

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, January 25, 2017 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:** 4:35 PM

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Lisa Wallace  
7 Vice President Rick Stephens  
8 Director John B. Jones, Jr.  
9 Director Teresa O’Dette  
10 Director Jim Morrison (arrived at 5:05 PM)

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. Mike Cooke, Manager of Aviation/Community Services  
15 Mr. Brent Collinson, District Legal Counsel  
16 Mr. Marc Lamb, Community Relations Manager  
17 Ms. Lauren Tapia, District Clerk

18 **VISITORS PRESENT:** 10

19 **SPECIAL ORDERS OF BUSINESS:**

20 Mr. Smith stated that Senior Staff is in the final stages of selecting the new Operations and Maintenance  
21 Director.

22 Mr. Smith gave a brief update regarding the Hangar 2 collapse that occurred on January 24<sup>th</sup>. There were  
23 no injuries in the incident. Mr. Smith also reviewed the snow related damage to Hangar 1 along with  
24 plans to mitigate future damage.

25 **PUBLIC COMMENT:**

26 Mr. Andrew Terry, Truckee resident, quipped about the timing of structures falling and Mr. Phred Stoner  
27 retiring.

28 President Wallace requested a change in the Agenda item sequence. President Wallace noted that after  
29 the approval of the consent items and Bank of the West signatories, the engineer report and the annual  
30 audit presentation will be moved ahead of the annual operations and comment report.

31 **PUBLIC COMMENT:** None.

32 **CONSENT ITEMS**

- 33 • Minutes: November 30, 2016 Regular Meeting ----- TAB 1
- 34 • Minutes: January 06, 2017 Special Meeting ----- TAB 2
- 35 • Monthly Service Bills and Fees ----- TAB 3
- 36 • Monthly Financial Report ----- TAB 4
- 37 • Annual Communications Report ----- TAB 5
- 38 • Approve Rescheduling of April Board Meeting from 4/2016/17 to 04/19/17----- TAB 6

39 Vice President Stephens requested to pull the January 06, 2017 Special Meeting Minutes (Tab 2).

40 **MOTION #1 JANUARY-25-17:** Director Jones motioned to approve Tab Items 1, and 3-6. President  
41 Wallace seconded the motion. President Wallace, Vice President Stephens and Directors Jones and  
42 O’Dette voted in favor of the motion. The motion passed.

43 Vice President Stephens proposed corrections to lines 77 and 165 of the January 06, 2017 minutes. The  
44 corrections were noted.

45 **PUBLIC COMMENT:** Mr. Terry noted a clarification to line 155 of the January 06, 2017 Minutes. The  
46 Clarification was noted.

47 **MOTION #2 JANUARY-25-17:** Vice President Stephens motioned to approve the January 06, 2017 special  
48 Meeting minutes as amended. Director Jones seconded the motion. President Wallace, Vice President  
49 Stephens and Directors Jones and O'Dette voted in favor of the motion. The motion passed.

50 **APPROVAL OF RESOLUTION 2017-01 ADOPTION OF NEW BANK OF THE WEST SIGNATORIES (TAB 6)**

51 **PUBLIC COMMENT:** None.

52 **MOTION #3 JANUARY-25-17:** Director Jones motioned to accept the Resolution 2017-01 Adoption of  
53 New Bank of the West Signatories. President Wallace seconded the motion. The motion passed in roll  
54 call unanimously (4-0).

55 **ENGINEERS REPORT (TAB 8)**

56 Mr. Bill Quesnel, District Engineer noted that several of the projects in the engineers report will be  
57 presented in much more detail later on in the meeting, but he will be reviewing them in his report from  
58 an engineering prospective.

- 59
  - Temporary Seasonal Control Tower

60 Mr. Quesnel briefly noted that his office is providing support for the design and permitting process of  
61 the Temporary Seasonal Control Tower. Mr. Quesnel described the tower itself and how it will be  
62 constructed. The project budget is \$500,000.

- 63
  - Watercraft Inspection Station

64 Mr. Quesnel stated that the Town of Truckee and the Tahoe Resource Conservation District desire a  
65 permanent (year round) Boat Inspection facility. And a request has been submitted to the District to  
66 have one on Airport property. Mr. Quesnel noted that all costs will be paid for by TOT tax dollars. The  
67 project is pending per the Nevada County zoning process for the proposed location (east of aviation  
68 way). More information to come later this spring.

