

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Wednesday, June 25, 2014 at the Truckee Tahoe Airport District Community Room, 10356 Truckee
3 Airport Road, Truckee, California at 5:30 p.m.

4 **CALL MEETING TO ORDER:** 5:30 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.
6 Vice President James W. Morrison
7 Director Mary Hetherington
8 Director Tom Van Berkem
9 Director Lisa Wallace

10 **DIRECTORS ABSENT:** None

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Mr. Phred Stoner, Director of Operations
13 Ms. Sally Lyon, Director of Finance and Administration
14 Mr. Mike Cooke, Aviation and Community Services Manager
15 Mr. Marc Lamb, Aviation and Community Services Associate
16 Mr. Brent Collinson, District Legal Counsel
17 Ms. Denae Granger, District Clerk
18 Ms. Lauren Tapia, Administrative Clerk

19 **VISITORS PRESENT:** 1

20 **SPECIAL ORDERS OF BUSINESS**

21 President Jones would like to announce that General Manager Mr. Smith is now a qualified IFR Pilot. Mr. Smith
22 would also like to announce that Mr. Bullock also finished his multi engine instrument as well.

23 Mr. Smith also wanted to turn attention to the two “thank you” posters from classes that participated in the
24 Discovery Academy field trips. Mr. Smith stated that the program is so popular he usually starts to receive phone
25 calls from teachers at the start of the school year who wish to book their academy dates, but they are told that
26 they have to wait until October to sign up due to the budget starting October 1st. The Community Foundation just
27 opened up the program to Charter Schools, where previously, not all Charter Schools were eligible to participate.

28 **PUBLIC COMMENT:** Mr. Andrew Terry pointed out that one of the reasons the District switched to evening
29 meetings was for the convenience of the Board as well as for increased public attendance. Mr. Terry would like to
30 see if the evening meetings need to be reassessed since public attendance has not increased. District Counsel
31 Collinson stated that staff could not add comment except to request clarification or to instruct staff, but that this
32 topic could be agenzized to be discussed next month.

33 President Jones stated that the Board Meetings are now on the internet and on television, there are multiple
34 access points to participate in evening Board meetings. President Jones expressed interest in knowing if the public
35 are really watching or listening. Director Van Berkem brought up taking a look at the sign in book to track public
36 attendance numbers. Mr. Smith suggested the Staff does a 5-7 month check up, get website and TV viewership
37 data available and then put this topic on the agenda for future meeting. Director Hetherington reiterated that the
38 decision was to give evening meetings a year trial and that maybe we should give the community a little more of a
39 chance to participate.

40 **CONSENT CALENDAR**

41 • Minutes: May 28, 2014 Regular Meeting

- 42 • Monthly Service Bills and Fees
- 43 • Financial Report
- 44 • Property Insurance Renewal
- 45 • Notice of District Election (NV) & Notice of Vacancies (PL)

46 **PUBLIC COMMENT:** None

47 **MOTION #1 JUNE-25-14:** Director Morrison moved to approve the items on the Consent Calendar. Director
48 Hetherington seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Van Berkem
49 and Wallace voted in favor of the motion. The motion passed.

50 **AIRSHOW UPDATE**

51 Mr. Smith notified the Board that the Airshow Committee is running very well and are under budget. He stated
52 that while they have \$110,000 committed today, they still have more expenses, but most large expenses are
53 accounted for. Ms. Patty Wagstaff will be attending the show. She is having issues with her plane (having engine
54 replaced), therefore she will not be able to perform. She will, however, be doing a speakers forum. Ms. Sandy
55 Wiederkehr will be speaking at the dinner as well as Mr. Zeph Rose, a past Board member. Mr. Smith stated that
56 they are expecting up to 15,000 people to attend the Airshow.

