

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, March 22, 2017 in the Truckee Tahoe Airport District Community  
3 Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California AND 10650  
4 East Crescent Moon Drive, Scottsdale AZ 85262 Suite 3805 at 4:30 p.m.

5 **CALL MEETING TO ORDER:** 4:30 PM

6 **PLEDGE OF ALLEGIANCE**

7 **DIRECTORS PRESENT:** President Lisa Wallace  
8 Vice President Rick Stephens  
9 Director John B. Jones, Jr. (via Teleconference)  
10 Director Jim Morrison  
11 Director Teresa O’Dette

12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
13 Mr. Hardy Bullock, Director of Aviation & Community Services  
14 Ms. Sally Lyon, Director of Finance and Administration  
15 Mr. Dave Hoffman, Director of Operations and Maintenance  
16 Mr. Mike Cooke, Manager of Aviation/Community Services  
17 Mr. Brent Collinson, District Legal Counsel  
18 Mr. Marc Lamb, Community Relations Manager  
19 Ms. Lauren Tapia, District Clerk

20 **VISITORS PRESENT:** 8

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

22 **PUBLIC COMMENT:**

23 Mr. Tom Meadows, Truckee resident, reiterated his public comment at the regular Board meeting. Mr.  
24 Meadows noted the District’s policy instruction regarding the reimbursement of health insurance for  
25 District Board Members. Mr. Meadows suggested a monetary cap be added to the reimbursement  
26 policy and requested this topic be discussed at the regular April board meeting.

27 **CONSENT ITEMS**

- 28 • Minutes: February 22, 2017 Regular Meeting ----- TAB 1
- 29 • Monthly Service Bills and Fees ----- TAB 2
- 30 • Monthly Financial Report ----- TAB 3
- 31 • TNT-TMA RASC Agreement ----- TAB 4
- 32 • Airport Facilities Maintenance Manager – Staffing Request ----- TAB 5

33 District Counsel Collinson requested to pull TNT-TMA RASC Agreement (Tab 4).

34 Mr. Andrew Terry, Truckee resident, requested to pull the February 22, 2017 Regular meeting minutes  
35 (Tab 1).

36 President Wallace requested to pull Airport Facilities Maintenance Manager Staffing Request (Tab 5)

37 **MOTION #1 MARCH-22-17:** Vice President Stephens motioned to approve Tab Items 2-3. Director  
38 Morrison seconded the motion. President Wallace, Vice President Stephens and Directors Jones,  
39 O’Dette and Morrison voted in favor of the motion. The motion passed in roll call unanimously (5-0).

40 Mr. Terry requested a word change to line 148 of the February 22<sup>nd</sup> minutes. The change was noted.

41 District Counsel Collinson wished to note that Mr. Smith is a non-salaried Board Member of TNT-TMA  
42 which is a 501c3 non-profit organization.

43 President Wallace requested to make a comment regarding the additional staffing request (TAB 5).  
44 President Wallace stated that she is in support of hiring an additional full time employee. Though she is  
45 disappointed that a statement was made in the staff report regarding the prediction of building  
46 additional executive hangars. President Wallace noted that the project has yet to be decided upon by  
47 the District.

48 **PUBLIC COMMENT:** None.

49 **MOTION #2 MARCH-22-17:** Vice President Stephens motioned to approve Tab Item 1 as amended and  
50 Tab Items 4-5. Director O’Dette seconded the motion. President Wallace, Vice President Stephens and  
51 Directors Jones, O’Dette and Morrison voted in favor of the motion. The motion passed in roll call  
52 unanimously (5-0).

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

54 Mr. Cooke, presented the ACAT meeting report. Mr. Cooke reviewed the various topics ACAT discussed  
55 and reviewed the ACAT subcommittee updates.

56 **PUBLIC COMMENT:** None.

57 **OPERATIONS AND COMMENT REPORT (TAB 7)**

58 Mr. Cooke stated that the month of February had many days effected by weather; there were several  
59 days with zero operations and several more days with less than twelve (12) operations. February had  
60 less precipitation but had stronger wind events, which fully impacted operations. Mr. Cooke noted that  
61 February 2017 had 58% less operations compared to February 2016. Mr. Cooke stated that the airport  
62 experienced downtime of its cameras and tracking systems, but they were never both down at the same  
63 time, therefore the operational statistics were not affected. There were three night operations, one of  
64 which was EMS. Mr. Cooke stated that the other two were transient aircraft and they were both called.  
65 The Airport received a total of ten (10) comments for the month of February; helicopters and jets were  
66 the most commented types of aircraft. All formal comments were captured, called back and  
67 investigated.

68 **PUBLIC COMMENT:** None

69 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

70 Mr. Bullock gave a brief conference summary on his attendance at the UC Davis Noise and Air Quality  
71 Symposium.

72 Ms. Lyon summarized her attendance at the CSDA Special District Leadership Academy.

73 **PUBLIC COMMENT:** None

74 **GODBE RESEARCH FOR 2017 COMMUNITY SURVEY METHODOLGY AND FRAMEWORK (TAB 8)**

75 Mr. Lamb introduced Mr. Brian Godbe of Godbe Research and gave a brief background of the District’s  
76 history with Godbe Research over the past twelve years.

77 Mr. Godbe gave a presentation that explained his background and experience, the hybrid approach  
78 (respondent using the technology of their choice), how Godbe Research samples and contacts  
79 respondents, the research process, and the 2017 project schedule and costs.

80 Board discussion ensued regarding the 2017 Draft Survey, specifically the reasoning behind the changes  
81 to questions 5, 8, 9 and 20. Staff noted that the changes were made by the 2013 Godbe Survey Ad Hoc  
82 committee, and such changes were accepted by the Board at that time.

