly due to poor risk management. Director Jones  
329 reported that Mr. Bullock was working with FAA representatives to have an Automatic Dependent  
330 Surveillance Broadcast (ADS-B) ground station in Truckee.

331 **PUBLIC COMMENT:** None

332 **7 MINUTE BREAK**

333 **COMMUNITY SPONSORSHIP/PARTNERSHIP POLICY INSTRUCTION 311 REVISION PROPOSAL (TAB 11)**

334 Mr. Smith stated that in the summer, various sponsorship applications had been reviewed per the  
335 previous policy which required three levels of partnership. It was determined that the policy needed  
336 more instruction detail. The three tiers had been formulated into two tiers and are very clear that  
337 partnerships must be attached to another public agency that has an elected or appointed Board. If not  
338 with a public agency, an entity applying for funding would need to speak with an agency or in apply in  
339 conjunction with another non-profit working together for the community.

340 President Wallace stated that the summary was great. Director Van Berkem agreed and wanted to be  
341 clear that the airport was not a community foundation and would not have a grant cycle. Director  
342 Hetherington believed this was much more in-line with what the airport was trying to do and had a  
343 question about verbiage under organization and about linkage to Nevada. Mr. Smith replied that Nevada  
344 had been in the policy since the original version and the Ad Hoc Committee did not address this in detail.  
345 Organization referred to any of the non-profit groups. Director Hetherington asked why the airport  
346 would link with a for-profit organization, and Mr. Smith replied that in example, Project MANA was

347 located in Incline Village but benefited the Truckee District. Another example would be that REMSA is  
348 for-profit and CareFlight is non-profit, and agencies may intertwine within this realm.

349 Director Hetherington stated not feeling comfortable partnering with a for-profit entity. President  
350 Wallace stated that a for-profit entity would need to be alignment with two other agencies with elected  
351 Boards, and that this was a good safeguard. Director Hetherington questioned if the partnership could  
352 lead to competition with a private enterprise. President Wallace stated that if the main issue with the  
353 Policy was the for-profit entity piece, this could be eliminated in order to pass.

354 **PUBLIC COMMENT:**

355 Mr. Terry asked if the word Aircraft in the last section, Release of Liability, should be changed to a more  
356 generic wording. Mr. Collinson replied that the wording had emerged from work with the Parks and  
357 Recreation District and the Aquatic Center and the identified increased risk of the location. One of the  
358 requirements to contributing funds was that the entities would not be able to sue the airport. Director  
359 Hetherington asked if the passage was too specific to that particular situation, and Mr. Collinson gave an  
360 example to show this would not be a problem. Director Hetherington asked if Directors should be  
361 named as well as the Airport District or if this was implied, and Mr. Collinson replied that this was  
362 implied.

363 **MOTION #7 NOVEMBER-30-16:** Director Van Berkem motioned to approve the Community  
364 Sponsorship/Partnership Policy Instruction 311 Revision Proposal. Director Jones seconded the motion.  
365 President Wallace, and Directors Jones and Van Berkem voted in favor of the motion. Director  
366 Hetherington opposed the motion. The motion passed.

367 **PRIMARY CONTROL MANAGEMENT DOCUMENTS – FINAL ADOPTION (TAB 12)**

368 Mr. Bullock stated that the Board had reviewed the document at least four times. Since the last  
369 meeting, staff had worked with Mr. Jeff Kohlman and Mr. Peter Kirsch and 26 modifications had been  
370 made. A spreadsheet outlining where the changes were made had been sent to Board members.

371 Staff asked that the Board adopt Minimum Standards, Rules and Regulations, Development Standards  
372 and General Rates, Fees and Charges. Five sample Motions were offered.

373 Mr. Bullock stated that the 26 modifications included clearly articulates proprietary right, the standard  
374 that affected hangar door width, animal conduct and allowed areas of animal activities, commercial  
375 operating permits, District requirements for aircraft modification, and pilot and passenger outreach. Mr.  
376 Bullock reviewed the final stages of document adoption. There had been 33 public comments, over 60  
377 staff comments and over 24 user comments.

378 **PUBLIC COMMENT:**

379 Mr. Terry commented that very few members of the public were qualified to comment on this  
380 document, and was skeptical about how customized the documents were to this airport community.

381 Mr. Luktenhouse commented still feeling concern about the document regarding night operations and  
382 wondered if statistically the airport was successful in talking flights out of flying into Truckee.

383 Director Hetherington stated that there was some benefit to the documents but was concerned that the  
384 documents were more than what was needed for the size of the airport and the amount of traffic  
385 experienced. Director Hetherington stated being in support of the Rules and Regulations with changes  
386 but could not support the other three.

387 Director Hetherington suggested that two changes to Rules and Regulations be made; on page 15  
388 regarding signage and page 25 regarding details of maintenance run-ups. Mr. Bullock replied that the  
389 maintenance run-up issue had been reviewed with respect to the airfield geometry but that this could  
390 be re-considered.

391 Director Hetherington stated not having seen the Master Fee Schedule and because this was mentioned  
392 in the other documents, this should be constructed at the same time. Mr. Bullock replied that there was  
393 an existing Master Fee Schedule available on the website, and modifications had been discussed  
394 previously but additional information was needed before a revised Master Fee Schedule would be  
395 brought to the Board. Mr. Smith agreed with Mr. Bullock and stated that Rates, Fees and Charges were a  
396 methodology, strengthening the ability to defend what was set.

397 President Wallace suggested that the Rules and Regulation document receive a Motion. Director Van  
398 Berkem stated being prepared to vote in favor of all four as they had been brought to the Board several  
399 times with legitimate detail concerns and subsequent modifications. President Wallace stated being  
400 prepared to vote for Rules and Regulations, but being hesitant around the other three documents until  
401 the next Board was seated. Director Hetherington stated that she felt that the documents would enable  
402 other entities to control the Board and that being very careful, consistent and specific is crucial. Director  
403 Hetherington noted that rules could not be changed upon receiving an unpopular proposal. Mr. Bullock  
404 stated that staff did not object to more time being taken to review.

405 **MOTION #8 NOVEMBER-30-16:** Director Hetherington motioned to approve the Rules and Regulations  
406 with the two changes. Director Van Berkem seconded the motion. President Wallace, and Directors  
407 Hetherington, Jones and Van Berkem voted in favor of the motion. The motion passed.

408 Director Van Berkem recommended that staff conduct a January workshop regarding the other PMCD  
409 documents for the new Board members.

#### 410 **2016 CLASSIFICATION AND COMPENSATION PLAN PRESENTATION AND RECOMMENDATIONS (TAB 14)**

411 Mr. Collinson stated that Ms. Sally Lyon would be required to leave the meeting during the next  
412 presentation due to the possible impact by the Board decision in the position of Director of Finance and  
413 Administration. Mr. Kevin Smith as the General Manager would not be impacted and could remain and  
414 participate and the remainder of staff in the meeting did not participate in the Ad Hoc Committee  
415 deliberation or preparation of the recommendation.

416 Ms. Shelly Anderson with Bryce Consulting presented the Plan. A survey instrument had been created to  
417 collect benefit data including job descriptions, organizational charts and budget documents to ensure  
418 the classifications were comparable. The Labor Market Mean was used as the statistic. Fifteen agencies  
419 were surveyed and recommendations were presented.

420 President Wallace expressed surprise that the range began at 25% below the mean and Ms. Anderson  
421 replied that the minimum was 25% less than the control point. Director Jones expressed surprise at how  
422 far the airport had slipped relative to the competitive labor market in five years. Director Van Berkem

423 commented that public sector data ranges were moving faster than the private sector, and was  
424 disappointed that there was not more local private sector data in the report. Director Van Berkem  
425 stated a belief that there was a difference in public versus private sector compensation but that the  
426 airport needed to be responsive to the market.

427 Mr. Smith explained that the recommendation was to adjust the Fiscal Year 2017 budget by 11.1%.

428 **PUBLIC COMMENT:**

429 Mr. Rick Stephens, Truckee Resident, asked if the airport was losing employees. Mr. Bullock commented  
430 absolutely, and turnover costs money and affects overall District performance.

