

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Wednesday, July 23, 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:** 5:31 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.
6 Vice President James W. Morrison (arrived at 5:40 p.m.)
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. Hardy Bullock, Director of Aviation and Community Services
15 Mr. Mike Cooke, Aviation and Community Services Manager
16 Mr. Brent Collinson, District Legal Counsel
17 Mr. Bill Quesnel, District Engineer
18 Mr. Marc Lamb, Aviation and Community Services Associate
19 Mr. Mike Barrett, Safety Coordinator
20 Ms. Denae Granger, District Clerk
21 Ms. Lauren Tapia, Administrative Clerk

22 **VISITORS PRESENT:** 4

23 **SPECIAL ORDERS OF BUSINESS:** None.

24 **PUBLIC COMMENT:** None.

25 **CONSENT CALENDAR**

- 26
- 27 • Minutes: June 25, 2014 Regular Meeting
 - 28 • Minutes: July 10, 2014 Special Meeting
 - 29 • Monthly Service Bills and Fees
 - 30 • Financial Report
 - 31 • Quarterly Noise Report
 - Modifications to Lobby and Pilots Lounge

32 President Jones elected to pull the Financial Report and Director Van Berkem elected to pull the Quarterly Noise
33 Report.

34 **PUBLIC COMMENT:** None

35 **MOTION #1 JULY-23-14:** Director Hetherington moved to approve the June 25 Regular Meeting minutes, July 10
36 Special Meeting minutes, Monthly Service Bills and Fees, and the Modifications to the Lobby and Pilots Lounge.
37 Director Wallace seconded the motion. President Jones, Directors Hetherington, Van Berkem and Wallace voted in
38 favor of the motion. The motion passed.

39 President Jones questioned the Financial Report, specifically page 2 of the Quarterly Financial Statement,
40 Statement of Revenue, Expenses and Change in Net Position for the quarter ended June 30, 2014. President Jones

41 questioned the Budget Year to Date column which appeared to reflect incorrect numbers. President Jones asked
42 Ms. Lyon to review the report, Ms. Lyon suspected there was an error and would correct the issue and submit a
43 corrected report. President Jones encouraged Ms. Lyon to come to the Board if she feels she would like to change
44 how the District reports are presented. Ms. Lyon confirmed that she is happy to meet and receive feedback from
45 the Board. Mr. Smith informed the Board that the District would like to make the Budget Reports easier to read
46 and to comprehend.

47 Director Van Berkem has observed the increased number of aeronautical traffic over the Northstar community,
48 which is also reflected on the Quarterly Noise Report. Director Van Berkem encouraged District staff to keep a
49 close eye on why there has been increased traffic over Northstar. Mr. Cooke stated that he welcomes constructive
50 feedback from the Board if they wish to see any changes in how the voluntary Noise Report is presented. Director
51 Van Berkem suggested that the flight tracking images included in the report be displayed in a way that is easier to
52 understand (red script on the image). Mr. Cooke broke down the script and explained it's meaning, but confirmed
53 that he will make the script easier to understand on the next report. Director Van Berkem asked District Staff about
54 their proactive outreach to pilots that are violating the Noise Abatement Program. Mr. Cooke confirmed that staff
55 does reach out and educate pilots when they are in violation. Director Hetherington suggested to District Staff that
56 capturing and reporting those outreach attempts would be valuable to have in the Quarterly Noise Report. Director
57 Hetherington also suggested re-implementing "Comments per Jet Operation" and "Comments per Piston
58 Operation" to the Quarterly Report.

59 **PUBLIC COMMENT:** None

60 **MOTION #2 JULY-23-14:** Director Hetherington motioned to approve the Financial Report and the Quarterly Noise
61 Report. Director Van Berkem seconded the motion. President Jones, Vice-President Morrison, Directors
62 Hetherington, Van Berkem and Wallace voted in favor of the motion. The motion passed.

