

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, February 22, 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:** 4:30 PM

5 **PLEDGE OF ALLEGIANCE**

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

10 **DIRECTORS ABSENT:** Director Teresa O’Dette

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. Dave Hoffman, Director of Operations and Maintenance
15 Mr. Mike Cooke, Manager of Aviation/Community Services
16 Mr. Brent Collinson, District Legal Counsel
17 Mr. Marc Lamb, Community Relations Manager
18 Ms. Lauren Tapia, District Clerk

19 **VISITORS PRESENT:** 20

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Smith welcomed and introduced Mr. Dave Hoffman, the new Director of Operations and
22 Maintenance for the Truckee Tahoe Airport District. Mr. Hoffman thanked Mr. Smith for the
23 introduction and proceeded to give a brief background of his employment with the District and
24 expressed enthusiasm for his new role for the District.

25 Mr. Lamb informed the public about the FFAST talk which is being hosted by the FAA that will be taking
26 place on February 23, 2017 from 6:00 PM – 8:00 PM.

27 **PUBLIC COMMENT:**

28 President Wallace stated that the Board will be taking public comment from several members of the
29 Civil Air Patrol on a topic that will be presented later in the meeting.

30 Mr. Tom Meadows, Truckee Resident and former District Board Member, stated that he was serving as a
31 Board member when the District hired Mr. Phred Stoner, former Director of Operations and
32 Maintenance. Mr. Meadows congratulated Mr. Stoner on his retirement, and wished Mr. Hoffman good
33 luck. Mr. Meadows also noted the high annual cost of former Director Mary Hetherington’s medical
34 insurance that the District reimbursed.

35 Mr. Ken Aronson, Truckee resident and Civil Air Patrol (CAP) member, thanked the Board for the
36 continued support of CAP missions. Mr. Aronson explained the group’s various programs and activities.
37 Mr. Aronson expressed remorse about the collapse of Hangar 2 but noted interest in acquiring space the
38 new Hanger 2 might be able to provide for CAP.

39 Ms. Linda Todd, CAP Safety Officer, acknowledged the FFAST talk that will occur later this week. Ms.
40 Todd stated that those types of talks helps maintain a culture of safety within our local aviators. Ms.
41 Todd noted that construction season happens quickly and that she hopes the Board will have a quicker
42 decision making process for Hangar 2 compared to previous projects that were slower.

43 Dr. Pat McDonough, CAP Commander, explained CAP's place under the Air Force, and gave examples of
44 several of their past missions.

45 Mr. Gerald Mon Pere, CAP Cadet, explained how he became involved with the CAP and the goals for his
46 future for which he believes CAP will help support. Mr. Mon Pere discussed the leadership skills the
47 program instills and that he believes the District should continue to invest in CAP by allowing it to have
48 space in the new Hangar 2.

49 **PUBLIC COMMENT:** None.

50 **CONSENT ITEMS**

- 51 • Minutes: January 25, 2017 Regular Meeting ----- TAB 1
- 52 • Monthly Service Bills and Fees ----- TAB 2
- 53 • Monthly Financial Report – 12/31/2016----- TAB 3
- 54 • Internal Control Review ----- TAB 4
- 55 • Approval of Rental Car Agency Contracts – Hertz & Enterprise ----- TAB 5

56 President Wallace requested to pull the Approval of Rental Car Agency Contracts (Tab 5).

57 **MOTION #1 FEBRUARY-22-17:** Director Jones motioned to approve Tab Items 1-4. Vice President
58 Stephens seconded the motion. President Wallace, Vice President Stephens and Directors Jones and
59 Morrison voted in favor of the motion. The motion passed.

60 President Wallace stated that she wanted to pull the rental car contracts to acknowledge that what the
61 Board and District staff intended to do with the Warehouse Office Building has been accomplished.
62 President Wallace congratulated Mr. Smith for making it happen.

63 **PUBLIC COMMENT:** None.

64 **MOTION #2 FEBRUARY-22-17:** Director Jones motioned to approve the Rental Car Agency Contracts for
65 Hertz and Enterprise Rent-a-Car. President Wallace seconded the motion. President Wallace, Vice
66 President Stephens and Directors Jones and Morrison voted in favor of the motion. The motion passed.