69 Director Jim Morrison arrived at 5:05 PM

- 70
  - Playground Expansion

71 Mr. Quesnel noted that the Playground Expansion won't happen until the summer of 2017. District Staff  
72 is still finalizing the equipment purchase. The project budget is \$55,000.

- 73
  - Tahoe City Helipad

74 Mr. Quesnel stated that the application to Placer County was considered "complete" in mid-September  
75 after additional information concerning expected usage, takeoff and landing noise levels, duration of  
76 flight and cultural resources were provided. The estimated completion of the CEQA documentation for  
77 public review is slated for the first week of February with a hearing before the Zoning Administrator in  
78 April. There is a goal to have the project put out to bid in March or April to allow for construction during  
79 the 2017 building season. The budget is \$275,000.

- 80
  - Executive Hangars

81 Mr. Quesnel noted that his office has been assisting Brandly Engineering with the preparation of the  
82 utility plans for the proposed Executive Hangars. Since the hangars are located within the Town of  
83 Truckee, Mr. Quesnel and Mr. Smith have started the "leg work" to prepare and submit a land use

84 application package to the Town of Truckee as the project must be approved by the Town Planning  
85 Commission.

86 • Facilities Master Plan

87 Mr. Quesnel stated that the Facilities Master Plan is currently being updated. Mr. Quesnel stated that  
88 the plan will address schedules, scope of maintenance and costs. Mr. Quesnel noted that with the  
89 collapse of Hangar 2, the District should review snow load capacity of all of the hangar rows. Mr. Smith  
90 stated that staff will be coming back to the Board with a request for a Snow Load Study for the hangars  
91 (a budget amendment).

92 • 2017 Pavement Projects

93 Mr. Quesnel reviewed the various pavement projects that are slated for the summer of 2017. The  
94 District has submitted the documentation to the FAA for three (3) runway/taxiway improvement  
95 projects and the purchase of a replacement snow blower. The District expects 90% of FAA funding.

96 • Maintenance Building Addition Contract Award

97 Mr. Quesnel stated the design of the Maintenance Building expansion was finished in November, and  
98 the project went out to bid. This District received bids from six (6) general contractors. Mr. Quesnel  
99 requested that the project contract be awarded to Geney/Gassiot Inc. out of Reno, Nevada in the  
100 amount of \$823,586. Staff recommends that the Board President sign the contract subject to review and  
101 approval of counsel; authorize the General Manager to approve change orders in the amount not to  
102 exceed 10% of the contract amount due to unanticipated field conditions or changes to the project  
103 scope. Also, to authorize the General Manager to sign a Professional Services Contract with Prosser  
104 Building and Development for Project Manager services in the amount of \$42,000. Mr. Quesnel noted  
105 that the Fire Suppression System was taken out of the Bid Package and will be bid out separately, that  
106 project should not exceed \$50,000.

107 **PUBLIC COMMENT:**

108 Mr. Lou Reinkens questioned snow removal of Hangar roofs in the District's capital maintenance plan.  
109 Mr. Smith stated that it is currently not in the plan, but if the District receives more snow, something will  
110 need to be drawn up. Mr. Reinkens stated his concern for Kilo row's safety.

111 **MOTION #4 JANUARY-25-17:** Director Jones motioned to award Geney/Gassiot Inc. out of Reno, Nevada  
112 in the amount of \$823,586 for the Maintenance Building Expansion Project; authorize the Board  
113 President sign the contract subject to review and approval of counsel; authorize the General Manager to  
114 approve change orders in the amount not to exceed 10% of the contract amount due to unanticipated  
115 field conditions or changes to the project scope; authorize the General Manager to sign a Professional  
116 Services Contract with Prosser Building and Development for Project Manager services in the amount of  
117 \$42,000; authorize the Board President to sign a Fire Suppression contract not to exceed \$50,000.  
118 Director O'Dette seconded the motion. President Wallace, Vice President Stephens and Directors Jones,  
119 Morrison and O'Dette voted in favor of the motion. The motion passed.

120 **ANNUAL AUDIT PRESENTATION (9)**

121 Ms. Lyon stated that audit work was completed in November by James Marta & Company. The auditor's  
122 report is a "clean" opinion. There were no significant new items noted this year. Ms. Lyon stated that at  
123 the end of the presentation, staff would like the Board to approve the draft financial statements for the  
124 year ended September 30, 2016 as prepared and presented by the auditors.

