

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, April 19, 2017 in the Truckee Tahoe Airport District Community Room  
3 A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

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 Teresa O’Dette

10 **DIRECTORS ABSENT:** Director Jim Morrison

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:** 15

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Smith introduced the new Operations and Maintenance Technician, Mr. Tim Bourque.

22 **PUBLIC COMMENT:**

23 Mr. Andrew Terry, Truckee resident, inquired about the plane that went missing on April 16, 2017. Mr.  
24 Bullock stated the last they were seen on radar was south of Jackson Meadows. Director Jones stated that  
25 the pilot and passenger of the airplane have a hangar in Petaluma.

26 President Wallace requested to shift some agenda items ahead of consent. There was Board consensus  
27 to proceed.

28 **AIRSHOW 5 YEAR CHECK-IN AND SERVICE AGREEMENT (TAB 7)**

29 Director Jones reviewed the service agreement proposal of entering into an agreement between the  
30 District and EAA Chapter 1073, the KidZone Children’s Museum, and the Truckee Optimists. Those non-  
31 profits would provide Air Show services to include planning, production, organization and implementation  
32 of the event in return for a fee of \$22,000/year per organization for a total of five (5) years.

33 **PUBLIC COMMENT:**

34 Dr. Pat McDonough, Civil Air Patrol Commander, expressed great support for the proposed Air Show  
35 Service Agreement.

36 Mr. Norm Justesen, representing the Optimist Club, stated that the club only supports local youth  
37 organizations. Mr. Justesen listed the various organizations that the club donates to, and that the club  
38 donates every penny it fundraises each year.

39 Ms. Carol Meagher, Executive Director of the KidZone Children’s Museum, stated that the KidZone serves  
40 over 23k families a year. The museum also provides child development classes to teen parents. The  
41 funding the museum receives from the Air Show is critical and vital.

42 District Counsel Collinson noted that in the agreement it states that the three non-profits must use the  
43 proposed funds for local youth programs exclusively.

44 Fundraising has been difficult and the Air Show committee may not be able to continue. The Air Show  
45 committee researched the cost of a private contractor running the Air Show and it would be twice the  
46 proposed cost. It was staff’s recommendation to move forward with the agreement.

47 After further deliberation there was Board consensus to move forward with the proposed Air Show service  
48 agreement.

49 **MOTION #1 APRIL-19-17:** Director Jones motioned to approve the Air Show Services Agreement between  
50 Truckee Tahoe Airport District and the EAA Chapter 1073, the KidZone Children’s Museum, and the  
51 Truckee Optimists as attached. President Wallace seconded the motion. President Wallace, Vice President  
52 Stephens and Directors Jones and O’Dette voted in favor of the motion. The motion passed.

53 **TEMPORARY SEASONAL TOWER UPDATE (TAB 10)**

54 Mr. Bullock gave an update on the status of the Temporary Control Tower. Mr. Bullock showed images of  
55 the slab and the tower cab, which is currently in transit from Missouri. Mr. Bullock shared the updated  
56 community outreach schedule for the Temporary Control Tower. Director Jones inquired about the  
57 amount of shipping containers used for the structure. Mr. Bullock stated that the District is stacking six  
58 (6) containers which will be used for the base of the tower. Staff indicated that the project is on schedule.  
59 The Board thanked staff for their hard work.

60 **PUBLIC COMMENT:** None

61 **RESOLUTION 2017-04 APPROVING CEQA MITIGATION MONITORING PLAN FOR THE POSSIBLE**  
62 **CONSTRUCTION OF THE NEW EXECUTIVE HANGARS (TAB 8)**

63 Mr. Smith stated the District received a very strong response at the pre-bid meeting, which was held  
64 earlier today. The District has adopted a mitigation monitoring plan, which is piggy-backing off of the  
65 Mitigated Negative Declaration for the Master Plan (MND). The Master Plan’s MND was adopted by the  
66 Board in June of 2016. Mr. Smith requested to continue discussing this agenda item when Mr. David Dietz  
67 returns to the meeting.

68 There was Board consensus to move to Consent Items.

69 **CONSENT ITEMS**

- 70 • Minutes: March 22, 2017 Regular Meeting ----- TAB 1
- 71 • Minutes: March 27, 2017 Special Meeting ----- TAB 2
- 72 • Monthly Service Bills and Fees ----- TAB 3
- 73 • Monthly Financial Report ----- TAB 4
- 74 • Quarterly Communications Report ----- TAB 5

75 Director Jones requested to pull the March 27, 2017 Special Meeting Minutes (Tab 2).

76 President Wallace requested to pull the Quarterly Communications Report (Tab 5).

77 **MOTION #2 APRIL-19-17:** Vice President Stephens motioned to approve Tab Items 1, 3, and 4. Director  
78 O’Dette seconded the motion. President Wallace, Vice President Stephens and Directors Jones and  
79 O’Dette voted in favor of the motion. The motion passed.