67 **ACAT MEETING REPORT (TAB 6)**

68 Mr. Dan Lutkenhouse, ACAT Chair, presented the ACAT meeting report. Mr. Lutkenhouse reviewed the
69 various topics ACAT discussed and reviewed the ACAT subcommittee updates.

70 **PUBLIC COMMENT:** None.

71 **PILOT AND PASSENGER OUTREACH COORDINATOR REPORT (TAB 7)**

72 Ms. Katie Greenwood, Pilot and Passenger Outreach Coordinator gave a brief background introduction
73 on her herself for the Board, which included both education and volunteering ventures.

74 Ms. Greenwood reviewed her outreach efforts that have taken place over last summer and fall of 2016.
75 Efforts thus far include updated NAP fliers, NAP cards attached to fuel receipts, advertisements in NBAA
76 mass emails, connecting with corporate and general aviation pilots on the ramp to discuss the District's
77 NAP, reaching out to operators/schedulers/dispatchers and pilots prior to their arrival, and visited
78 various bay area airports to hang up NAP posters in their FBO's/flight schools.

79 Ms. Greenwood reviewed feedback she has received from pilots who fly in and out of the Truckee Tahoe
80 Airport.

81 Ms. Greenwood discussed the outreach she conducted at the Oshkosh Airshow, as well as the quarterly
82 California Department of Transportation noise meetings she has attended representing the District. Ms.
83 Greenwood noted that TTAD makes some of the strongest outreach efforts in regards to noise.

84 Ms. Greenwood reviewed her goals for the upcoming quarter leading into the busy summer season
85 which includes conducting Road Shows and attending various Trade Shows.

86 **PUBLIC COMMENT:**

87 Mr. Lutkenhouse thanked Ms. Greenwood for her presentation and invited her to present this report at
88 one of the future ACAT meetings.

89 Vice President Stephens thanked Ms. Greenwood for her report. Vice President Stephens inquired about
90 GA pilots not being supportive of the Seasonal Control Tower. Ms. Greenwood stated that most GA
91 pilots do not enjoy flying in controlled airspace.

92 President Wallace stated that she likes the efforts made to have every pilot review the NAP map.
93 President Wallace requested more information regarding the Garmin and ForeFlight conversations that
94 occurred at Oshkosh Airshow. Ms. Greenwood explained the conversations that occurred. Both
95 President Wallace and Director Morrison noted the positive efforts of the ramp outreach Ms.
96 Greenwood has accomplished.

97 **OPERATIONS AND COMMENT REPORT (TAB 8)**

98 Mr. Cooke stated that the Airport had nine days of zero operations, which was solely due to weather.
99 Mr. Cooke noted that it was the worst flying weather in the history of the Airport. There was a 15%
100 decrease in operations for the month of January 2017 compared to January 2016. Also, the airport saw
101 larger aircraft be diverted away from the Airport due to wing tip clearance. There was a spike in
102 helicopter activity due to multiple utility service missions. Mr. Cooke noted operation monitoring
103 downtime due to buried cameras and power interruptions at remote stations. Based on runway closures
104 and prohibitive flying weather, the outages did not largely impact data output. There was zero night
105 operations in January, and the District had 60% less comments submitted in January of 2017 compared
106 to January of 2016.

107 **PUBLIC COMMENT:** None

108 Mr. Andrew Terry, inquired about a possible Heli Skiing operation that might be operating out of the
109 airport. Mr. Cooke stated that there is no current interest in that type of operation at the airport, and
110 ones that have tried in the past have not been successful.

111 Vice President Stephens inquired about the larger jets that couldn't get into the Airport due to wing tip
112 clearance. Mr. Cooke stated that they either got diverted or the passengers decided to switch aircraft
113 that could successfully get in.

114 President Wallace noted the operational count on January 29th. Mr. Cooke stated that was the first day
115 in January that the weather cooperated, therefore more operations occurred on that day.

