

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 special meeting held Friday, January 6, 2017 in the Truckee Tahoe Airport District Community Room A,  
3 located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 1:00 p.m.

4 **CALL MEETING TO ORDER:** 1:03 p.m.

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Lisa Wallace  
7 Vice President Jim Morrison  
8 Director John B. Jones, Jr.  
9 Director Teresa O’Dette  
10 Director Rick Stephens

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

17 **VISITORS PRESENT:** 4

18 **SPECIAL ORDERS OF BUSINESS:**

19 **PUBLIC COMMENT:** None

20 **ADMINISTRATION OF OATH OF OFFICE**

21 Mr. Smith conducted the Oath of Office for Directors Wallace, O’Dette and Stephens.

22 Newly elected Directors made a short statement about themselves and their goals for the future.  
23 President Wallace distributed appreciation gifts to each Board member and thanked them for their  
24 service.

25 Mr. Smith noted that since January 1958, this year marks the 29<sup>th</sup> time there has been a change in the  
26 Board make-up. Mr. Smith stated that staff is looking forward to working with the new Directors and  
27 accomplishing the goals that will be set forth soon.

28 **PUBLIC COMMENT:** None

29 President Wallace noted that today’s meeting is not typical, as Board business is not usually conducted  
30 during swearing in meetings. President Wallace apologized for last minute meeting material additions and  
31 revisions that were made to the agenda leading up to today’s meeting.

32 **ANNUAL SELECTION OF NEW BOARD PRESIDENT AND VICE PRESIDENT (TAB 1)**

33

34 **MOTION #1 JANUARY-06-17:** Director Jones motioned to reappoint President Wallace as Board President  
35 for 2017 and Director Stephens as Vice President. Director Stephens seconded the motion. President  
36 Wallace, Vice President Morrison, and Directors Jones, O’Dette, and Stephens voted in favor of the  
37 motion. The motion passed.

38 **CURRENT AD HOC COMMITTEES AND ASSIGN NEW AD HOC MEMBERS TO VACANT SEATS (TAB 2)**

- 39
  - Community Sponsorship

40 Mr. Smith inquired if the Board was in agreement that the Community Sponsorship Ad Hoc committee  
41 has sunset. There was Board consensus that the Community Sponsorship Ad Hoc committee had  
42 accomplished its goals, and that it can sunset.

43 **PUBLIC COMMENT:** None

44 **MOTION #2 JANUARY-06-17:** Director Jones motioned to sunset the Community Sponsorship Ad Hoc  
45 committee. Vice President Stephens seconded the motion. President Wallace, Vice President Stephens,  
46 and Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

- 47
  - Warehouse Office Building (WOB)

48 Director Jones stated that he would like to remain on the Ad Hoc committee, and that in approximately  
49 two months, the committee will end. Director Morrison stated that he would like to fill the vacant seat on  
50 the committee.

- 51
  - Economic Impact Study

52 President Wallace stated that the Economic Impact Study has two vacant seats, and that there is  
53 approximately 6 months until it’s completed. President Wallace noted that the Directors that would fill  
54 the vacancies should keep in mind that their involvement would be considered “actively engaged.” There  
55 were multiple Directors that stated they were interested in participating in the Ad Hoc Committee. After  
56 Board consensus President Wallace and Director O’Dette will be the new Ad Hoc committee members.

- 57
  - Regional Housing Council

58 Director Jones stated that the Directors should create a Regional Housing Council Ad Hoc committee on  
59 top of appointing a Director to sit on the Regional Housing Council. District Council Collinson stated that  
60 the Board would need a motion to create a new Ad Hoc committee.

61 **PUBLIC COMMENT:** None

62 **MOTION #3 JANUARY-06-17:** Director Jones motioned to create a Regional Housing Ad Hoc committee.  
63 President Wallace seconded the motion. President Wallace, Vice President Stephens, and Directors Jones,  
64 Morrison, and O’Dette voted in favor of the motion. The motion passed.

- 65
  - Greenhouse Gas Inventory Study

66 President Wallace stated that there is one vacant seat that would serve alongside of her. Director  
67 Morrison stated that he would fill the vacancy.