63 **QUARTERLY COMMUNICATION AND OUTREACH REPORT**

64 Mr. Mike Barrett presented the District's Quarterly Communication and Outreach Report. The District changed the
65 report and added some new items to the report. The District had two fundraising events held on property, hosted
66 airport tours for the local elementary schools and a local preschool, a running fundraising event on Waddle Ranch, and
67 finally, the Civil Air Patrol's Mission to Mars camp. The District sent out three e-blasts for the Pilot E-News and the
68 Master Plan Update and reminder. Mr. Barrett explained to the Board that the District is doing outreach to the public in
69 new ways, specifically with: the website for the Master Plan and the AirShow. Mr. Barrett highlighted the Airport's
70 promotional video that is featured on the Districts website, the video is a short, two and a half minute video that
71 demonstrates the multiple ways the Airport District impacts the community in a positive way. The District sponsored
72 eight programs and events this quarter. The usage of the District Community rooms had a 63% increase in group usage.
73 The groups that use the rooms are all non-profit organizations.

74 **PUBLIC COMMENT:** None

75 **AIRSHOW UPDATE**

76 Mr. Kevin Smith stated that Staff will give a full AirShow report at the August Board Meeting. The AirShow had
77 approximately 12,000 people attend the show. Ms. Lisa Krueger of the AirShow Committee will present a financial report
78 on the AirShow at the next Board Meeting. Vice-President Morrison expressed that he has received all positive remarks
79 about this year's AirShow. Director Van Berkem asked if there were any complaints made regarding the AirShow. Mr.
80 Smith stated that the complaints stemmed from the Sunday after the AirShow. The EAA offered free flights for kids
81 which contributed to an unusual increase aeronautical traffic for Sunday.

82 **PUBLIC COMMENT:** Mr. Andrew Terry suggested limiting the AirShow to a morning event due to the heat as well as the
83 trouble of performers taking off and leaving the area that might have struggled with the air density at our altitude. Mr.

84 Terry also mentioned that one of the vendors at the AirShow indicated that revenue of their operation was down this
85 year, compared to last year.

86 **AIRPORT COMMUNITY ADVISORY TEAM (ACAT) UPDATE**

87 Mr. Hardy Bullock informed the Board that the UNICOM Assessment and Standard Operating Procedure reports have
88 been deferred to the August Board meeting as well as the Night Operations paper. The ACAT Committee discussed
89 possible pilot incentive programs at the last meeting and quickly narrowed down that they wanted to incentivize pilot
90 compliance with our Noise Abatement Procedures that currently exist. Mr. Bullock stressed that the incentive program
91 needs to be simple, easy to run and cost effective, so that the project can be implemented efficiently. The program could
92 be a short quiz with questions related to safety, noise abatement procedure, airport operations and hours of operation;
93 the quiz could be administered on an iPad at the UNICOM desk. This program will have to be pilot reward based, where
94 the pilot could get the incentive immediately. ACAT believed the incentive could easily be an airport logoed hat, shirt,
95 coffee mug, etc.

96 Mr. Bullock stated that the new VNOM system is currently being installed, Mr. Cooke is currently working with the
97 vendor VECTOR/INDMEX and the preliminary work is looking positive. The ACAT Committee discussed the AirShow,
98 Upcoming Educational Opportunities, the relationship between Surf Air and Truckee Tahoe Airport, MoGas and the
99 Airport's Data Release Policy. The Data Release Policy may be put on the next agenda for ACAT review.

100 The ACAT Committee will have two members terming out and the Committee will be starting the advertisement process
101 in August. Mr. Bullock stated that submission packets will be due September 5, 2014 at 5:00 p.m. and the summary of
102 submissions will be sent to the Board on that day. The ACAT candidates will be asked to present to the Board on
103 September 24th at the regular Board Meeting. There will be a discrete vote which will be totaled by District Counsel, if
104 there is a tie, a runoff will need to take place. Director Hetherington added that the Board finds contacting the individual
105 candidates personally via phone positive. Mr. Bullock stated that he does inform the candidates that they may be
106 contacted by the Board to have individual conversations with them.

107 **PUBLIC COMMENT:** None

108 **DISTRICT ENGINEER REPORT**

109 District Engineer Mr. Bill Quesnel gave an update on the Utility Master Plan stating that Staff is currently conducting a
110 field investigation of the Airport's sanitary and storm sewer pipes. Currently staff has not found any structural issues. In
111 August, staff will be doing selective excavation (potholing) for water pipeline and direct bury power/communication
112 cabling. Mr. Quesnel hopes to have a draft report of his findings at the September Board meeting.

