

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, July 26, 2017 in the Truckee Tahoe Airport District Community Room A,  
3 located at the Truckee Tahoe Airport, 10356 Truckee Airport Road, Truckee, California

4 **CALL MEETING TO ORDER:** 4:33 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 Teresa O’Dette

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
12 Ms. Sally Lyon, Director of Finance and Administration  
13 Mr. Dave Hoffman, Director of Operations and Maintenance  
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 announced that after 14 months of training, Mr. Bullock has received his glider rating.

21 **PUBLIC COMMENT:**

22 Mr. Jason Pinard, Olympic Heights resident, made public comment regarding the dramatic increase in air  
23 traffic over Olympic Heights this summer. Mr. Pinard noted the difficulty of enjoying time in their backyard  
24 during the weekends due to the aeronautical noise of overflights.

25 The Board of Directors collectively thanked Mr. Pinard for his written letter and his public comment.

26 **CONSENT ITEMS**

- 27 • Minutes: June 28, 2017 Regular Meeting ----- TAB 1
- 28 • Monthly Service Bills and Fees ----- TAB 2
- 29 • Approval of Lease Agreements for Red Truck and Sierra Aero ----- TAB 3
- 30 • Approval of Kings Beach Trail Project Partnership Application ----- TAB 4
- 31 • Approval of Project Manager Consulting Services Agreement ----- TAB 5
- 32 • Quarterly Communications Report ----- TAB 6
- 33 • Approval of 2017 Cost of Living Adjustment (COLA) ----- TAB 7
- 34 • Approval of Amendment to General Aviation Leasing/Rents and Fees Policy --- TAB 8
- 35 • Approval of Amendment to District Investment Policy (PI) Instruction 308 ----- TAB 9

36 President Wallace requested to pull Tab Item 8: Approval of Amendment to General Aviation  
37 Leasing/Rents and Fees Policy.

38 **PUBLIC COMMENT:**

39 Ms. Amy Berry, CEO of the Tahoe Fund, thanked the Board for their support of the Kings Beach  
40 multipurpose trail.

41 Ms. Pam Emmerich, Public Information Officer for the North Tahoe PUD, thanked the Board for their  
42 partnership of the Kings Beach multipurpose trail.

43 **MOTION #1 JULY-26-17:** Director Jones motioned to approve Tab Items 1 – 7, and 9. Vice President  
44 Stephens seconded the motion. President Wallace, Vice President Stephens and Directors Jones, Morrison  
45 and O’Dette voted in favor of the motion. The motion passed.

46 President Wallace noted that she pulled Tab Item 8 for clarification of the types of tenants that would  
47 qualify for a “rent or fees offset”. Discussion ensued amongst Board and staff regarding scenarios of  
48 different types of entities (for-profit and non-profit) that would qualify under the amendment change to  
49 the Leasing Policy Agreement. There was Board consensus to amend the Leasing Policy agreement that  
50 only “non-profit” entities would qualify for a rent and fee offset.

51 **PUBLIC COMMENT:**

52 None.

53 **MOTION #2 JULY-26-17:** Director Jones motioned to approve Tab Item 8 as amended by the Board that  
54 only Non-Profit entities would qualify for a rent and fee offset. President Wallace seconded the motion.  
55 President Wallace, Vice President Stephens and Directors Jones, Morrison and O’Dette voted in favor of  
56 the motion. The motion passed.

57 **AIRSHOW COMMITTEE UPDATE**

58 Mr. Smith noted that the committee had a very successful Air Show and that a full report will be given at  
59 the regular August Board meeting.

60 **PUBLIC COMMENT:**

61 None.

62 **ACAT MEETING REPORT (TAB 10)**

63 Mr. Bullock, reviewed the ACAT meeting which occurred on July 11th. Mr. Bullock reviewed the various  
64 topics ACAT discussed and reviewed the ACAT subcommittee updates.

65 Director Jones inquired about the pilot incentive subcommittee and the details on what they have  
66 researched thus far. Mr. Bullock stated that the subcommittee is seeking a legal opinion for Mr. Peter  
67 Kirsch regarding the legal ways in which the District can incentivize pilots to train at other airports. Mr.  
68 Bullock stated that more information will come at a future date.

69 **PUBLIC COMMENT:** None.