431 Director Hetherington stated support for the adjustment but expressed concern regarding the Prairie  
432 Dog effect.

433 **MOTION #8 NOVEMBER-30-16:** President Wallace motioned to accept the 2016 Classification and  
434 Compensation Plan as recommended by the Ad Hoc Committee and Bryce Consulting, and to approve  
435 the 11.1% adjustment in the Salary and Wages Line Item in the Fiscal Year 2017 Budget and authorize  
436 the General Manager to use the funds in consultation with the Ad Hoc Committee to adjust staff  
437 compensation to appropriate market condition. Director Van Berkem seconded the motion. President  
438 Wallace, and Directors Hetherington, Jones and Van Berkem voted in favor of the motion. The motion  
439 passed.

440 Mr. Smith expressed appreciation for the work of the Ad Hoc Committee for transparency. Mr. Bullock  
441 thanked the Board for taking the time to examine the issue and for allowing staff to operate in a manner  
442 that they are the most productive.

443 **REGIONAL HOUSING COUNCIL PARTICIPATION REQUEST (TAB 13)**

444 Mr. Smith stated that everyone was aware of the housing crisis and that the Truckee Tahoe Community  
445 Foundation had been working to find solutions. A request from the Foundation was received, asking all  
446 government entities and more to participate in a Regional Housing Council in an attempt to implement  
447 solutions identified in studies. Staff proposed a \$150,000 pledge each year for a three year commitment  
448 of \$150,000. If the Board moved forward with participation, Board members willing to sit on the Council  
449 would need to be identified.

450 Director Van Berkem asked for more clarification around the \$150,000 pledge and Mr. Smith explained  
451 that the use had not been determined and would not need to be committed until a Memorandum of  
452 Understanding (MOU) was signed by all entities. At this time, the Foundation was hoping in an initial  
453 effort to find out which entities would be interested.

454 President Wallace stated having asked Mayor Joan Jones with the Town of Truckee about possible  
455 participation. Mayor Jones was in favor of participation and forwarded a statement of support which  
456 President Wallace read verbatim. President Wallace was also in support of this.

457 **PUBLIC COMMENT:**

458 Mr. Stephens stated support, and commented that if elected to the Board, he would volunteer to be a  
459 participant.

460 President Wallace supported allowing the incoming Board to move forward with committee  
461 participation details.

462 **MOTION #9 NOVEMBER-30-16:** Director Jones motioned to approve the Request Proposal and to  
463 commit \$50,000 per year for a three year commitment for a total of \$150,000 and to authorize the  
464 Board President to sign a bookable MOU. Director Hetherington seconded the motion. President  
465 Wallace, and Directors Hetherington, Jones and Van Berkem voted in favor of the motion. The motion  
466 passed.

#### 467 **TAHOE CITY GOLF COURSE SITE IMPROVEMENT PARTICIPATION (TAB 15)**

468 Mr. Smith stated that a letter had been distributed from the Tahoe City P.U.D. and other entities who  
469 were hoping to build an ice skating rink, asking for district participation. The request had become  
470 entwined in the Community Sponsorship process but the request was a different type as the district had  
471 an ownership interest in the golf course. There was no conservation easement on the golf course and if  
472 the partnership did not work this could be sold. Main interests were the heliport and keeping open  
473 space where a distressed aircraft could make an emergency landing. A viable project would benefit all  
474 funding partners. The original request was for \$250,000 but upon review, staff suggested that \$150,000  
475 be given towards funding of the ice skating rink. Tahoe City P.U.D. would need to fund the remainder  
476 needed and this was understood.

#### 477 **PUBLIC COMMENT:**

478 Mr. Lutkenhouse asked if a positive return was being shown on assets. Mr. Smith replied that there was  
479 no financial statement.

480 Mr. Terry commented that upon campaigning in the basin, there seemed to be very little awareness that  
481 the airport was involved in the purchase of the golf course and that the airport should have more of a  
482 presence.