125 Mr. David Becker, James Marta & Company gave their Annual Audit Presentation.

126 There was no Board questions or discussion on the Annual Audit Presentation.

127 **PUBLIC COMMENT:** None

128 The Board thanked Ms. Lyon for another successful fiscal year and a clean audit.

129 **MOTION #5 JANUARY-25-17:** Director O’Dette motioned to approve the Draft Financial Statements for  
130 the year ended September 30, 2016 as prepared and presented by James Marta & Company. Director  
131 Morrison seconded the motion. President Wallace, Vice President Stephens and Directors Jones,  
132 Morrison and O’Dette voted in favor of the motion. The motion passed.

133 **ANNUAL OPERATIONS AND COMMENT REPORT (TAB 7)**

134 Mr. Cooke reviewed the new design of the Operations and Comment Report. It now resembles an  
135 infographic. Mr. Cooke requested feedback and opinion of the new layout. Mr. Cooke reviewed the  
136 2015/16 operating season, and noted a strong economy as the biggest factor for increased operations.

137 Mr. Cooke stated that in terms of growth, the piston aircraft is up 48%. Though, with new additional  
138 cameras being installed on the field, the District is counting smaller aircraft more than ever before.

139 Mr. Cooke noted that the Airport’s “busy days” are peaking higher and longer than ever before, which  
140 has been generating more “non-standard” flight paths. Mr. Cooke expressed promise that the  
141 Temporary Control tower will help facilitate a more “orderly” operational flow. Director Jones inquired  
142 about touch and goes and how that would interact with the Temporary Tower. Mr. Bullock stated that  
143 the Tower will not have the ability to revoke touch and goes but have the ability to defer touch and goes  
144 to a different time period.

145 Mr. Cooke touched on night operations, and that they are down 20% from last year. Though, it should  
146 be noted that the majority of night operations are early morning operations. Mr. Cooke stated that  
147 there was only one fly quiet violation for 2016, and that individual’s incentives were revoked for the  
148 remainder of the year.

149 There were 47 new commenters for 2016. The comments mostly followed busy weekends or special  
150 events (i.e.: Airshow, Mountain Flying Club, etc.). 15% of the total comments mention the overall  
151 frequency or tempo of the operations. 45% of the total comments were made regarding jet operations.  
152 Mr. Cooke noted the growth in new commenters from the Glenshire neighborhood, Mr. Cooke stated it  
153 was partly due to the summer construction projects in 2016 as well as the summer community outreach  
154 meetings.

155 **PUBLIC COMMENT:**

156 Mr. Lutkenhouse thanked Mr. Cooke for his report. Mr. Lutkenhouse passed out his own charts he  
157 created for the Board of Directors. Mr. Lutkenhouse stated that he wanted to know a definitive effect  
158 for the causes of increased operations. Mr. Lutkenhouse explained his graphs he provided to the Board.

159 Vice President Stephens inquired why Mr. Cooke changed the layout of the Operations and Comment  
160 Report. Mr. Cooke stated that he wanted to make the information easier to digest, especially for the  
161 general public.

162 President Wallace stated that she would like more information regarding the EMS helicopter, for  
163 example: emergency vs. repositioning, as well as Mr. Cooke’s “insights” or “commentary” be added back  
164 in his monthly reports.

165 There was a Board consensus for Mr. Cooke to continue monthly reports until further discussion of the  
166 topic at the Board Workshop, which will be taking place March 27th.

167 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

168 Mr. Smith gave a brief summary of the Aviation Issue Conference he attended in January. Mr. Smith  
169 noted that a more formal written report will be provided at a later date.

170 **PUBLIC COMMENT:** None

171 **PRIMARY CONTROL MANAGEMENT DOCUMENTS (PMCD) – FINAL ADOPTION (TAB 10)**

172 Mr. Bullock reviewed the “how we got here” section of the PMCD presentation. Mr. Bullock stated that  
173 he is asking the Board to adopt the final three documents of the PMCD set: Minimum Standards, Rates,  
174 Fees and Charges, and Development Standards. Mr. Bullock reviewed the timeline of the project over  
175 the last two years.

176 President Wallace stated that she has questions regarding the Minimum Standards document. President  
177 Wallace referenced PI 504 which does not allow transferability of ownership, but that the Minimum  
178 Standards allow transferability. Mr. Bullock stated that the Airport cannot stand in the way of a  
179 company that chooses to reorganize themselves. Mr. Bullock stated that if the new potential partner  
180 owns more than 68% of the company, the Airport does have the ability to deny the transfer of  
181 ownership. Director Jones noted that the “no assignment without prior consent” is standard language in  
182 the District’s leasing agreements. President Wallace stated she wants to know, specifically, where it is at  
183 in the PMCD document.