113 Mr. Quesnel informed the Board that the FAA responded to the District stating that Staff can go out to bid without FAA
114 formal review to replace the plow truck. Staff put together a bid package, currently available on the website; bids are
115 due August 19th. An award will be given at the August or September Board Meeting. Delivery time is seven months for
116 the plow truck. Mr. Smith explained that it is still the intention of staff to purchase the truck with District funds if the FAA
117 does not fund the AIP grant by October 2014.

118 District Staff met with Tahoe City Public Utility District (TCPUD) staff on July 22nd regarding the Tahoe City Helipad. The
119 meeting was very productive and supportive of the District's intentions. The next steps will be inserting the helipad
120 drawing into TCPUD's mapping and determine parcel boundary and coverage implications.

121 Mr. Quesnel stated that the District signed a contract with Elite Power of Sacramento for the fuel island and farm
122 electrical corrections. Elite Power is currently working on the island and farm and intends to avoid any outages on the
123 weekends or of more than 24 hours. Elite Power will be installing and moving electrical components and modifying

124 wiring. Operation and Maintenance staff are fabricating mounting hardware and panel supports. The project will take 6-
125 7 weeks to complete.

126 Staff is working on the implementation of the Facility Master Plan. Bids have been received for the repairs to Hangar
127 Row "D" roof. District staff put together a very detailed list of specifications for the bid, all bids that came in were over
128 budget. One bid was on budget but the bid was turned in late. After the review of the bids by the Facility Plan
129 consultants, it was suggested that the project be put out to re-bid with minor modifications to the technical
130 specifications. District staff is waiting on one more proposal from paint suppliers for the painting of Hangar Row "B".
131 Once the paint is selected, bidding for the paint job will take place. Work tentatively set to begin in late August or early
132 September. The Hangar Row "M" manufacturer identified missing or incorrectly installed components to its roof. District
133 staff received a very detailed report from the manufacturer on how to correct those issues. District staff will go out to
134 bid for those repairs following the manufacturers supplied technical specifications. Staff will ask the manufacturer to
135 come out and inspect the roof as it is being installed.

136 Preliminary plans for the correction of the ADA deficiencies of Hangar 1, Hertz Car Rental and Warehouse have been
137 prepared and sent to Mr. Peter Beaupre for estimate of construction costs of the upgrades. The plans have been sent to
138 the consultant to confirm correct interpretation of the report.

139 The Airport District received 8 submittals and interviewed 4 teams for the Hanger 3 design. The Hangar 3 Ad Hoc
140 committee chose Mead & Hunt with the Ryan Group and VJS-Lincoln. Mead & Hunt has experience managing multi-use
141 airport facilities of this size. The Ryan Group will be able to provide local input on the Architecture especially on the non-
142 aviation side of Hangar 3, and VJS-Lincoln has vast experience in cold weather construction and cost estimating. Mead &
143 Hunt is currently working on their five (5) phased development plan, which was part of the request of qualifications. The
144 Airport District has a high emphasis on programing, gathering user input, hangar site selection (three potential sites have
145 been identified) and order of magnitude of costs. Presentation of final scope and fees will be submitted at the August
146 Board meeting. Director Van Berkem mentioned that he has been approached on two separate occasions concerning
147 VJS-Lincoln's lease back system. Mr. Quesnel replied that this has not come up with the ad hoc committee.

148 Qualcon was lowest bidder for the Ramp A-4 Reconstruction project. The construction cost is estimated at \$1.314 million
149 and Qualcon came in at \$1.188 million. A pre-construction meeting has already taken place. An eight week construction
150 window has been scheduled and will start on August 4, 2014.

151 **PUBLIC COMMENT:** None

152 **GENERAL AVIATION ISSUES AND SECURITY CONFERENCE**

153 Director Hetherington highlighted and discussed her conference notes with the Board on General Aviation and Security
154 Issues, Leasing Policies and Minimum Standards, Primary Management and Compliance Documents (General Provisions,
155 leasing/rents, fees and policy, minimum standards, rules and regulations), and Land Leasing & Improvements.