80 Director Jones noted a correction to his statement made on line 131. The correction was noted by Ms.  
81 Lauren Tapia, District Clerk.

82 **PUBLIC COMMENT:** None.

83 **MOTION #3 APRIL-19-17:** Director Jones motioned to approve Tab item 2. Director O’Dette seconded the  
84 motion. President Wallace, Vice President Stephens and Directors Jones and O’Dette voted in favor of the  
85 motion. The motion passed.

86 President Wallace stated that she pulled the Quarterly Communications Report to compliment the  
87 Communication Department on a job well done. Mr. Marc Lamb, Community Relations Manager,  
88 informed the Board that the District was notified earlier today that it has been awarded again, the  
89 Transparency of Excellence from the California Special Districts Association (CSDA).

90 **PUBLIC COMMENT:** None.

91 **MOTION #4 APRIL-19-17:** President Wallace motioned to approve Tab item 5. Director Jones seconded  
92 the motion. President Wallace, Vice President Stephens and Directors Jones and O’Dette voted in favor of  
93 the motion. The motion passed.

94 **CONTINUED: RESOLUTION 2017-04 APPROVING CEQA MITIGATION MONITORING PLAN FOR THE**  
95 **POSSIBLE CONSTRUCTION OF THE NEW EXECUTIVE HANGARS (TAB 8)**

96 Mr. David Dietz, with Mead & Hunt, gave an overview of the proposed Mitigation Monitoring Plan as well  
97 as the adopted MND for the Master Plan. Mr. Dietz reviewed the finding of a rare plant that may be found  
98 on site, reviewed the protocol for transplantation, and noted that the plant was not a threatened or  
99 endangered species.

100 **PUBLIC COMMENT:** Ms. Stephanie Olivieri, Truckee Resident, stated that she was unable to find the  
101 Master Plan’s MND on the District Website. Ms. Olivieri raised her concerns regarding noise and  
102 annoyance, the amount of hangars studied, potential light pollution and loss of “night sky” as well as  
103 inquired about lease rates.

104 Mr. Dietz responded to Ms. Olivieri’s inquiry of noise and annoyance and stated that the District does not  
105 have a FAA recognized quantifiable noise problem, therefore it did not qualify to be “mitigated” in the  
106 MND or the proposed monitoring plan. Mr. Dietz stated that the hangars would not violate “night sky”  
107 therefore there was no mitigation for it. Mr. Smith reviewed the District’s successful efforts of replacing  
108 and realigning its ramp lights, and noted that its runway lights do not stay on permanently over-night. Mr.  
109 Lamb also noted that every other light is turned on down the hangar rows at night.

110 President Wallace stated that many of the items that Ms. Olivieri brought forth the District is not  
111 “required” to mitigate in the plan. But that does not mean the District can’t mitigate the items on their  
112 own. President Wallace stated that in fact, many of them are currently being voluntarily mitigated.

113 **MOTION #5 APRIL-19-17:** Vice President Stephens motioned to adopt Resolution 2017-04 approving the  
114 Mitigation Monitoring Plan for the Executive Box Hangar Project under consideration by the District.  
115 Director O’Dette seconded the motion. The motion passed in roll call unanimously (4-0). Director Morrison  
116 was absent.

117 **ACAT MEETING REPORT**

118 Mr. Bullock, reviewed the ACAT meeting which took place the previous day. Mr. Bullock reviewed the  
119 various topics ACAT discussed and reviewed the ACAT subcommittee updates.

120 **PUBLIC COMMENT:** None.

121 **QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 6)**

122 Mr. Cooke stated that the first quarter had many days effected by weather; there were many days with  
123 zero operations as well as days with less than twelve (12) operations. Mr. Cooke noted that there were  
124 only fifteen (15) days during the 1<sup>st</sup> Quarter that were unaffected by the weather. Mr. Cooke noted that  
125 the Month of February was impacted the most by weather; the only month that was not was the month

126 of March. Mr. Cooke informed the Board that NOTAMS for wingtip clearances limited larger aircraft during  
127 the 1<sup>st</sup> Quarter and that monitoring systems were adversely affected by the weather as well.