- 68 • Five Year AirShow Check-in

69 **PUBLIC COMMENT:** None

70 **MOTION #4 JANUARY-06-17:** Director Jones motioned to create the Five Year AirShow Check-in  
71 Committee. Director O’Dette seconded the motion. President Wallace, Vice President Stephens, and  
72 Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

73 Directors Jones and O’Dette stated that they would like sit on the Five Year AirShow Check-in Committee.

74 President Wallace read off the assigned Directors to their appropriate Ad Hoc Committees:

- 75 • Warehouse Office Building (WOB): Morrison and Jones
- 76 • Economic Impact Study: Wallace and O’Dette
- 77 • Regional Housing Council: Stephens and Morrison
- 78 • Greenhouse Gas Inventory: Wallace and Morrison
- 79 • Five Year AirShow Check-in: Jones and O’Dette

80 **MOTION #4 JANUARY-06-17:** President Wallace motioned to appoint the above members to their  
81 assigned Ad Hoc Committees. Director Jones seconded the motion. President Wallace, Vice President  
82 Stephens, and Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

83 **BOARD PRACTICES AND METHODS (TAB 3)**

84 Mr. Smith stated that the majority of the remaining topics are housekeeping items. Director Jones  
85 presented some best practices that were highlighted in the Special District Leadership Academy booklet  
86 (which Director Jones received by his attendance at the Leadership Academy three years ago). Director  
87 Jones reviewed the District’s Mission Statement.

88 Director Jones discussed ways to which the Board could streamline its Board meetings, as over the last  
89 year, the meetings average approximately 4.5 hours long. Director Jones noted that he would like to set  
90 a goal of paring down the meetings to 1.5 – 2 hours in length. Vice President Stephens stated that he is in  
91 support of streamlining the meetings. Vice President Stephens noted that long meetings drain enthusiasm  
92 and passion, for both the public and District staff. Director Jones shared an idea about tailoring the  
93 meetings to the people who show up; allowing for the agenda to be adjustable. Director O’Dette stated  
94 that during her tenure on the North Tahoe Fire District Board they readjusted their meetings to  
95 accommodate the public who attended to hear specific items. President Wallace stated that she is in  
96 agreement to have a flexible agenda, allowing for movement based on public attendance, and noted  
97 having timed agenda items. Though, President Wallace she is not in favor of setting a time limit on the  
98 Board meetings length. Director Jones expressed that it should be a goal to make the meetings shorter.

99 **PUBLIC COMMENT:**

100 Mr. Andrew Terry, Truckee Resident, stated that there were times where past Directors spent too much  
101 time “in the weeds” on certain topics, which made for long meetings. Though, on certain topics, Mr. Terry  
102 believes it’s acceptable to spend hours discussing them.

103 Director Jones expressed a desire for the Board to be more focused and as a way to facilitate that, Mr.  
104 Jones stated that he would like District staff to utilize the Consent Calendar more frequently. Vice

105 President Stephens stated that he is in support on this, and that the Board, as well as staff or the public  
106 have the right to pull any consent item for further discussion. Director O’Dette stated that she was in favor  
107 of utilizing the consent calendar more frequently. Director Morrison stated that he is in favor as well, and  
108 noted that the District has great staff and that the Board should trust them. President Wallace stated that  
109 she is in favor of the idea, but that she only notes of a few times certain items could have been on consent;  
110 she doesn’t believe this will produce any significant change.

111 **PUBLIC COMMENT:** None

112 Director Jones expressed his desire to defer the annual offsite retreat, and suggested tacking on a few  
113 hours quarterly to a regular meeting to discuss the items normally brought up at Offsite meetings. There  
114 was not a consensus from the Board to have hours added to a regular meeting quarterly. There was  
115 consensus, however, to find an alternative date for the Annual Retreat, and that it didn’t need to be held  
116 offsite. A doodle will be sent to the Board members to field an alternative date.