57 **PUBLIC COMMENT:** None

58 **AIRPORT COMMUNITY ADVISORY TEAM (ACAT)**

59 Mr. Cooke provided the ACAT update for Mr. Bullock as he is out of town. Back in December 2013 a proposal was
60 submitted to ACAT to produce some videos for noise abatement procedures. Currently they have 2 out of 8 videos
61 completed that are now available on TTAD's website or through Vimeo.com. The completed videos are for VFR
62 arrival and departure on runway 29. The videos for take-off and landing on runway 02-20 has an ETA of a month.
63 Vice President Morrison expressed that this will be a very useful tool. Director Hetherington asked Mr. Cooke if
64 these videos will be available at the AirShow and Mr. Smith stated that there will be a booth for the Airport's
65 Master Plan and that setting up the videos at the booth will be a very easy thing to do. The next group of videos
66 that are being worked on is specifically for aviation safety and mountain flying, ETA on the Safety videos is August
67 2014. Director Van Berkem wanted to point out that the Airport should highlight in the promotional videos that
68 camping on the trails around the Airport is illegal; fire threat is too high.

69 The Roadshow future was discussed amongst ACAT, the roadshow is about four (4) years old and is in need of a
70 facelift, and going into the busy season, staff does not have the time or resources to give it the attention it needs.
71 Instead they are pouring all their effort into Truckee Thursdays, Block Parties and the Airshow. Director
72 Hetherington suggested hiring a temporary staff to take load off of staff to help promote summer staff walking the
73 ramp, there is a lot of positive aspects to getting out on the ramp. Director Van Berkem seconded trying to get
74 more employees on the ramp. Mr. Smith pointed out that UNICOM does have a high level of contact with pilots
75 through the radio as well as in person contact at their kiosk. Mr. Cooke indicated that they have been out on the
76 ramp over the past few weeks and would be doing more over the 4th of July holiday. Director Hetherington
77 suggested developing a log to measure interaction on the ramp to compare year to year to see if pilot interaction
78 works with the noise abatement. After final discussion, all agreed that it would be beneficial to have a way of
79 measuring pilot interaction, though it should be focused on outreach to pilots that violate the noise abatement
80 procedures.

81 The Lake Tahoe Visual RNAV project was started approximately six and a half years ago. Tetra Tech does not think
82 that this will be an approved procedure because of the lack of surveillance radar. Mr. Cooke stated that a new idea
83 was discussed at ACAT about forming a Standard Terminal Arrival Route (STAR). There is no need for surveillance
84 radar, as well as a control tower. The next step is to engage Jeppesen to draw a procedure that works with STAR.
85 Mr. Bullock is in the process of working with the FAA, possibly on a memorandum of agreement or cost share.

86 Vector has been selected as the vendor for the Noise & Operations Monitoring System (NOMS). Currently, Airport
87 operations data is captured by the camera system positioned on the runway. The new system Vector will provide
88 has excellent alerting capability, it also fuses the MLAT data in it as well. There is a lot of potential in the future to
89 have a wild life protection system built into it. Mr. Smith pointed out that the new system has the ability to
90 automatically check tail numbers that could enable automatic billing.

91 At the meeting, ACAT member Mr. Terry discussed MoGAS (Unleaded & Ethanol Free Motor Gas), and whether or
92 not it would be feasible for the Airport to be a vendor for unleaded gasoline in planes; more research still to be
93 done. In addition, ACAT member Croyle gave an update on Night Operations Sub Committee during the ACAT
94 meeting.

95 **PUBLIC COMMENT:** None

96 **SKYDIVING POLICY INSTRUCTION APPROVAL**

97 Mr. Smith informed the Board that the Airport worked with Peter Kirsch, the aviation legal counsel to the District,
98 to develop minimum standard for Commercial Skydiving. This would potentially be the policy that will be put in
99 place if someone wanted to operate a commercial skydiving business at the Airport. Director Hetherington
100 suggested that Section 3, letter d, iv. should state "Airport District, Board Officers and Staff." She also expressed
101 that she was impressed with this policy and that it should be used as a model to help develop new policy for leases,
102 inspections, etc.

103 Director Van Berkam had some concern about safety and degree of control the Airport has with the Skydiving
104 operations. Mr. Smith reiterated that safety is the Airport's number one concern, if the Airport feels safety is
105 compromised, we will insert ourselves into the situation. District Counsel Collinson also suggested a change to page
106 10, under Participant Requirements: 1. Medical Requirements, a.: All Participants should be changed to "All
107 Operators."

