

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 special meeting held Monday, March 27 2017 in the Truckee Tahoe Airport District Community Room A,  
3 located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 9:00 a.m.

4 **CALL MEETING TO ORDER: 9:00 AM**

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 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:** 4

20 **SPECIAL ORDERS OF BUSINESS:**

21 President Wallace stated that she would like everyone present to participate in today’s workshop. Though,  
22 if it starts to become not manageable, she will put some parameters in place. Director Jones stated that  
23 he would like some parameters as it’s important for the Board and staff to utilize today’s time as much as  
24 possible.

25 **PUBLIC COMMENT:**

26 None.

27 **WELCOME, AGENDA AND MEETING FRAMEWORK**

28 Ms. Seana Doherty, FreshTracks Communications, introduced herself and suggested that the Board and  
29 Staff introduce themselves since there is members of the public present.

30 Ms. Doherty explained the goals of the workshop and reviewed the workshop agenda.

31 Ms. Doherty reviewed the Strength Finder 2.0 wheel and everyone’s results. Ms. Doherty stated that she  
32 will construct a handout that has everyone’s strengths listed and distribute it after the workshop.

33 **NOISE AND ANNOYANCE PROGRAMS AND POLICY DISCUSSION (TAB 1)**

34 **MANAGED GROWTH RECAP (TAB 1a)**

35 Mr. Smith reviewed the Managed Growth fact sheet as well as the Managed Growth infographics that  
36 have been updated from last year.

37 Director Morrison requested discussion regarding the relevancy of the District’s Mission Statement, as  
38 two Board members last year held the opinion that it was not accurate anymore. Mr. Smith noted that  
39 from a staff’s prospective, they feel the Mission Statement is still relevant and that they are in favor of  
40 leaving it the way it is. Discussion ensued regarding the relevancy of the Mission Statement, and there  
41 was Board consensus that Mission Statement should stay as is.

42 Mr. Smith noted that two Board members last year struggled with what “quality” means in regards to the  
43 District’s facilities, and asked for the current Board’s opinion on the subject. Discussion ensued on what  
44 “quality” means to them. There was Board consensus to change the Principles infographic to reflect that  
45 the District maintains “high quality” facilities.

46 **AIRPORT TRENDS FOR NOISE AND ANNOYANCE (TAB 1b)**

47 Mr. Bullock reviewed the Airport Trends for Noise and Annoyance Fact Sheet, the objective of this topic  
48 is to discuss the trends, models and examples of an Airport Noise Office response from other airports. Mr.  
49 Bullock noted that this topic is a product of the UC Davis Noise and Air Quality Symposium, and that some  
50 of the data came out of the Noise Officer’s meeting survey. Mr. Bullock highlighted two main responses  
51 from three specific questions from the survey: *How does your Organization measure the success of its*  
52 *noise program?* Mr. Bullock stated that the number one response was “I don’t know, there isn’t one” and  
53 number two was “the quality and timeliness of the response to complaints”. The second question: *What*  
54 *is the greatest strength of the Noise Office program?* Mr. Bullock noted that the number one response  
55 was “Transparency” and second was “The relationship with the community”. The third question: *What is*  
56 *the Greatest Weakness of the Noise Office Program?* Mr. Bullock noted that the number one response  
57 was “handling public expectation” and the second was “lack of control over aircraft”. Mr. Bullock  
58 continued on to review staff’s summary of the District’s noise office and each staff member’s specific roles  
59 within the department. Mr. Bullock then reviewed other components that the District currently does not  
60 participate in and why it doesn’t: Sound Insulation, Noise Monitors, and Part 150/161 studies. Mr. Smith  
61 stated that if the Board wants more information about Sound Insulation and the idea of property buy  
62 backs, he would want to get Mr. Peter Kirsch’s opinion on the subject, as we are not permitted to do ad  
63 hoc property acquisition programs. There was Board consensus for Mr. Smith to obtain Mr. Kirsch’s  
64 opinion on the subjects.

65 Mr. Bullock noted that from a noise reporting standpoint, the District is at the top of the heap. The District  
66 has the most robust noise office for an airport our size (or larger), especially how it responds to the  
67 community compared to other General Aviation Airports around the nation.