70 **QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 11)**

71 Mr. Bullock reviewed the quarterly operations and comment report for Quarter 2 which is now being  
72 presented as the “Mission Dashboard”. Mr. Bullock noted that operations and comments per type of  
73 aircraft during Quarter 2 in 2017 is roughly the same as Quarter 2 in 2016. Mr. Bullock stated that Q2 of  
74 2017 saw great flying weather compared to Q1, and that Piston operations using Runway 29 accounted  
75 for 1/3 of Q2 Comments.

76 President Wallace inquired how staff feels about the Safety Management System (SMS) and the data it is  
77 collecting. Mr. Bullock responded that the whole goal of the system was to see trends and risks before a  
78 major incident happens. Mr. Bullock stated that the system is embraced by staff as well as the pilot  
79 community, and that they are seeing positive benefits from the system.

80 Director Jones noted that he believes the District has a way of solving the arrival traffic problems by  
81 creating visual procedures, but noted the difficult spot the District is in regarding departure operations.  
82 Director Jones requested more time be spent by staff strategizing departure procedures. Discussion

83 ensued regarding departures as well as the idea of starting a relationship with a lobbyist to help push  
84 projects through the FAA. There was Board consensus to pull out the runway study review regarding  
85 departure procedures and have that sent to the Board for review.

86 President Wallace noted to staff about the scaling discrepancy of the Mission Dashboard's graphs, and  
87 that they should be cleaned up and be consistent.

88 **PUBLIC COMMENT:**

89 Mr. Pinard, Olympic Heights resident, stated that regarding departures on Runway 29, it's the early right  
90 hand turn that is the problem; would be interested to see that departure procedure be worked out.

91 **MONTHLY FINANCIAL REPORT (TAB 12)**

92 Ms. Lyon, Director of Finance and Administration, reviewed her Monthly Financial Report for the eight  
93 months ended May 31, 2017 for the Board of Directors.

94 Director Morrison noted the fuel sales, which are up by a great number, and noted that due to the CAA  
95 contract agreement, he purchases fuel at the Airport now.

96 **PUBLIC COMMENT:**

97 None.

98 There was Board consensus to accept the Monthly Financial Report as presented by Ms. Lyon.

99 **TEMPORARY SEASONAL CONTROL TOWER UPDATE (TAB 13)**

100 Mr. Bullock stated that in mid-June the District had a marked increase in the operational tempo. The tower  
101 was called upon to operate beyond its designed service levels for extended periods of time during peak  
102 cycles. Staff evaluated a number of factors related to the quality and performance of service offered by  
103 the tower to our transient and home based customers. Mr. Bullock noted that the basic measurement  
104 tools were: tower surveys, radio transmissions, pilot contacts, tower staff meetings, SMS reports and  
105 internal District team meetings.

106 The tower has performed well responding to a high volume of aeronautical traffic. In mid-June, staff and  
107 the tower manager along with the executive team from Midwest Air traffic Control Service conducted an  
108 extensive Tower Service and Safety Audit. It was determined that the level of airport activity along with  
109 the diverse nature of the traffic warranted an additional part-time equivalent (PTE) staff member to assist  
110 the daily tower staff with IFR coordination. A number of other training and service level enhancements  
111 were discussed and implemented in cooperation with Midwest ATC, District Staff, and Oakland Center.

112 Mr. Bullock explained that the tower has delivered satisfactory services during the recent peak periods.  
113 Pilot surveys which will be discussed in detail in the Fall of 2017 indicate overwhelming support for the  
114 tower from a safety and capacity perspective. Mr. Bullock stated that the community benefit from the  
115 tower looks promising although analytic data will not be available until the Fall. Some community  
116 comments related to the tower are being audited, clarified, and blended into the tower data set for  
117 presentation in the fall.

118 **PUBLIC COMMENT:**

119 Mr. Bill Brava, Mid-West ATC controller, commended staff for a hard job well done.

120 Mr. Smith stated that the debriefing of this summer's temporary control tower will be very critical and an  
121 intricate part of the tower's success in the future.

122 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

123 Mr. Bullock noted his attendance at that SWAAAE conference earlier this week; he was there to discuss  
124 “guest centered” airports.

125 **PUBLIC COMMENT:** None.

126 **EXECUTIVE HANGAR FINANCING, PRELEASE AND CONTRACTOR AGREEMENT APPROVAL (TAB 14)**

127 Mr. