

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, February 24, 2016 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 4:30 p.m.

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

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President John B. Jones, Jr.
Vice President Lisa Wallace
Director Mary Hetherington
Director Tom Van Berkem
Director Jim Morrison

STAFF PRESENT: Mr. Kevin Smith, General Manager
Mr. Hardy Bullock, Director of Aviation and Community Services
Mr. Phred Stoner, Director of Operations and Maintenance
Ms. Sally Lyon, Director of Finance and Administration
Mr. Mike Cooke, Manager of Aviation and Community Services
Mr. Marc Lamb, Community Relations Manager
Mr. Brent Collinson, District Legal Counsel
Ms. Lauren Tapia, District Clerk

VISITORS PRESENT: 10

SPECIAL ORDERS OF BUSINESS: Mr. Smith stated that they have the civil support team present at today's meeting. The civil support team recognized Mr. Phred Stoner and Mr. Smith for their ongoing support and accommodation for being the host site for their annual hazmat training.

President Wallace stated that the recognition of the Boys and Girls Club of North Lake Tahoe will be moved to early summer.

President Wallace stated that the Board is recognizing Mr. Tom Combs with a resolution for his time spent as a member of ACAT. Mr. Combs stepped down earlier this month due relocating to Oregon. Mr. Hardy Bullock stated that Mr. Combs has been a very productive member of ACAT and he will be missed. President Wallace read Resolution 2016-01 commending Mr. Combs for his service on ACAT in its entirety.

MOTION #1 FEBRUARY- 24-16: Director Hetherington motioned to approve Resolution 2016-01. Director Jones seconded the motion. Roll Call Vote: Wallace – Yes, Morrison – Yes, Hetherington – Yes, Jones – Yes, Van Berkem – Yes. The Motion Passed.

PUBLIC COMMENT: None

CONSENT ITEMS

- Minutes: January 27, 2016 Regular Meeting ----- TAB 2
- Monthly Service Bills and Fees ----- TAB 3
- Financial Report – December 2015----- TAB 4
- Internal Control Audit ----- TAB 5

Ms. Sally Lyon requested to pull the Financial Report – December 2016 (Tab 4).

39 **PUBLIC COMMENT:** None

40 **MOTION #2 FEBRUARY- 24-16:** Director Jones motioned to approve tab items 2, 3, and 5. Director Van
41 Berkem seconded the motion. President Wallace, Vice President Morrison, Directors Van Berkem, Jones
42 and Hetherington voted in favor of the motion. The motion passed.

43 Ms. Lyon stated that there were some changes made to the financial reports due to the recent transition
44 to the new financial software, Caselle. Ms. Lyon reviewed those changes for the Board. President Wallace
45 stated that she appreciates the department detail of the report.

46 **MOTION #3 FEBRUARY- 24-16:** Director Jones motioned to approve tab item 4, Financial Report –
47 December 2015. Director Hetherington seconded the motion. President Wallace, Vice President Morrison,
48 Directors Van Berkem, Jones and Hetherington voted in favor of the motion. The motion passed.

49 **GENERAL MANAGERS REPORT (TAB 13):**

50 President Wallace requested to alter the sequence of agenda items specifically the presentation of the
51 General Managers Report. There was consensus of the Board to move the General Managers Report after
52 the consent items as there were people in attendance to hear the report.

53 Mr. Smith discussed the list of upcoming training opportunities with the Board. The National Aviation and
54 Environmental Conference has been added to the schedule as well as the General Aviation Issues and
55 Security Conference.

56 Master Plan

57 Mr. Smith stated that the District is close to having a revised Mitigated Negative Declaration (MND) for
58 the Master Plan. The District remains on schedule to have the public comment period prior to the public
59 hearing which will held at the April Board meeting.

60 Non-Aeronautical Land Use Plan

61 Mr. Smith stated that the adhoc committee is moving along nicely, and a meeting with the Town of
62 Truckee is scheduled. The adhoc meeting will be presenting an update at the March Board meeting. Mr.
63 Smith stated that the District has received four inquiry letters regarding possible projects for its non-
64 aeronautical land.

65 Warehouse Office Building (WOB)

66 Mr. Smith stated that snow removal costs are still occurring. A lot of utility work and prep for the steel
67 framing (which will be arriving in March) is currently happening.