108 **PUBLIC COMMENT:** None

109 **MOTION #2 JUNE-25-14:** Vice President Morrison moved to approve Skydiving Policy Instruction pending
110 corrections stated. Director Wallace seconded the motion. President Jones, Vice President Morrison, Directors
111 Hetherington, Van Berkem and Wallace voted in favor of the motion. The motion passed.

112 **2014 SUMMER PAVEMENT MAINTENANCE PROGRAM FUNDING APPROVAL**

113 Bids for the summer pavement maintenance open June 26, 2014. Currently, the FAA has funded \$340,000. Mr.
114 Smith asked the Board President be allowed to approve the contract of the successful bid based on the motion that
115 was made back in February 2014. Mr. Smith also stated that if the District does not receive any additional FAA
116 funding the District would be pulling about a million dollars out of the Unrestrictive Asset Fund. Mr. Smith asked
117 the Board to pass a motion to approve President Jones to sign not to exceed 1.8 million dollar contract.

118 **PUBLIC COMMENT:** None

119 **MOTION #3 JUNE-25-14:** Director Van Berkem moved to authorize the Board President to approve the contract with the
120 successful bidder for the 2014 Summer Pavement Maintenance Program, not to exceed 1.8 million dollars. Director
121 Wallace seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Van Berkem and
122 Wallace voted in favor of the motion. The motion passed.

123 **UNICOM STUDY RESULTS PRESENTATION**

124 TTAD worked with a consultant that helped staff to identify some initiative issues. Staff interviews and surveys
125 were conducted. The results identified some key areas of focus that can help improve the UNICOM Operation and
126 also increase and enhance operational safety and services of the Airport. The report was broken down into a few
127 particular categories:

128 Mitigation of Unicom Distractions: The Airport has hired a seasonal employee that works a schedule that will help
129 absorb the administrative functions as well as to intercept the distractions that effect UNICOM/Operations during
130 the peak periods. Mr. Smith is curious to see the long term effect of this staff change, the seasonal employee has
131 only worked in this position for four (4) days, but staff has seen positive results already. Currently the seasonal
132 employee is hired through Tahoe Staff. If this position has a measurable success and has a desirable effect on
133 enhancing safety at UNICOM, staff will propose to make this a full time position.

134 Soar Truckee: A few things were identified with Soar Truckee that needs some improvement: assuring parked
135 gliders are outside of the runways, and making sure they are more thoughtful in how they use the UNICOM
136 frequencies. This was discussed during staff's meeting with Soar Truckee.

137 Publications: The District is constantly looking for existing resources to better identify important information,
138 especially hours and operation.

139 Standard Operating Procedure: Some of Operation staff are very comfortable with communicating with pilots and
140 some are not. A standard operating procedure was not able to be located for the UNICOM frequency, so District
141 employees (Mr. Ketron and Mr. Barrett) along with a consultant are in the process of creating a Standard Operating
142 Procedure Handbook for UNICOM Operations staff. There is minimal fiscal impact on creating this document.

143 Director Wallace suggested that over time the Airport should find different ways to access needed information, i.e.:
144 an app or website access and that this is an era where this information should and could be more accessible and
145 more readily available for training.

146 Ground Surveillance Radar: Benefits were identified to having this system in place that can identify targets that are
147 on the ground as "friendly or foe". UNICOM operators cannot see the aircraft run up areas for runway 02-20, this
148 system would be able to tag targets for them and let them know what it is. This system runs about \$300,000-
149 \$400,000 to implement.

150 President Jones stated that the Ground Surveillance Radar is expensive compared to the limited amount of hours
151 the Airport operates at night. Mr. Smith informed the Directors that night operations are about three (3) hours a
152 night during the winter and about zero (0) during the summer, but the system is quite effective during daytime
153 hours. Mr. Cooke also added that all wildlife issues that have happened on the runway have almost always
154 happened during staffed hours.

155 Unicom Base State and Radio Frequency Coverage: It was suggested that Frequency Output be increased
156 permitting UNICOM operators to talk over aircraft when appropriate.

157 Vice President Morrison had some concerns about UNICOM conversations that seem low priority (rental car
158 information, service needs, etc.) stepping on pilots trying to make radio calls, and that staff should be cautious
159 about that.