116 **TEMPORARY SEASONAL CONTROL TOWER AND AIRSPACE UPDATE (TAB 9)**

117 Mr. Bullock discussed the four primary components of the Temporary Control Tower and gave an
118 update to each of the four components. Mr. Bullock discussed the complexities of the skydiving
119 operations and how they will interact with Oakland Center and the Temporary Tower. Mr. Bullock also
120 went on to explain the various options that will help define the criteria for "success" with the Temporary
121 Tower. Mr. Bullock noted that the measurement of the Tower's ability to accomplish annoyance
122 reduction is dependent on the criteria used to measure the success of annoyance reduction efforts in
123 general. The defining criteria will be created at the March Board workshop.

124 Mr. Bullock updated the Board on Phase Two of the Airspace project. Mr. Bullock reviewed the nine
125 tasks of the project. Mr. Bullock noted that the Airport will not be receiving Class D airspace this

126 summer. Mr. Bullock reviewed the obstruction survey that is required to be conducted this summer, the
127 project will cost approximately \$85,000.

128 Director Jones inquired about the opening dates of the Temporary Control Tower. Mr. Bullock stated
129 that it is set to open between June 1st and the 15th. Director Jones asked about the status of the charted
130 visual procedures. Mr. Bullock stated that the Board will see conceptual visuals in the late fall.

131 Director Morrison noted that this project is not a one year project, the District will not be able to nail
132 everything in a single year, and the District will learn a lot in the first season. President Wallace
133 requested clear graphic timelines for the project which she wants used during the communication
134 outreach for the Tower. President Wallace also requested a communication plan and safety indicators
135 for success PowerPoint slides for the Board Workshop at the end of March.

136 President Wallace inquired about components that could possibly stall the program. Mr. Bullock stated
137 the biggest issues regarding infrastructure is winter weather activity.

138 **PUBLIC COMMENT:**

139 Mr. Lutkenhouse stated that the devil is in the details regarding the Temporary Control Tower project.
140 Mr. Lutkenhouse noted that the Temporary Control Tower could tie the Airport into the FAA
141 international network; the Airport will be on “the map”. Mr. Smith stated that the District is not
142 receiving FAA funding for the project, and that the Airport is already “on the map” as it is already
143 considered a “regional” airport in the NPIAS. Mr. Bullock stated that he spent a year researching Control
144 Towers and how it might increase or enhance aeronautical operations; he was unable to find anyone
145 who supports those theories. Mr. Bullock noted that if there is evidence that supports it, he welcomes
146 anyone to submit that data.

147 Mr. Terry stated that the Temporary Tower will give the Airport positive control over its airspace, but it
148 could increase the ability to handle higher capacity of operations. People on the ground will be
149 negatively impacted.

150 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

151 Ms. Lyon gave a brief conference summary on her attendance at the California Society of Municipal
152 Financial Officers meeting.

153 Mr. Bullock summarized his attendance at the NBAA Schedulers and Dispatchers annual conference.

154 **PUBLIC COMMENT:** None

155 **RESOLUTION 2017-02 PERMITTING TTAD TO APPLY FOR CAL AERO LOAN PROGRAM (TAB 10)**

156 Mr. Smith requested approval of Resolution 2017-02 permitting the District to apply for the Cal Aero
157 Loan program to fund the proposed executive hangars.

158 **PUBLIC COMMENT:** None.

159 Vice President Stephens inquired about the interest rate on the loan. Mr. Smith stated that is 2.7% with
160 a 17 year term.

161 **MOTION #3 FEBRUARY-22-17:** Vice President Stephens motioned to accept the Resolution 2017-02
162 Permitting TTAD to Apply for Cal Aero Loan Program and to waive the reading of the Resolution.
163 Director Jones seconded the motion. The motion passed in roll call unanimously (4-0).

164 **RESOLUTION 2017-03 APPROVAL OF ADDITIONAL CSDA BANK OF THE WEST CREDIT CARDS (TAB 11)**

165 Ms. Lyon stated that staff is requesting additional CSDA Credit Cards for District Staff (Mr. Hoffman, Mr.
166 Lebedeff, Mr. Ketron, and Ms. Tapia).

167 **PUBLIC COMMENT:** None.

168 **MOTION #4 FEBRUARY-22-17:** Director Jones motioned to accept the Resolution 2017-03 Approving
169 Additional CSDA Bank of the West Credit Cards and to waive the reading of the Resolution. Director
170 Morrison seconded the motion. The motion passed in roll call unanimously (4-0).