156 Director Hetherington and Mr. Bullock will forward their notes and booklets they received at the conference to the
157 Board and District Staff upon request. District Counsel Collinson stated that the booklets will be available to the general
158 public upon request as well.

159 **PUBLIC COMMENT:** None

160 **MASTER PLAN PUBLIC COMMENT REPORT**

161 Mr. Smith informed the Board that any changes to the Master Plan based on the public comments need to be completed
162 before the August Board meeting. Final acceptance of the Master Plan is set to take place at the August meeting.

163 Ms. Seana Doherty of Freshtracks Communications reported on the “mini outreach” campaign which took place June 6 -
164 July 14. The goal of this outreach was to make sure the public was aware of the draft Master Plan and that public
165 comments were being taken. Various outreach strategies included print ads in the Sierra Sun, *Connected* newsletter and
166 *Pilot News*, Four (4) E-Blast reminders, two (2) reminders in the *Connected & Pilot News*, creation of the Master Plan
167 website, and a booth was put up at the AirShow. Ms. Doherty explained at the AirShow there were many positive
168 comments on limited growth in the current Master Plan compared to the previous Master Plan. Press briefs were sent to
169 sixteen (16) media outlets (NPR covered our Master Plan), local HOA’s and fifty (50) local Stakeholders.

170 Ms. Doherty told the Board that fourteen (14) public comments were submitted through the Master Plan website since
171 May 28, 2014. District Staff have been responding to each public comment. Mr. Smith stated that he has received three
172 response letters from key stakeholders. Truckee Tahoe Sanitation Agency (TTSA) responded that they are interested in
173 swapping some land with the Airport District. Glenshire HOA is not interested in the lengthening of runway 2-20 as they
174 feel it would increase aeronautical traffic over their community. The Town of Truckee is pleased with the outreach effort
175 and believes the Plan reflects the values and desires of our region.

176 Ms. Doherty explained that the next step is for the Committee and District staff to go through the comments and decide
177 if there will be any changes to the Master Plan document.

178 **PUBLIC COMMENT:** None.

179 **BREAK:** At 7:20 p.m. the Board recessed for a short break. At 7:30 p.m. President Jones reconvened the meeting.

180 **CLEAR CAPITAL LAND LEASING DISCUSSION AND UPDATE**

181 Mr. Smith gave an update from the land lease committee. Mr. Smith provided a document that provided three
182 options the Airport District has regarding our potential land lease with Clear Capital. Mr. Smith wanted to make it
183 clear that this document is fluid and is always changing. Option 1: Develop Property in Nevada County without
184 Annexation into Truckee. Option 2: Develop Property in Nevada County and then Annex into Truckee. Option 3:
185 Annex Property into Town of Truckee and then Develop Property. Mr. Smith wanted the Board to look at these
186 options in general terms not specifically leasing with Clear Capital. The FAA responded favorably to our property
187 release inquiry. The FAA sent over a packet for the District to complete and return back to the FAA. Mr. Smith
188 explained that in August the Board may be in the position to choose which option the District would like to pursue.
189 Director Van Berkem stated that he would like additional analysis regarding annexing into the Town of Truckee or
190 remaining in Nevada County. Mr. Smith replied that financial analysis could be provided, interpretation of options
191 is variable. Mr. Smith explained that the Board needs to think about the potential building in the long term, and the
192 potential zoning options the District will have with the Building. The Town of Truckee has the ability to craft zones
193 where as the County only has three specific zones to work with. However, the County zoning designations appear
194 to be more flexible. Director Hetherington stated that if she had to make choice she would prefer that the land be
195 annexed within the Town of Truckee boundaries. Director Wallace expressed appreciation for all the work that has
196 been done and the options being laid out clearly. The ad hoc committee will continue to meet and work on this
197 item and report to the full Board.

198 **PUBLIC COMMENT:** Mr. Terry reminded the Board that there is a sales tax differential between Nevada County and
199 the Town of Truckee.