160 Reconfiguration of Unicom Desk and Equipment: Relocation of computers and how information is displayed will
161 benefit and enhance their ability to provide advisory services to pilots.

162 Things not recommended at this time: Permanent or seasonal Air Traffic Control Tower, Common Traffic Advisory
163 Frequency vs. UNICOM Frequency, and Staffing and/or Shift Changes beyond what has already been done.

164 Overall, Mr. Smith thought this was a great exercise to go through; taking a critical look at the Airport's operations.
165 We have great potential to do things better and more consistently. Vice President Morrison expressed this study
166 has great value. President Jones expressed that Mr. Smith has the full support of the Board.

167 Vice President Morrison added an additional comment stating that he was not ready to start a campaign to extend
168 runway 02-20, but wanted to investigate how staff can encourage pilots to utilize runway 02 for departures. If no
169 one is going to use it, then there is no point in making it longer. Director Hetherington reiterated the need for pilot
170 and public outreach to suggest the options that help solve the noise issues.

171 **PUBLIC COMMENT:** None

172 **GENERAL MANAGER'S REPORT**

173 Mr. Smith informed the Board about several training opportunities, one conference that was not on the list of
174 training opportunities was the AAAE National Airport Noise Symposium located in Ft. Lauderdale, Florida (Oct. 6-8).

175 There are several Ad Hoc committees meetings and activities taking place: the Master Plan is out for public
176 comment until July 14th. There has been some media exposure on the Master Plan: the local newspaper and
177 Capital Public Radio. A Master Plan booth will be operating at the AirShow from 10:00 a.m. – 2:00 p.m. A Mead &
178 Hunt representative and Ms. Seana Doherty, with Freshtracks Communications, will be working the booth for the
179 Airport. Public comments will be reviewed at the July 23rd Board Meeting, and acceptance will be done at the
180 August 27th meeting.

181 The Hangar 3 Ad Hoc Committee interviewed 3 out of 4 consultants with the last consultant to be interviewed July
182 8th or 9th. A recommendation will be presented to the Board at either the July 23rd or August 27th Board Meeting.
183 Director Van Berkem asked if the Ad Hoc Committee is discussing qualifications first and discussing price with the
184 selected candidate. Director Van Berkem pointed out that as a tax payer, number two or number three might be
185 significantly cheaper but just as good as the number one candidate. Mr. Smith indicated that cost is important and
186 will be fully considered. With a project like this, it is very difficult to receive comparable cost proposals and that
187 generally, they will likely all be within 10-12% of project costs.

188 The Benefits Ad Hoc Committee will meet once they receive a quote from Special District Risk Management Agency
189 (SDRMA). A decision will need to be made in July as the renewal date is August 1, 2014.

190 The Land Leasing Ad Hoc committee did not have a meeting. The Town of Truckee had a public hearing and took
191 public comment about some of their Economic Development Incentives funding. There are two types of funding,
192 one is a smaller fund specifically for marketing and development initiatives and the other for physical economic
193 development projects. Clear Capital submitted an application for 1.25 million dollars, they made a very passionate
194 plea to get the funding, but the Town of Truckee stated that they could not fund because the land is located

195 outside of Town of Truckee boundaries. Mr. Smith informed the Board that if the land was located within Town
196 boundaries, the Town of Truckee could consider the project for funding. There was Board consensus to move
197 forward to get the Clear Capital project done on Airport property which would allow Clear Capital to stay in
198 Truckee. The Board wanted staff to consider all options including District funding mechanisms, annexation of the
199 Clear Capital parcel, or other options which might move the project along quickly. Mr. Smith will update the Board
200 with progress reports at each upcoming meeting as he feels things will begin to move quickly.

201 **PUBLIC COMMENT:** Mr. Terry stated that all of the candidates but one on the Town Council wanted to fast track
202 the plan; two years ago Clear Capital went through the process in choosing land where they wanted to build, the
203 planning/building process is not new to them. The position of the District at the time was not wanting to create any
204 barriers that might make Clear Capital leave.