117 Director Jones stated that the Board meeting minutes have been increasing in length over the past several  
118 years, and that it has evolved into a dictation rather than a condensed summary. Ms. Lauren Tapia, District  
119 Clerk, agreed with Director Jones statement. Ms. Tapia provided examples of the minutes produced by  
120 other District’s in the area. Ms. Tapia noted that in her training she has received, the best practice for  
121 minute taking is not for them to be a transcription of the meeting, but to note what action had taken place  
122 with abbreviated commentary. Ms. Tapia stated the best example of what she described would be the  
123 Squaw Valley PSD meeting minutes. There was Board consensus to pare down the minutes away from the  
124 dictation style currently being done.

125 Vice President Stephens stated he would like to propose the April Board meeting be moved from April 26,  
126 2017 to April 19, 2017 to accommodate Board and Staff participation at the Special Districts Leadership  
127 Academy.

128 **PUBLIC COMMENT:**

129 Mr. Terry stated that the rescheduling of the April Board meeting should take place at the regular January  
130 meeting, as it has not been properly agendaized. Mr. Terry’s statement was noted, and the subject will be  
131 discussed at the regular January Board meeting. There was consensus from the Board to put this as a  
132 consent item on the January regular Board meeting agenda.

133 **2017 NOISE AND ANNOYANCE INITIATIVES (TAB 4)**

134 Director Jones reviewed that the District, twelve years ago, invested a lot into programs to reduce Noise  
135 and Annoyance (radar, runway cameras, ad campaigns, community meetings, hiring employees) while  
136 spending approximately \$1million annually. However, over the last six years (2009-2016) jet traffic is up  
137 123%, Turbo Prop is up 117%, Piston is up 20% at yet the Airport has not built anything new during those  
138 six years to attract traffic. Director Jones noted the Demand Drive Survey that stated traffic is coming due  
139 to the lake, mountains and skiing; the only item that would discourage traffic is a recession. Director Jones  
140 stated that he would to evaluate the increased operations from repositioned due to lack of hangar space,  
141 lack of de-icing, and the impact of maintenance availability.

142 Director Jones moved on to discussing Noise and Annoyance reporting metrics. Director Jones stated that  
143 he would like staff to transition to reporting the number out households being annoyed instead of  
144 reporting the specific number of complaints. Director Jones referenced the Mercatus Center Article, the

145 Aviation Noise Management Report – Port of Portland, and Australia’s AirServices note on Noise  
146 Complaints. Director Jones expressed if someone who submits 60 comments/complaints more deserving  
147 than the individual that submits two?

148 President Wallace left meeting at 2:35 PM

149 Vice President Stephens stated that he would like to explore the reporting metrics further, as what has  
150 been done in the past is not working. Director Morrison stated that he is in agreement with Director Jones  
151 about transitioning to a household metric. Mr. Smith stated that this is a good topic to discuss at a Board  
152 annual workshop, because it’s a trend the industry is going towards. Director Jones stated a desire for  
153 staff to focus their reporting metrics towards households. There was Board consensus for staff to do so.

154 **PUBLIC COMMENT:**

155 Mr. Terry stated that the individual that submits multiple complaints have been triggered, and that the  
156 Board needs to accept their complaints, reducing their complaints to a household is unfortunate. Mr.  
157 Terry stated that those individuals are engaged and now the Board doesn’t want their interest.

158 Vice President Stephens stated that if a person is submitting 60 complaints staff needs to spend some  
159 one-on-one time with them. Though the likelihood of making that individual “happy” or solving his  
160 problem is probably slim. More one-on-one contact is better than making them feel as though they have  
161 to keep submitting the same complaint.

162 **BOARD MEMBER ANNOUNCEMENTS**

163 Director Jones expressed his desire for staff to bid 6 additional hangars on top of the original 6 for a total  
164 of twelve hangars. Three of the additional six would be utilized by the District to effectively mitigate noise  
165 and annoyance. Staff stated that this will be discussed further at the January 25, 2017 regular meeting.

166 **MOTION #5 JANUARY-06-17:** Vice President Stephens motioned to adjourn the meeting. Director Jones  
167 seconded the motion. Vice President Stephens, and Directors Jones, Morrison, and O’Dette voted in favor  
168 of the motion. The motion passed.

169 The meeting adjourned at 2:54 p.m.