68 **NOISE AND ANNOYANCE: DEFINING SUCCESS (TAB 1c)**

69 Mr. Cook stated that the objective of this topic is to review and discuss the District’s metrics for success  
70 in noise and annoyance. And to possibly modify existing procedures or develop next steps to achieve  
71 success for noise and annoyance mitigation.

72 Mr. Cooke explained operator engagement, proactively and reactively, and that it happens daily. Mr.  
73 Cooke reviewed track compliance and how it could be a “possible” success, as well as the idea of tracking  
74 the number of comments received, though it was noted that fewer comments doesn’t necessarily mean  
75 that the District is achieving “success”. Mr. Cooke reviewed that the idea of controlling operations opens  
76 a legal Pandora’s box and may be impossible even if the District no longer receives federal funding. Mr.  
77 Smith opened up the discussion to Board members regarding their view points of measuring success.  
78 Board discussion ensued on the topic, and there was consensus that the Board would like have a holistic  
79 quality review (op’s and comment report) and that commenter statistics only be one part of the review.

80 **PUBLIC COMMENT:**

81 Mr. Chris Barbera, Mountain Lion Aviation, wished to make a comment regarding the topic of the District  
82 maintaining “quality” facilities. Mr. Barbera, stated that he observes the District has two standards in  
83 terms of “high quality” of its facilities; that it maintains a high quality standard of its terminal building, but  
84 in regards to hangars it does not.

85 Ms. Jessica Fay, Owner of Sierra Aero and Truckee resident, stated that the neighbors in her community  
86 used to submit a high volume of comments, but currently they do not. Ms. Fay believes it's due to the  
87 consistent community outreach the District provides. Educating the public is key.

88 **BREAK: 12:10 PM – 12:15 PM**

89 **OPTIONS FOR TTAD FACILITIES AND RESOURCES TO REDUCE NOISE AND ANNOYANCE (TAB 1d)**

90 • **TEMPORARY SEASONAL TOWER – EXPECTATIONS AND METRICS FOR SUCCESS (i)**

91 Mr. Bullock noted that exactly one year ago, the Board discussed the Temporary Tower project and today  
92 the District is cutting asphalt. Mr. Bullock stated that safety is the underlying driver for the Temporary  
93 Tower and safety will always be the central focus as a “success” metric. The Board and Staff came up and  
94 discussed other safety metrics for the temporary tower that are placed around the central metric of safety  
95 (please see FreshTracks notes regarding this visual). Mr. Bullock noted that in October of 2017, staff will  
96 analyze and compare track data, camera data, surveys, comments, pilot information and other data to  
97 compare the summer of 2017 experience from previous summer peak periods to gain insight on the  
98 Tower's performance.

99 Mr. Bullock stated that Tower personnel will be on the field in May as they will be getting the tower  
100 certified during that period. Ms. Doherty inquired about the outreach plan for the community. Mr. Lamb  
101 reviewed the community outreach timeline, and that it will be updated again and presented at the April  
102 Board meeting.

103 • **RUNWAY MODIFICATIONS (ii)**

104 Mr. Bullock reviewed past efforts the District has completed regarding runway modification ideas. Mr.  
105 Bullock stated that those ideas are located in the District's Master Plan. Mr. Bullock explained the various  
106 ways the runways could be modified (i.e.: extending, displacing, etc.). Director Morrison expressed that  
107 he would like to have an extensive campaign conducted on whether operators will use Runway 02/20 if it  
108 were widened or lengthened; it's a very expensive project and wouldn't want it done unless there would  
109 be a dramatic increase in usage. Director Jones stated that it would be worthwhile to understand how  
110 many operators refuse Runway 02/20 if directed by the Tower.

111 • **HANGAR A9 AND EXECUTIVE HANGERS TO POTENTIALLY REDUCE OPERATIONS (iii)**

112 Mr. Bullock stated that there has always been a legacy discussion on if the District has a larger hanger,  
113 would it incentivize increased operations. Mr. Bullock noted that it is known that aircraft reposition to  
114 Reno to avoid snow, ice and freezing temps. Hangars offer the maintenance provider additional capacity  
115 that may prevent some aircraft from leaving the airport to receive maintenance. Mr. Bullock stated that  
116 Hanger A9 is the only “free and open” space the District has right now for any aeronautical storage. Mr.  
117 Bullock reviewed Sierra Aero's letter regarding the local Cirrus Pilots and their need for larger hangar  
118 space. Mr. Bullock expressed that having open hangar space will reduce repositioning, but noted that it's  
119 a very difficult metric to measure.