68 Hangar 3

69 Mr. Smith stated that the traffic impact analysis is still being worked on. Staff is submitting final details to
70 Mead & Hunt so they can craft the final concept and budget report. That report will help the Board decide
71 whether they want Hangar 3 to be constructed or not.

72 Classification and Compensation Study

Mr. Smith stated that the responses to the RFP is due March 2nd, the responses will be forwarded to the adhoc members and senior staff. The adhoc members and staff will present their recommendations to the Board at the regular March meeting as an action item.

Carbon Emission Inventory/Economic Impact Study

Mr. Smith stated that the Carbon Emission Inventory and the Economic Impact Study merry together to a certain extent. Trying to tie economic growth with environmental impact is highly scientific. Mr. Smith stated the one way the District can accomplish what the Board desires is to do both studies concurrently. Staff will be creating two separate RFP's and will be brought back to the April Board meeting. Director Hetherington stated that a few people she met in Chicago (Airport's Going Green Conference) would like to be included in the RFP circulation.

Executive Hangar Study

Mr. Smith stated that staff will receive the completed report this week or next week. Director Hetherington inquired if the report will be considered a draft. Mr. Smith replied that the report will be a draft and will be presented in March. Mr. Smith stated that the report will detail the Districts options.

Accounting Clerk – Open Position

Mr. Smith stated that Ms. Denae Granger has moved on. Staff is currently interviewing potential candidates for the Accounting Clerk position and should have it filled by the first week of March.

Scheduling of Combined Board/ACAT Meeting and FY 2016/17 Budget Workshop

Ms. Lauren Tapia stated that the date for the joint meeting has been decided to be June 14, 2016 from 9:30 a.m. – 12:30 p.m. An email was sent to the ACAT Members informing them of the date change. Director Hetherington informed the viewing public that it is a special Board meeting and that they are invited to attend.

Rolling Agenda Review

Mr. Smith reviewed the rolling agenda with the Board.

PUBLIC COMMENT: Mr. Andrew Terry, Truckee Resident, stated that he would like to reiterate skepticism of doing an economic impact report. Mr. Terry stated that the report needs to list the negative impacts as well as the beneficial impacts.

Ms. Susie Sutphin, Executive Director of the Tahoe Food Hub, stated that her organization submitted a proposal for the use of the non-aeronautical land. Ms. Sutphin explained that her organization helps build a more resilient food economy for the community and they are looking to bring it more to the "center" of the region. Land at the Truckee Tahoe Airport would do just that. Mr. Smith explained that these proposals will be considered at the April meeting.

SPECIAL ACTION ITEM

ACAT TEAM VACANCY (TAB 6)

Mr. Bullock stated that Member Tom Combs has resigned from ACAT. Typically the Board selects members every September. There are three remaining applicants that were not chosen from last September. Mr.

109 Bullock stated that the Board has two options, either they can consider to appoint one of the remaining
110 applicants from last fall, or they can direct staff to advertise the vacant position and bring back a new
111 group of applicants. The new candidate's term will end September of 2017.

112 Director Jones read an email Mr. Combs sent out to the Board. Director Jones stated that Mr. Combs
113 believed that there was an imbalance created when the Board switch Mr. Joe Polverari from a community
114 member applicant to a pilot applicant. Director Jones expressed his opinion that Mr. Greg Jellnick (pilot
115 applicant last fall) was "slighted" when Mr. Polverari was moved (and then ultimately won the poll) from
116 being a community member applicant (he is not an active/current pilot) to a pilot applicant. Director Jones
117 stated that what makes ACAT successful is having a balance of information and input from its members.
118 Director Jones expressed that he would like to see the Board appoint Mr. Jellnick to ACAT and restore its
119 balance. Director Van Berkem expressed a different view point, and would like staff to conduct a
120 recruitment to bring back new applicants. Vice President Morrison stated that having pilot involvement
121 in ACAT is important. They bring an important voice to the table.

122 **PUBLIC COMMENT:** Mr. Terry stated that the Board should be careful about altering the balance of the
123 position seats on ACAT. Mr. Terry stated that Mr. Polverari has a pilot background [even though he is not
124 current].