83 Mr. Smith stated that there is room for one new question on the 2017 survey, and reviewed the five  
84 options listed in the Staff report.

85 **PUBLIC COMMENT:**

86 Mr. Terry stated that the Board has the opportunity to ask an additional question. Mr. Terry suggested  
87 that they pick the area they want the question to be about, and then have Godbe Research come up  
88 with the specific question to ask. By Godbe Research coming up with the question, it will eliminate an  
89 institutional bias. Mr. Terry reiterated that continuity of survey questions is very important.

90 Board discussion ensued regarding question options for the blank question. There was board consensus  
91 to have staff work with Godbe Research to craft three questions (hangar development, workforce  
92 housing, and Hangar 3) and bring them back to the Board at the regular April Board meeting.

93 **PUBLIC COMMENT:**

94 Mr. Tom Van Berkem, Truckee resident, suggested using the term “instead of” when it comes to seeking  
95 public opinion on projects in the survey. Mr. Van Berkem also suggested using point allocations. Mr.  
96 Godbe replied that it is very difficult to do point allocation on survey questions over the phone. Mr.  
97 Godbe also noted that the District should avoid putting too general of a question on the survey (i.e.:  
98 should we develop property on airport land).

99 **MOTION #3 MARCH-22-17:** Director O’Dette motioned to authorize the Board President to sign and  
100 enter into a contract with Godbe Research for the May-June 2017 “Community and Pilot Survey”.  
101 Director Morrison seconded the motion. President Wallace, Vice President Stephens and Directors  
102 Jones, O’Dette and Morrison voted in favor of the motion. The motion passed in roll call unanimously (5-  
103 0).

104 **GENERAL MANAGER REPORT (TAB 9)**

- 105
  - Upcoming Training and Conference Opportunities

106 Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.  
107 Mr. Smith highlighted the Annual CSDA Conference and the NBAA Annual Conference.

- 108
  - Warehouse Office Building Committee

109 Mr. Smith stated that the District is very close to having an open house at the new building. The District  
110 received its final certification of occupancy two weeks ago. The two rental car businesses are happy with  
111 their spaces. Staff is trying to schedule a wrap up meeting for the ad hoc committee.

- 112
  - Non-Aeronautical Land Use Committee

113 Mr. Smith stated that he has received the draft appraisals. TTSA is reviewing the draft results.

- 114
  - GHG Inventory Study Committee

115 The District has received three responses back from the emission survey that was sent out to Airport  
116 tenants. Mr. Smith stated that the Draft Report is interesting. Mr. Smith noted that once all survey  
117 responses are received, the ad hoc committee will reconvene and review the survey results and the final  
118 draft report.

- 119
  - Economic Impact Study Committee

120 Mr. Smith noted that the next element of the report is a ramp survey and surveying the local hangar  
121 tenants. The consultants want good data, so the surveys will take place in months when weather isn’t  
122 impacting the airport.

- 123
  - Airshow Check in Committee

124 More to come in April.

- 125       • Regional Housing Committee

126 The ad hoc committee met on March 14th. The housing workshop is on the 29<sup>th</sup> of March at Truckee  
127 High School. Vice President Stephens noted that the committee is investigating two potential projects,  
128 more to come on that.

- 129       • RASC Board Meeting Update

130 Mr. Smith updated the Board on the RASC meeting that was held at TTAD on March 6<sup>th</sup>. Mr. Smith  
131 reviewed the non-stop flights out of Reno to the Bay Area and Southern California that RASC is  
132 emphasizing, which might affect operational changes at KTRK.

- 133       • Community Bike Share Program Update

134 After much research and receiving quotes from 3 vendors, Staff has selected Zagster as the vendor of  
135 choice to provide this service. Zagster is a California company that provides full service bike share  
136 programs for business, government, universities, etc. Full service includes bikes, stations, insurance,  
137 maintenance, system balancing, as well as their App. based rental system. Staff is working on an  
138 Agreement for Zagster to install two stations with 5 bikes each. One at the Airport and a second station  
139 in Downtown Truckee. This will allow airport users, pilots, passengers, as well as residents to connect  
140 the airport to the downtown. The bikes will have the Airport Logo on them. There was consensus among  
141 the public and Board that this is an exciting project and hope that it is successful.

- 142       • Executive Hangar Project Update

143 Mr. Smith noted that the design work is complete, and staff is starting the preliminary CEQA work.  
144 Financing applications have been submitted to the CSDA Finance Corporation as well as CalAERO. It is  
145 staff's objective to have pre-approved financing term sheets from the above lenders, building plans and  
146 elevations, final bid costs, financial proformas, and preleasing agreements ready for the Board to review  
147 and final decision at the May 24, 2017 Board Meeting.

- 148       • Upcoming Meeting Schedule

149 Mr. Smith reviewed the upcoming meeting schedule.

150 **PUBLIC COMMENT:**

151 Ms. Seana Doherty, FreshTracks Communications, stated that she will be the mediator for the March  
152 29<sup>th</sup> Housing meeting at Truckee High School. She also noted that she is excited for the bike share  
153 program. Ms. Doherty stated that the project would be a great fit for the Lake Tahoe Basin and would be  
154 a great way to highlight the Airport to its District constituents.

155 **BOARD MEMBER ANNOUNCEMENTS**

156 None.

157 **ADJOURN**

158 **MOTION #4 MARCH-22-17:** Vice President Stephens motioned to adjourn the meeting. Director O'Dette  
159 seconded the motion. President Wallace, Vice President Stephens and Directors Jones, O'Dette and  
160 Morrison voted in favor of the motion. The motion passed in roll call unanimously (5-0).

161 At 6:28 p.m. the March 22, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors  
162 adjourned.

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