171 **SUMMER OUTREACH MEETING FOLLOW UP – OPERATIONAL CONTROL AND SELF-SUSTAINABILITY**
172 **(TAB 12)**

173 District **Counsel** Collinson stated that TAB 12a and 12b are memos from Mr. Peter Kirsch, the District's
174 aviation attorney. District Council Collinson noted that both memos are marked confidential, but due to
175 the information in each memo that we wanted to share with the public, we are providing these
176 documents to the public, but are not otherwise waiving the attorney client privilege.

177 Mr. Smith stated that the District requested Mr. Kirsch to prepare two memos regarding self-
178 sustainability and operational control. Mr. Smith noted that discussion regarding the two topics are
179 considered "wide ranging" topics with considerable national attention currently. Mr. Smith reviewed the
180 five questions staff has regarding the two topics.

181 Mr. Smith reviewed Mr. Kirsch's Operational Control Memo.

182 Mr. Smith reviewed Mr. Kirsch's Financial Self Sustainability Memo.

183 Vice President Stephens stated these topics are quite large and can stem big questions. Vice President
184 Stephens noted that this subject could be a part of a Board Workshop and doesn't believe the Board has
185 the time to dive in on this subject at tonight's meeting. President Wallace stated that tonight's review
186 was helpful for her, and that she is not sure she has an opinion regarding changing any of the District's
187 policies on the subject.

188 **PUBLIC COMMENT:**

189 Mr. Terry inquired if de-federalization takes away the Airport Noise and Capacity Act (ANCA) of 1990.
190 Mr. Smith stated that if the airport is not federalized then ANCA does not apply, but believes that should
191 be clarified by Mr. Kirsch.

192 Mr. Lutkenhouse inquired if the District has a list of what federal funding it has received and a
193 depreciation schedule of those funds. Mr. Smith can compile a list. President Wallace stated that the
194 total funding is easily in the \$35 Million range.

195 Mr. Terry stated that the base FAA funding is \$150,000, which is not a significant financial sum. Mr.
196 Terry believes that the Airport could absorb that cost easily.

197 President Wallace requested Mr. Kirsch to clarify if ANCA still applies if an airport is de-federalized.

198 **FUTURE OF HANGAR 2 (TAB 13):**

199 Mr. Smith listed the various options for hangar 2 that are stated in the staff report. Mr. Smith noted that
200 Hangar 2 was primarily used for ground service equipment, but over the last year its office space housed
201 Hertz while the WOB was under construction. It was the District's intent to put that office space back
202 into aeronautical use once the WOB was finished. Mr. Smith stated that the District should be receiving
203 an insurance settlement in the near future. Mr. Smith stated that staff would like to hear comments,
204 discussion and ideas regarding a path forward for Hangar 2. There are various commercial aviation
205 tenants such as charter operators, flight training and aircraft maintenance and repair organizations that
206 have expressed a desire for long term leases with the District if the District would be willing to build a
207 Hangar 2 structure that would fit their needs. Mr. Smith stated that if the Board is interested in
208 considering this option, staff suggests a 30 day RFP allowing any interested party to submit a proposal

209 (an RFP process does not obligate the District to replace or build a new hangar nor to select any specific
210 proposal).

211 **PUBLIC COMMENT:**

212 Mr. Jim Wilkinson, owner of Mountain Lion Aviation, has many operations up in Truckee, and is home to
213 the Cirrus airplane training program. Mountain Lion Aviation also does simple charter services as well as
214 certified flight instruction. Mr. Wilkinson stated that he would be willing to sign a very long term lease of
215 a hangar to store his cirrus airplanes; he would also be willing to share the space with CAP as well as
216 EAA.

217 Mr. Terry noted that the PMCD documents that were adopted last month has minimum hangar door
218 length. Mr. Terry inquired if this future structure will be considered a hangar or an equipment storage
219 unit.

220 Director Jones noted that the District currently has a non-compliant building (EAA Building), this is an
221 opportunity to replace it. President Jones supports the new Hangar 2 housing EAA, CAP and potentially
222 Mountain Lion Aviation.