128 Mr. Cooke stated that comments were made by 24 households, and that there were six (6) new  
129 commenters in the first quarter. Mr. Cooke noted that Piston and Turboprop departures generated the  
130 most comments. Director Jones noted that there were 48 comments in March, but that 32 of 66  
131 comments (for the quarter) came from two (2) households.

132 **PUBLIC COMMENT:** None

133 President Wallace noted that staff has taken feedback from the Board Workshop regarding retooling  
134 operation charts to make it more digestible for the public.

135 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

136 Staff reviewed their presence at conferences they attended over the last month.

137 **PUBLIC COMMENT:** None

138 **GODBE RESEARCH FOR 2017 COMMUNITY SURVEY METHODOLOGY AND FRAMEWORK (TAB 9)**

139 Mr. Lamb reviewed where the Board left off from last month and the final question options for the 2017  
140 Community Survey.

141 **PUBLIC COMMENT:**

142 Mr. Terry noted another option that was not presented; not adding the final question, which would make  
143 the survey shorter and cheaper.

144 Board discussion ensued regarding which question option they preferred. There was board consensus to  
145 not add the final question to the survey.

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

- 147
  - Upcoming Training and Conference Opportunities

148 Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.

- 149
  - Warehouse Office Building Committee

150 Mr. Smith stated that the WOB is complete and that the Ad Hoc committee met last week. Mr. Smith  
151 discussed the WOB open house which will be taking place on April 27<sup>th</sup> from 6-8 PM.

- 152
  - Non-Aeronautical Land Use Committee

153 Mr. Smith stated that staff is currently scheduling a day and time for an ad hoc meeting. The appraisal is  
154 in and ready for the committee to review.

- 155
  - GHG Inventory Study Committee

156 The District has received the last of the Airport tenant surveys. Mr. Smith stated that in either June or July  
157 the draft study will be presented to the Board for review.

- 158
  - Economic Impact Study Committee

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

- 162
  - Airshow Check in Committee

163 Presented earlier in the meeting.

164       • Regional Housing Committee

165 Mr. Smith noted that this committee has been very active. Vice President Stephens noted he has held  
166 meetings regarding three potential projects in the Tahoe Basin, one in Tahoe Vista, and two in Tahoe City.  
167 Vice President Stephens also stated that the Regional Housing Council will be having a “kick off” event on  
168 April 29<sup>th</sup> from 8-11 AM at Truckee High School.

169       • Hangar 2 – Next Steps

170 Mr. Smith reviewed a new rendering of Hangar 2. President Wallace stated that the new rendering is  
171 heading in a better direction than the previous renderings.

172 **PUBLIC COMMENT:**

173 Mr. Jim Wilkinson, Truckee Resident and owner of Mountain Lion Aviation, stated that he has several  
174 employees where the housing shortage has effected them. Mr. Wilkinson stated that he is encouraged to  
175 see the District’s involvement in finding a solution with the Regional Housing issue. Mr. Wilkinson also  
176 agrees with President Wallace’s sentiment of the new rendering of Hangar 2.

177       • Watercraft Inspection Station - Update

178 Mr. Smith stated that the District hopes to repeat what happened last year, but with less headaches. There  
179 will be additional signage as well as additional contracted employees and that combination will hopefully  
180 make for a smoother inspection season.

181       • Presentation to Reno Tahoe International Airport – Update

182 Mr. Smith reviewed his positive experience giving a presentation about the Truckee Tahoe Airport to the  
183 Reno Tahoe International Board of Trustees.

184       • Upcoming Meeting Schedule

185 Mr. Smith reviewed the upcoming meeting schedule.

186 **PUBLIC COMMENT:** None

187 **BOARD MEMBER ANNOUNCEMENTS**

188 None.

189 **ADJOURN TO CLOSE SESSION – 6:38 PM**

190       • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER SEMI-ANNUAL PERFORMANCE  
191 REVIEW

192 Director Jones left closed session at 7:00 PM

193 Board adjourned out of Closed Session at 7:18 PM

194 Direction was given to staff. There was Board consensus that Mr. Smith, General Manager, is meeting the  
195 standards and goals of his position.

196 **MOTION #6 APRIL-19-17:** Director O’Dette adjourn the meeting. Vice President Stephens seconded the  
197 motion. President Wallace, Vice President Stephens and Director O’Dette voted in favor of the motion.  
198 The motion passed.

199 At 7:20 p.m. the April 19, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.