120 **PUBLIC COMMENT:**

121 Mr. Dan Lutkenhouse, Truckee resident, stated that he agrees with Director Morrison regarding the  
122 District conducting a Runway 02/20 usage campaign before it entertains the idea of spending money on  
123 modifying the runway. Mr. Lutkenhouse noted items in the Demand Driver that would increase operations  
124 and larger hangar space was one of the drivers for increased operations. Mr. Bullock clarified that the  
125 study differentiated the difference between a demand driver and a demand influencer and that larger  
126 hanger space was not considered a driver.

127 Ms. Fay, Sierra Aero owner, noted that she had looked back in her records for Annuals conducted on  
128 aircraft, in the past five (5) years, Sierra Aero only had one customer have an annual conducted on their

129 aircraft that was not based here or didn't have a second home in the area. Director Jones stated that  
130 before Sierra Aero started their operation, he would fly his aircraft to Woodland to get serviced, which  
131 reduced his number of reposition flights for maintenance.

132 • SIGNATORY AGREEMENTS (iiii)

133 Mr. Bullock noted that The District can enhance the use of Signatory Agreements with Charter and 91K  
134 Operators to contractually agree to comply with District NAPs, curfews, and safety programs. District  
135 currently has one Signatory Agreement with Surf Air.

136  
137 Ms. Doherty stated that the next steps on Options for TTAD Facilities and Resources to Reduce Community  
138 Annoyance is to use Tower data that is collected this past summer, to bring back more data as to what  
139 extending Runway 02/20 would do (benefits and impacts), and for Mr. Peter Kirsch to provide legal  
140 information regarding sound insulation and property buy back.

141

142 **WORKFORCE HOUSING (TAB 3)**

143 Vice President Stephens stated that the objective of the Workforce housing topic is to review the District's  
144 interest and involvement in regional workforce housing development including advocacy, housing council  
145 participation, project development, and potential "next steps" for the District. Vice President Stephens  
146 discussed possible workforce housing development options in the Old Greenwood/Grey's Crossing  
147 properties. There was Board consensus to continue to research the options discussed by Vice President  
148 Stephens and to report back as needed.

149 **DISTRICT ROLES AND OPPORTUNITIES REGARDING REGIONAL TRANSIT (TAB 4)**

150 District Counsel Collinson stated that Mr. Smith a non-salaried member of TNT-TMA which is a 501c3  
151 organization. Vice President Stephens stated that he would like the District to become a more involved  
152 player to help create a transit center in Truckee. Board members discussed the District's current role in  
153 its partnerships with regional transit and came to the consensus that its level of involvement is  
154 appropriate and that there is not a need to be involved more than it already is.

155 **HANGAR 2 REPLACEMENT BUILDING DISCUSSION (TAB 2)**

156 Mr. Smith reviewed the list of aeronautical needs for Hangar 2 as well as the site plan, floor plans (one  
157 building and two building option) and elevations for the potential replacement building.

158 **PUBLIC COMMENT:**

159 Mr. Barbera, Mountain Lion Aviation, stated that he is in favor of the renderings of the potential  
160 replacement building. Mr. Barbera noted that the Airport is a public airport and that the rise in operations  
161 is out of everyone's control. Mr. Barbera expressed that the airport has two ways to respond: harness it,  
162 or fight it.

163 There was Board consensus to have staff bring additional information to an upcoming Board meeting  
164 regarding the two different floor plans for Hangar 2.

165 **ADJOURN**

166 **MOTION #4 MARCH-27-17:** Vice President Stephens motioned to adjourn the meeting. Director O'Dette  
167 seconded the motion. President Wallace, Vice President Stephens, Directors Jones, Morrison and O'Dette  
168 voted in favor of the motion. The motion passed.

169 At 2:00 p.m. the March 27, 2017 special meeting of the Truckee Tahoe Airport Board of Directors  
170 adjourned.

171 THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MARCH 27, 2017 SPECIAL BOARD MEETING.  
172 PLEASE ALSO REFER TO THE ATTACHED FRESHTRACK COMMUNICATION'S MEETING NOTES FOR  
173 ADDITIONAL INFORMATION.