483 Director Van Berkem asked if the golf course generated a profit. Mr. Smith replied not at this time.  
484 Director Hetherington asked if the golf course lost money, would the district be responsible to make up  
485 the difference and Mr. Smith replied no. President Wallace commented that everything at this point was  
486 hypothetical.

487 Director Hetherington stated being in favor, but asked if the project was permitted. Mr. Smith replied  
488 that it was permitted and the grand opening would be on December 10, 2016. Director Hetherington  
489 stated that Tahoe City P.U.D. should consider what Truckee Donner Recreation and Park District did and  
490 only have one rate.

491 **MOTION #10 NOVEMBER-30-16:** Director Jones motioned to approve the request to participate with  
492 the Tahoe City Golf Course to facilitate the addition of an Ice Rink to the winter sports park and to  
493 allocate \$150,000 towards the project. President Wallace seconded the motion. President Wallace, and  
494 Directors Hetherington, Jones and Van Berkem voted in favor of the motion. The motion passed.

#### 495 **AIRPORT ECONOMIC IMPACT REPORT – SCOPE OF WORK APPROVAL (TAB 16)**

496 Mr. Smith explained that the Ad Hoc Committee had been working hard to develop the final scope from  
497 the instruction received three months prior. Economic and Planning Systems, Inc. (EPS) was excited for

498 the study as this had been the most detailed scope EPS had done for any company. The budget would be  
499 much higher than initially proposed due to the additional tasks that were assigned, previously \$60,000  
500 and now \$104,920.

501 Director Van Berkem stated being in favor. Staff had worked very hard to balance the report regarding  
502 impacts both positive and negative to the community. By visiting other airports, data and costs of future  
503 possible litigation could be understood. Director Van Berkem hoped to approve this now to begin as  
504 soon as possible, although the next Board could, of course, stop it.

505 Director Hetherington stated that the goal was to be objective and that most impact benefit reports  
506 only reported the positive aspects.

507 **PUBLIC COMMENT:**

508 Mr. Stephens stated concern that if the project remained on hold, the price would increase and asked  
509 what would be done differently with the study.

510 Mr. Terry stated having been involved with the airport the last time a study such as this was conducted  
511 and it was easy to focus only on benefits.

512 Mr. Luktenhouse commented that the Ad Hoc Committee had done great work, and that there was one  
513 point discussed regarding a mid-point check of the analysis. Mr. Luktenhouse stated support but that all  
514 three aspects; good, bad and ugly, would need to be fully understood.

515 President Wallace thanked Mr. Stephens, Mr. Terry and Mr. Lutkenhouse for remaining throughout the  
516 meeting and providing comment on many items.

517 Director Van Berkem stated having seen many economic studies, and was very impressed with the  
518 consulting firm and how there had been able to work with the ad hoc meetings to incorporate  
519 suggestions and changes to the scope.

520 President Wallace stated initially having been neutral to not supportive of the project, but now  
521 supported this as the data would be good to have.

522 Director Hetherington believed that if dollars could be assigned to both positives and negatives, the data  
523 would be very useful.

524 **MOTION #11 NOVEMBER-30-16:** Director Hetherington motioned to approve the final Scope of Work  
525 and Fee for the Airport Economic Impact Study for the Truckee Tahoe Airport and to authorize the Board  
526 President to sign the final contract. Director Van Berkem proposed that motion be amended to add  
527 wording that the execution of the contract start as soon as possible. Director Hetherington approved of  
528 the amendment. Director Van Berkem seconded the motion. President Wallace, and Directors  
529 Hetherington, and Van Berkem voted in favor of the motion. Director Jones abstained. The motion  
530 passed.

531 **BOARD GUIDANCE AND INFORMATION ITEMS**

532 **GENERAL MANAGERS REPORT:**

533 **UPCOMING TRAINING OPPORTUNITIES:**

534 Mr. Smith stated that the U.C. Davis Aviation Symposium in Palm Springs February 26 – March 1, 2017  
535 had been added to the training list, and CSDA Special District Leadership Foundation would hold a  
536 Leadership Academy in Napa July 9, 2017 which would take place near the Air Show dates, and another  
537 training in La Jolla February 26 – March 1, 2017. If all Board members would attend, the District would  
538 receive credit towards the District of Distinction certificate as well as credit incentive points toward its  
539 Workers Compensation plan.