125 Director Hetherington inquired if Mr. Bullock was able to get in contact with the remaining September
126 candidates besides Mr. Jellnick. Mr. Bullock stated that calls were placed today and they have not
127 responded. Director Hetherington stated that she is in favor of advertising for more applicants. If the three
128 remaining applicants from last fall are also interested, they can be included with the new applicants. Vice
129 President Morrison stated that the Board should obtain the opinion of current ACAT members on the
130 subject. Discussion ensued regarding the differences between an applicant having a pilot background vs.
131 being a current pilot. Vice President Morrison expressed that he doesn't think they can appoint someone
132 tonight, and reiterated that staff should approach ACAT and gather information on what they would like
133 to do.

134 **PRESENTATIONS AND ROUTINE REPORTS**

135 **SPEAK YOUR PEACE (TAB 7)**

136 Mr. Bullock stated that staff added this item to the agenda based on the exceptional Board workshop that
137 occurred in February. Resolution 2009-15 recognizes the Speak Your Peace program that was adopted by
138 several Districts and businesses around the community. The Speak Your Peace program utilizes the nine
139 tools of civility. President Wallace indicated that the Board did practice them at the workshop and it was
140 very productive.

141 **PUBLIC COMMENT:** None

142 **ACAT REPORT (TAB 8)**

143 Mr. Bullock reviewed the February ACAT meeting with the Board. Discussion items revolved around the
144 resignation of Member Combs, the Trails Master Plan, and an AWOS project update. Members were also
145 assigned to the two new subcommittee projects (Land Use and Community Outreach Meetings).

146 **PUBLIC COMMENT:** None

147 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 9)**

Mr. Cooke summarized the community annoyance comments and outreach efforts for the month of January 2016. Mr. Cooke stated that while the comment information and track data is accurate, operation numbers are preliminary. The New Year's holiday was a peak period for January operations, along with Martin Luther King weekend. The number of comments for each holiday is relatively the same as January 2015 comment numbers. Mr. Cooke also indicated that there were no new commenters for the month of January. Mr. Cooke stated that there was one non-ems flight that is considered a night operation. It was a transient operation that made an arrival and departure during the 10 o'clock hour, contact was made with that operator and owner by staff. Twenty comments came from six households representing four nearby residential areas. Five of six commenters made multiple comments with three households making four or more. Efforts were made via email or phone calls to reach out to all commenters who made twenty comments for January.

Director Hetherington inquired about the first track in the report and its odd approach. Director Hetherington also noted how there was no overflight of homes with the approach. Mr. Cooke stated that in early 2015 there was poor language written in the Jepps chart. Mr. Cooke stated that the pilot was most likely looking at the outdated chart. In the summer there would be major conflict with glider activity if one would do that sort of approach.

PUBLIC COMMENT: Mr. Terry stated that there was a rumor of an arrival on a closed runway (for snow removal). Staff did not have any information regarding that rumor.

STAFF AND BOARD MEMBER CONFERENCE REPORTS (TAB 10)

Mr. Bullock stated that staff attended the annual Schedulers and Dispatchers convention. Mr. Bullock informed the Board what schedulers and dispatchers (S&D's) do. Mr. Bullock stated that there were three messages staff tried to relay to the S&D's: the TTAD community is noise sensitive, the Fly Aware campaign, and the Call First campaign. Most entities that had booths set up in the exhibition hall were there to drum up business for themselves. Mr. Bullock explained that was the exact opposite of why staff was there. President Wallace was intrigued by the event and inquired if staff will attend again. Mr. Bullock stated that there may be a benefit by participating as an attendee rather than having a booth set up. Mr. Bullock stated that if the District acquires a Pilot Outreach FTE, it could be a conference that employee could attend and make connections with key S&D's. Director Hetherington stated that it would be great to add a metric of effectiveness by attending. Mr. Bullock stated that staff is working towards that.