200 **BOARD ACTION ITEMS:** None

201 **GENERAL MANAGERS REPORT**

202 Mr. Smith informed the Board on upcoming training opportunities; he added the AAAE Airport Noise Symposium in
203 Ft. Lauderdale, FL. The District will have a strong presence at the NBAA Annual Convention in Orlando, FL. The
204 District will be sending two employees to NBAA, Mr. Bullock and one other employee, yet to be determined. Staff
205 feels this is our best opportunity to meet with 135d operators 91k. Mr. Smith thanked the Board for having the
206 special meeting that took place on July 10th regarding the new Health Insurance Benefits; benefit changes were
207 able to be implemented and are in effect as of August 1st.

208 The District received an inquiry from the Boys and Girls Club (BGC) of North Tahoe to assist the District and to
209 provide staff resources to build on and expand the STEM/Aviation Education programs. The preliminary proposal
210 suggests for \$45,000/year over a three (3) years. Director Wallace stated that she is highly interested in seeing the
211 Mission to Mars expand beyond twelve students. Director Morrison and Hetherington expressed an interest in
212 knowing more about what BGC would provide. President Jones stated that he would like to see the BGC come back
213 and present a more formal proposal. Board consensus was that the proposal has merit but needs to be developed
214 further.

215 Regarding Mr. Smith's next topic, the Green Bucks Program, District Counsel Collinson stated that there have been
216 some activity lately in the press about another District having conflicts of interest. One of our Board Members,
217 Director Wallace, stated that she is the Executive Director of the Truckee River Watershed Council. Before
218 discussion commenced Director Wallace confirmed that TRWC is a 501 C 3 organization and plays a role in the
219 administration of the program. Mr. Collinson then continued that although Government Code section 1090
220 prohibits Directors from contracting with the Agency she represents, there are exceptions set out in section 1091
221 for remote interests. The first exception is if the Board Member is an officer or director of a 501 C 3 non-profit
222 organization. Therefore, section 1090 does not prohibit the District or Director Wallace from any such contract
223 although any vote she may make on the matter cannot be counted. However, the Political Reform Act also applies
224 as Director Wallace has a financial interest in that possible contract. Accordingly, she must recuse herself and leave
225 the room, but may make comment during public comment as it relates to her personally. Director Wallace recused
226 herself from the Board room. Mr. Smith reviewed a couple of different options to implement green bucks and
227 indicated that Staff still continues to explore the program, and will be bringing this program back as a formalized
228 proposal as an action item at the August Meeting.

229 President Jones formally requested to put Executive Hangar Construction discussion on the Agenda in August.

230 **PUBLIC COMMENT:** None

231 **BOARD MEMBER ANNOUNCEMENTS:** None

232 **CLOSED SESSION**

233 At 8:21 p.m., the Board entered closed session pursuant to government code section:

234 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (SUBDIVISION (C) OF GOVERNMENT CODE
235 SECTION 54956.9)
236 Name of case: Audrey McKenzie v. Truckee Tahoe Airport District, U.S. District Court, Eastern District of
237 California Case #2:14-cv-00480-JAM-DAD

238 • GOVERNMENT CODE SECTION 54957 – GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

239 **PUBLIC COMMENT:** None

240 At 9:00 p.m., the Board recessed out of closed session and reported the following actions:

- 241 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (SUBDIVISION (C) OF GOVERNMENT CODE
242 SECTION 54956.9)
243 Name of case: Audrey McKenzie v. Truckee Tahoe Airport District, U.S. District Court, Eastern District of
244 California Case #2:14-cv-00480-JAM-DAD

245 *No action was taken on the Conference with Legal Counsel – Existing Litigation*

- 246 • GOVERNMENT CODE SECTION 54957 – GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

247 *Direction was given to Mr. Smith. The Board and Mr. Smith will have a follow up to review and prioritize goals at*
248 *4:00 p.m. before the August Board Meeting.*

249 **PUBLIC COMMENT:** None

250 **ADJOURN**

251 **MOTION #3 JULY-23-14:** Director Van Berkem motioned to adjourn. Director Wallace seconded the motion.
252 President Jones, Vice President Morrision, Directors Hetherington, Van Berkem and Wallace voted in favor of the
253 motion. The motion passed.

254 At 9:00 p.m. the July 23, 2014 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.