184 President Wallace inquired about response standards regarding aircraft removal, or snow removal from  
185 Airport staff (response time). President Wallace inquired if the District staff needs to meet those  
186 standards, and if they do not, what becomes the “trigger” for the District to meet those? Mr. Bullock  
187 stated that the District needs to meet its own minimum standards set in the document. Mr. Smith stated  
188 that in order for the District to meet its proprietary exclusive right the District needs to meet a  
189 “reasonable industry standard” in providing those services, specifically the response times outlined in  
190 the minimum standard document. If the District sets longer response times (longer than a reasonable  
191 industry standard), the District could be accused of discrimination by setting a long response time.

192 Mr. Bullock indicated that Mr. Jeff Kohlman stated via text message that the specific location regarding  
193 the question President Wallace inquired about “transferability of ownership” is located on Page 14 in  
194 the Leasing, Rents and Fees Document.

195 President Wallace inquired about the Sky Diving’s operational schedule. Specifically the amount of days  
196 they operate; why it’s not five days instead of six. Mr. Smith responded it was because staff was  
197 successful in asking them not to operate seven days a week.

198 **PUBLIC COMMENT:** None.

199 Vice President Stephens noted that he had questions regarding the documents, Vice President Stephens  
200 met with staff and had them answered. Vice President Stephens stated that he had made public  
201 comment regarding reimbursing tenants for unamortized tenant improvements. Vice President  
202 Stephens commented that he agrees to the language change that has been made since then.

203 **MOTION #6 JANUARY-25-17:** Vice President Stephens motioned to adopt the final three PMCD  
204 documents: Minimum Standards, Rates, Fees and Charges, and Development Standards. Director Jones  
205 seconded the motion. President Wallace, Vice President Stephens and Directors Jones, Morrison and  
206 O’Dette voted in favor of the motion. The motion passed.

207 **EXECUTIVE HANGAR DESIGN REVIEW (TAB 11)**

208 Mr. Smith reviewed the executive hangar project as well as the site drawings of the proposed executive  
209 hangars. Mr. Smith noted that there is an option to build an additional 6 hangars, three of which would  
210 be retained by the District and utilized for overnight hangar rentals. The additional six hangars were  
211 discussed at the special board meeting held earlier in the month.

212 Mr. Smith reviewed the “what happens next” section of his staff report, which includes the  
213 development application to the Town of Truckee as well as preparing applicable CEQA documents which  
214 will need Board approval at the March or April Board meeting. Mr. Smith noted that the District has  
215 received the required approval from the FAA to construct the executive hangars. Mr. Smith stated that  
216 should the Board decide to bid the additional six (6) hangars, staff can prepare a traffic impact analysis  
217 including what aircraft would occupy the additional hangars, staff’s opinion of impact on repositioning  
218 and de-icing, revenue modeling and pro formas for the additional hangars and other information that  
219 should be requested by the Board. Mr. Smith noted that all requested items would be made available  
220 before the Board would make a final decision on construction of hangars. Mr. Smith reiterated that  
221 tonight’s topic is bidding only, not a decision to build.

222 Director O’Dette inquired if there would be a cost savings if the District were to build more than six (6)  
223 hangars. Mr. Smith stated that there is an economy of scale if the District were to build more, but that  
224 staff would not know the exact savings until bids are received.

225 Mr. Smith noted that the District would be bidding hangar pavement and site improvement work  
226 separately. Vice President Stephens inquired when construction could potentially start. Mr. Smith  
227 responded that staff would like to start laying the concrete pads down in July or August, and asphalt in  
228 August or September in order to stay on schedule.

229 Discussion regarding “pre-leasing” the hangars and the hangar waitlist ensued between the Board and  
230 District staff. Mr. Smith confirmed that there will be pre leases signed by the new tenants.

231 Mr. Smith reviewed the various financing options available to the District.

232 **PUBLIC COMMENT:**

233 Mr. Luktenhouse noted the downturn in the economy during 2005-2007 and how it affected the T-  
234 Hangar vacancy. Mr. Lutkenhouse stated the mention of “deicing” is a slippery slope, and that the  
235 District and Board should be cautious of that aeronautical activity.

236 Mr. Terry stated that the District is entertaining the idea of growing its capabilities of storing large  
237 aircraft and is throwing the community “under the bus”.

238 President Wallace reminded the audience that the process tonight is to bid, not to build. President  
239 Wallace acknowledged that she shares the trepidation of storing large aircraft and the idea of deicing.  
240 Mr. Smith explained the differences between “anti-icing” and “de-icing”.