PUBLIC COMMENT: None

AIRPORT SAFETY MANAGEMENT SYSTEM PRESENTATION (TAB 11)

Mr. Bullock stated that about eighteen months ago the Safety Management System (SMS) was discussed at a past Board meeting by Vice President Morrison. Mr. Bullock indicated that there is no compliance requirement for general aviation airports like Truckee to have a SMS. There are a few general aviation airports that are similar to Truckee that do have a safety management program, but it's typically a huge thick book that just collects dust. Staff knew they didn't want to go that route. Convergent Performance, LLC responded to the District's RFP for a SMS and was ultimately chosen for the contract. The project goals for the project was to undertake a comprehensive and thorough safety audit (the end product of the audit is the Gap Analysis and Safety Assessment), form a KTRK safety roundtable, install an electronic records content management system (this is called Vortex, KTRK's airport wide SMS system), and to conduct annual emergency safety drills and table top exercises.

Mr. Doug Downey, with Convergent Performance, LLC, stated that what Truckee Tahoe Airport is doing is way beyond what other general aviation airports are doing. Mr. Downey stated that the Safety Management System is an active program that is now in the DNA of the Airport. Having a SMS is a proactive, systematic and integrated method of managing safety for airport operators. Mr. Downey explained the "risk vs. time" scale as well as the reverse triangle method. Mr. Downey also explained the Vortex system and displayed the program on the presentation screen. The heart of the Vortex system is safety accountability and data collection.

Director Jones inquired about the seven items identifying areas of needed improvement. Mr. Bullock reviewed the items that were outlined in the staff report and in the Gap Analysis. Director Jones requested staff to respond on how the items are going to be resolved. Mr. Smith stated that a few are already resolved, and a few are currently being worked on. Mr. Smith stated that the entire process is ongoing, and the Board will be updated on the SMS throughout the year. Mr. Bullock stated that it is a good policy of the District to have ongoing updates on the projects it cares about. Mr. Bullock explained that he would like to see SMS have an annual plan update much like the District's Pavement Maintenance Plan, or the Capital Facility Plan. Vice President Morrison suggested having a monthly update as well.

Director Hetherington suggested an incentive program for ground staff to use the program. Director Hetherington also stated that she attended a previous "safety stand down" with NBAA where they utilized colored (red, yellow, green) cards that made pilots aware of risk causes. Mr. Bullock stated that all of the decision making pieces Director Hetherington stated is a part of the "Fly Aware" campaign.

Director Van Berkem inquired about the possible integration between the noise and annoyance reporting system and the safety management system. Director Jones stated that he would like to see the Gap Analysis report to be used as a guide, and that the SMS should be an ingrained system into everyday life at the airport. Director Hetherington stated that she would like to see the items she received from the Safety Stand Down be utilized by staff and be implemented into the system. Vice President Morrison thanked staff and Convergent Performance, LLC for developing this system. President Wallace encouraged the idea of having a Safety Management System Plan which would allow for consistent updates.

PUBLIC COMMENT: Mr. Terry stated that he was encouraged by the report as it provides staff with a tool to help manage or prevent incidents. Mr. Terry also stated that he likes to look at patterns and that there aren't very many patterns regarding aviation; incidents happen at high elevation airports, it's a fact of life. Mr. Terry also cautioned staff not to utilize the SMS as a staff management tool; as soon as it becomes a tool to manage staff, staff will not use it.

Board consensus was that this was great work and that staff should continue to emphasize the Safety Management System and implement the recommendations with periodic reports back to the Board.

PILOT OUTREACH COORDINATOR (TAB 12)

Mr. Bullock stated that this topic has been touched on at several previous meetings throughout the past year. This position would help the District conduct outreach in creative ways that current staff cannot accomplish. Mr. Bullock went on to review historic staffing data (employee counts) with the Board as there has been confusion over the number of full time employees (FTE) the District has maintained in years past. Mr. Smith reminded the Board that this agenda topic was made at the request of the Board; the functions of the Pilot Outreach Coordinator are already being done at a certain level by current staff. This position will do those functions at a much higher level.