223 Vice President Stephens is in support of continuing to expand the playground, support moving the EAA
224 chapter to the new Hangar 2 (and demolishing their current building), support moving CAP into the new
225 Hangar 2, and support moving Surf Air out of the Main Terminal Building and into the new Hangar 2.

226 President Wallace is in agreement with Director Jones and Vice President Stephens specifically regarding
227 the moving of EAA and CAP. Though she is weary of building of a hangar to store aircraft.

228 Director Morrison requested additional information regarding CAP's annual budget and where they
229 receive their funding from. Would also like to have a broader discussion of Hangar 2, would like to
230 discuss it more in March.

231 Discussion ensued between the Board and staff regarding programming a building like Hangar 2 to fit
232 everyone's needs. There was board consensus to have a broader discussion on Hangar 2 before they
233 open up to receive RFP requests for the building. The discussion will take place at the March Board
234 Workshop.

235 **GENERAL MANAGER REPORT (TAB 14)**

- 236
 - Upcoming Training and Conference Opportunities

237 Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.
238 Mr. Smith highlighted the CSDA/SLDF Leadership Academy and the UC Davis Noise Symposium.

- 239
 - Warehouse Office Building Committee

240 Mr. Smith stated that the building is 99% complete. Enterprise Rent-a-Car has signed a 6 month office
241 lease. Mr. Smith believes we can be successful in keeping them in the space. They also signed a
242 concession and parking contract as well. Mr. Smith stated that the white plastic walls in the WOB are
243 currently being replaced with dark panels; Clear Capital would like all of the Tenant Improvements be
244 complete before they have the public do a walk through "grand opening".

- 245
 - Non-Aeronautical Land Use Committee

246 Mr. Smith stated that the committee rescheduled their February meeting to March. More information
247 to come.

- 248
 - GHG Inventory Study Committee

249 Mr. Smith stated that staff met with the consultant last week to review data, answer questions and work
250 through emission tiers. The study draft is almost complete. Once it is considered complete, staff will
251 schedule a committee meeting to review the draft report.

- 252 • Economic Impact Study Committee

253 Kick off meeting was held in January. Staff and the committee reviewed the scope of work and discussed
254 the timeline and reviewed the project. The consultant will conduct the survey in March/April and again
255 in June.

- 256 • Airshow Check in Committee

257 More to come in April.

- 258 • Regional Housing Committee

259 More to come in March.

- 260 • Godbe Study Update

261 Mr. Smith stated that the Draft Study is attached to the GM Report. The intent of the new survey is to
262 measure public opinion and sentiment regarding key issues, impact of, and services offered by the
263 District. More information will be presented at the March 22nd Board meeting.

- 264 • RASC membership for TNT-TMA

265 Mr. Smith stated that he sits as an unsalaried TNT-TMA Board member, [which is a 501c3 organization](#).
266 Mr. Smith expressed that TNT-TMA is a great candidate to have a voice in RASC. They are the transit
267 marketing agency for TART, Night Rider, and North Lake Tahoe Express. Mr. Smith stated that he will be
268 bringing this to the Board in March to consider funding TNT-TMA's RASC Membership (\$10,000/year).

- 269 • CEQA – Executive Hangars

270 Mr. Smith noted that the Board will be voting on a Resolution in March regarding the CEQA process for
271 the executive hangars.

- 272 • Noise and Annoyance Handbook

273 Mr. Smith stated that the handbook is now on the website and is available for public review.

- 274 • Upcoming Meeting Schedule

275 Mr. Smith reviewed the upcoming meeting schedule.

276 **BOARD MEMBER ANNOUNCEMENTS**

277 Director Jones stated that he will be absent from March's meeting, but will be teleconferencing in.

278 **ADJOURN**

279 **MOTION #5 FEBRUARY-22-17:** Director Jones motioned to adjourn the meeting. Director Morrison
280 seconded the motion. President Wallace, Vice President Stephens and Directors Jones and Morrison
281 voted in favor of the motion. The motion passed.

282 At 7:51 p.m. the February 22, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors
283 adjourned.

284 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 22, 2017 REGULAR BOARD**
285 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD**
286 **MEETING ARCHIVES": <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>**