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

541 **Warehouse Office Building (WOB)**

542 Mr. Smith stated that the Building progress was proceeding and Clear Capital, assuming inspections  
543 went well, would move in on December 12, 2016. Hertz would move into the Building in January. Both  
544 Avis and Enterprise had signed concession agreements. Clear Capital was interested in additional office  
545 space which would be a short term lease.

546 The January Board meeting would include formulating an Ad Hoc Committee for the Air Show and the  
547 Thunderbirds would be discussed for 2018.

548 **Community Sponsorship**

549 Mr. Smith reported that this had been discussed earlier in the meeting and Community Sponsorship  
550 could now be removed from the General Managers Report.

551 **Non-Aeronautical Land Use Plan**

552 Mr. Smith was waiting to receive comments back from TTSA on the appraisal proposal. While sphere  
553 and zoning changes had been summarized, progress would not be made until the appraisal information  
554 was received.

555 **Classification and Compensation Study**

556 Mr. Smith reported that this had been discussed earlier in the meeting and Classification and  
557 Compensation Study could now be removed from the General Managers Report.

558 **Green House Gas (GHG) Inventory Study**

559 Mr. Smith reported having held the kick-off meeting and gathering and sending data consistently to the  
560 consultants.

561 **Economic Impact Study**

562 Mr. Smith reported that this had been discussed earlier in the meeting, but that the Economic Impact  
563 Study would remain on the General Managers Report.

564 **EXECUTIVE HANGER PROJECT UPDATE:**

565 Mr. Smith reported that he had received more drawings, and in January the final bid package would be  
566 brought to the Board. The application would be turned in to the CalTrans Loan Program with a response  
567 hopefully by the end of January. The airport fit the criteria for the loan.

568 President Wallace stated a desire for a section within the staff report on Financing Options and Mr.  
569 Smith briefly explained the process and funding options available. President Wallace stated that having  
570 a very clear set of information starting in February would be critical to the success of the project.

571 **BOAT INSPECTION STATION PROPOSAL:**

572 Mr. Smith reported that the Town of Truckee had sent a letter to the airport asking about the possibility  
573 of a short-term lease of 5 to 7 years on Soaring way or Airport Road property for the Boat Inspection  
574 Station until a permanent, year-round Inspection Station could be established. Director Jones suggested  
575 that this be given to the Non-Aeronautical Committee and the Board agreed.

576 **LIABILITY INSURANCE RENEWAL UPDATE:**

577 Mr. Smith reported that the renewal date had changed, and that there was a chance that the regular  
578 premium payment may be due before the next meeting.

579 **UPCOMING MEETING SCHEDULE:**

580 Mr. Smith reported that the Makerspace grand opening was December 1, 2016 at 5:00 p.m. The holiday  
581 party would be held on December 3, 2016. There would be not be a Special Board meeting on December  
582 5, 2016 as election certifications would not be ready. There would be a regular Board meeting on  
583 January 25, 2017 and a possible special Board meeting (offsite retreat) on February 9, 2017.

584 **ROLLING AGENDA REVIEW:**

585 Mr. Smith reported that the rolling agenda was proceeding well for January.

586 **PUBLIC COMMENT: None**

587 **BOARD MEMBER ANNOUNCEMENTS:**

588 Director Hetherington thanked staff for working with her over the last twelve years and hoped to stay  
589 involved.

590 Director Van Berkem commented that the last eight years had been a very fun and wonderful  
591 experience.

592 **MOTION #12 NOVEMBER-30-16:** Director Jones motioned to adjourn the meeting. President Wallace  
593 seconded the motion. President Wallace, and Directors Hetherington, Jones and Van Berkem voted in  
594 favor of the motion. The motion passed.

595 The meeting adjourned at 9:42 p.m.