Director Jones stated that the District needs to be more proactive on noise, as currently it is only reacting to noise. Director Jones expressed that if the District (and the Board) wants to solve noise, it needs to be proactive, the Pilot Coordinator would help do just that. Vice President Morrison inquired if this new position would help free up staff time so they can spend more time on the Enhanced Unicom recommendations. Mr. Smith stated that it would free up staff time for multiple employees. Director Hetherington stated that she would like the Tranquility Program be listed as a job duty on the job description and on the org chart. Director Van Berkem stated that this would be the fourth add to staff in the last three years, and that is significant. Director Van Berkem stated that he doesn't see anything (in the job description) regarding the issue of reducing operations in general, which he would like to see added. Director Van Berkem shared that when he was still working he make his corporate jet land in Stead, NV so he would not impact the community. Director Van Berkem shared there are other individuals that have the ability to land at the Truckee Tahoe Airport but choose not to because they do not want to impact their community. Director Van Berkem stated that there could be incentive programs the coordinator can develop to get jets to land someplace else. Mr. Smith requested consensus of the entire Board if they all agree to add "reducing operations" as a job duty for the Pilot Outreach Coordinator. Discussion ensued amongst the Board and staff regarding the subject, ultimately there was Board consensus to not add "reducing operations" as a job duty of the Pilot Outreach Coordinator. But that we should continue to "reduce operations" during the voluntary curfew hours and time where weather might affect safety. Director Van Berkem inquired how the Pilot Outreach position integrates with the Community Relations manager. Mr. Bullock stated that they will work really closely.

PUBLIC COMMENT: Mr. Terry stated that maybe a job duty stating "managing demand" could be applied to the job description.

MOTION #4 FEBRUARY- 24-16: President Wallace motioned to approve the Pilot Outreach Coordinator with the amendments of adding the tranquility campaign to the job description as well as language that states "discourage operations that do not fall within the safety parameters or voluntary curfew noise and annoyance goals of the airport". Director Jones seconded the motion. President Wallace, Vice President Morrison, Directors Van Berkem, Jones and Hetherington voted in favor of the motion. The motion passed.

COMMUNITY COMPOST UPDATE:

Mr. Smith stated that AB 1826 mandated counties to prepare a food waste recycling program (compost) plan. Mr. Smith has been sitting in on the Placer County committee meetings and the Airport has been included as a possible composting site.

President Wallace stated that Vice President Morrison and she have been having conversations with the Town of Truckee and a few other folks in the community about the probabilities of having a large scale composting site at the airport. President Wallace stated that this item is on the agenda to let the rest of the Board and public know that these conversations have been taking place, but there has not been any specific action items that have come out of the conversations. Vice President Morrison also shared that he would like to see a "growing" element added to the project (i.e. working with the Tahoe Food Hub's grow domes).

PUBLIC COMMENT: Mr. Bill Kelly, Board President of the Tahoe Food Hub, stated that he thinks it would be a great benefit for the airport to contribute to the effort. Food security is an important topic for the community to acknowledge, grow domes are a great element to provide food for ourselves.

BOARD ANNOUNCEMENTS: None

273 District Counsel Collinson stated that Director Van Berkem wished to disclose that he is a non-salaried
274 Board member of the Truckee Donner Land Trust which is a 501c3 non-profit organization. Director Van
275 Berkem can participate in discussion of the closed session item, he can vote on the item, but it does not
276 count.

277 **CLOSED SESSION**

278 The Truckee Tahoe Airport Board of Directors entered into a closed session at 7:38 PM

- 279 • GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY
280 NEGOTIATORS
- 281 ▪ Property: Old Airport Flat Rd., Truckee, CA
 - 282 ▪ Agency Negotiator: Kevin Smith, General Manager
 - 283 ▪ Negotiating Parties: The Hualapai Tribal Nation of Arizona
 - 284 ▪ Under Negotiation: Price and Terms of Payment

285 The Truckee Tahoe Airport Board of Directors came out of closed session at 7:55 PM

286 Mr. Smith reported that the Board moved to proceed with the acquisition of Airport Flats and allocated
287 an offer not to exceed \$350,000 for the acquisition of the land. The motion was initiated by Director Jones
288 and seconded by Director Hetherington. All directors voted in favor of the motion, although Director Van
289 Berkem's vote did not count.

290 **PUBLIC COMMENT:** None

291 **ADJOURNMENT OF MEETING**

292 **MOTION #5 FEBRUARY-24-16:** Director Jones motioned to adjourn the meeting. Director Van Berkem
293 seconded the motion. President Wallace, Vice President Morrison, Directors Van Berkem, Jones and
294 Hetherington voted in favor of the motion. The motion passed.

295 At 8:00 PM the February 24, 2016 regular meeting of the Truckee Tahoe Airport Board of Directors
296 adjourned.