241 **MOTION #7 JANUARY-25-17:** Director Jones motioned to authorize staff to advertise for two bids, a bid  
242 for six (6) executive hangars, and a bid for twelve (12) executive Hangars. Director O’Dette seconded the  
243 motion. Vice President Stephens and Directors Jones, Morrison and O’Dette voted in favor of the  
244 motion. President Wallace opposed the motion. The motion passed.

245 President Wallace requested a full list of construction projects for 2017. Mr. Smith indicated that he  
246 would send that out to the Board.

247 **TEMPORARY SEASONAL CONTROL TOWER UPDATE (TAB 12)**

248 Mr. Bullock gave a brief review of the seasonal control tower project as well as the deliverables,  
249 specifically, for the new Board members. Mr. Bullock stated that this item is informational only, and  
250 stated that he would like to take any questions the Board may have on the latest update.

251 Director Jones requested visual corridors and ques on the ground (to direct traffic) be added to the year  
252 one deliverables. Mr. Bullock stated that a MOU will be developed between the Control Tower Provider  
253 and the District, and those year one deliverables will be listed in that MOU.

254 Mr. Bullock discussed the various metrics of success of the Temporary Seasonal Control Tower.  
255 President Wallace requested the success metrics be brought back to the Board at the March meeting.

256 Mr. Lamb reviewed the proposed communication outreach plan for the Temporary Seasonal Control  
257 Tower.

258 **PUBLIC COMMENT:**

259 Mr. Lutkenhouse stated that the idea of this project is that it's a "temporary" tower is misleading, due to  
260 it being the first "leg" of a stool of a further goal often stated by Director Jones. Mr. Lutkenhouse stated  
261 some "win/wins" of the Control Tower Project. Mr. Lutkenhouse stated that Staff needs to be really  
262 honest about the real intent of the tower.

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

264 **UPCOMING TRAINING OPPORTUNITIES:**

265 Mr. Smith reviewed the upcoming training opportunities for both Staff and the Board.

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

267 **Warehouse Office Building (WOB)**

268 Mr. Smith stated that the project is about 99% complete. Currently, the HVAC system is being worked  
269 on. Snow removal has been challenging. Mr. Smith stated that Hertz is now very interested in moving  
270 into their new space since Hangar 2 collapsed.

271 **Non-Aeronautical Land Use Plan**

272 Mr. Smith stated that he currently has a few requests from entities that wish to lease Airport land. Mr.  
273 Smith stated that he is directing those entities to write a letter to the Non-Aero ad hoc committee of  
274 their interests.

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

276 The consultants are needing to meet with staff for more data and review the details of the draft report.  
277 A date for the meeting is currently being worked out.

278 **Economic Impact Study**

279 The ad hoc committee is meeting this week, more information will be conveyed at next month's regular  
280 Board meeting.

281 **Regional Housing**

282 Mr. Smith stated that the Town of Truckee Regional Housing Workshop meeting is on March 2<sup>nd</sup> and  
283 that he and Vice President Stephens will be attending.

284 **FISCAL TIMELINE SHIFT:**

285 Mr. Smith stated that the closing of the fiscal year in October has always been difficult time of year for  
286 the District. Mr. Smith and Ms. Lyon would like to request to move the fiscal year to a calendar year.  
287 Director Morrison expressed concern about comparing trending information, specifically regarding the  
288 switch in timelines, and the possibility of a 15 month budget year. Ms. Lyon will bring back a proposal to  
289 the board in the upcoming months with further information on the subject and potential concerns.

290 **UPCOMING MEETING SCHEDULE:**

291 Mr. Smith noted the special meeting on March 27<sup>th</sup>, and the shift of the regular Board meeting to April  
292 19<sup>th</sup>. Director Jones stated that he will be teleconferencing into the February meeting. Director O'Dette  
293 stated that she will be absent for the February meeting.

294 **ROLLING AGENDA REVIEW:**

295 Mr. Smith reported that the rolling agenda for the February Board meeting.

296 **PUBLIC COMMENT:** None

297 **MOTION #8 JANUARY-25-17:** Vice President Stephens motioned to adjourn the meeting. Director  
298 O'Dette seconded the motion. President Wallace, Vice President Stephens and Directors Jones,  
299 Morrison and O'Dette voted in favor of the motion. The motion passed.

300 At 8:37 p.m. the January 25, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors  
301 adjourned.

302 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JANUARY 25, 2017 REGULAR BOARD**  
303 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD**  
304 **MEETING ARCHIVES": <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>**