205 Mr. Smith responded to Mr. Terry stating that TTAD has a new Master Plan, and has identified a lot of property on
206 Soaring Way for non-aviation use, which can diversify Airport revenue. The Airport is committed to not building
207 chain link fences and hangar tie downs all the way out to Soaring Way. Mr. Terry reiterated that the perspective of
208 the District to not create barriers. Director Wallace stated that all options should be explored. Vice President
209 Morrison added that it would be unfortunate if TTAD does not investigate all options to help keep Clear Capital in
210 Truckee. Director Van Bekem wanted to assure that their stance is not “to figure out how to make it happen no
211 matter what” but that they are wanting Mr. Smith to explore options and bring them to the Board to decide if they
212 are viable.

213 Mr. Smith requested a quick motion on upcoming Board Meetings and Workshop dates, specifically date change of
214 the October Board Meeting from 22nd to the 29th, and to cancel the November meeting as the December meeting is
215 confirmed for December 3rd, as well as the Holiday party on December 6th.

216 **PUBLIC COMMENT:** None

217 **MOTION #4 JUNE-25-14:** President Jones moved to approve meeting date changes and confirmation of the District
218 holiday party. Director Van Berkem seconded the motion. President Jones, Vice President Morrison, Directors
219 Hetherington, Van Berkem and Wallace voted in favor of the motion. The motion passed.

220 Mr. Smith informed the Board that the Airport is still looking into the Green Bucks contracts and how to integrate
221 that program into the POS at UNICOM. Staff anticipates having this item ready for discussion and action at the July
222 23rd Board Meeting.

223 Airport staff is reviewing how we present the Operating Revenue Results, currently being presented quarterly. Mr.
224 Smith is wanting to explore possibly presenting the reports that include 2-3 quarters instead of just one quarter at
225 a time. Director Hetherington suggested tagging the reports with weather information (i.e.: dryer than normal, or
226 wetter than normal). President Jones also added that the report should be viewed several different ways (i.e.: 2-3
227 years at a time, quarter to quarter and year to end date) to really see trends to use for evaluative purposes. Mr.
228 Smith suggested hiring a Consultant to provide fiscal analytics and to study the Airport’s fee schedule, The Board
229 agrees that Mr. Smith should explore that avenue.

230 The Airport just completed the T Hanger/Executive Hanger assessment. Currently the Airport does not have a
231 vacancy issue like in the recent past. Currently, T Hanger vacancy is down from 23 to 6. Eight of the filled hangars
232 are of non- aeronautical use and five of the recently rented hangars are aeronautical; two are currently being used
233 for non-profit storage and two for TTAD equipment and storage. Four out of the six available hangars are ready to
234 be leased for aeronautical use, the remaining two are in need of roof repair before they can be leased out. The

235 Airport has received some concerns from staff about non-aeronautical traffic from the non-aeronautical renters.
236 The intention of leasing out hangers for non-aeronautical use is for storage, not running a business. Mr. Smith
237 stated that if staff see tenants violating their lease policy, it will be addressed. The executive hanger list is full with
238 the waiting list currently at 23 individuals. 14 of the 23 are individuals on the waitlist, 9 of the 23 are individuals
239 that currently have a hanger and are waiting to transfer to an executive hanger, or out of a shared hanger. The
240 Airport recently had an executive hanger tenant vacate (F20) and quickly filled it with a shared occupancy.

241 **PUBLIC COMMENT:** Mr. Terry requested more information on the status of the TDPRD swimming pool.

242 The TDPRD is not willing to bid the project until November. There is still more aspects that need to be discussed, as
243 well as a redesign to get the price down on the project. District Counsel Collinson stated that if the subject needed
244 more discussion, it needs to be placed on the agenda of a future meeting.

245 **BOARD MEMBER ANNOUNCEMENTS**

246 Director Hetherington will be attending the AAAE Pittsburg conference July 13th-16th.

247 **ADJOURN**

248 **MOTION #5 JUNE-25-14:** Director Van Berkem moved to adjourn. Vice President Morrison seconded the motion.
249 President Jones, Vice President Morrison, and Directors Hetherington, Van Berkem and Wallace voted in favor of
250 the motion. The motion passed.

251 At 8:12 p.m. the June 25, 2014 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.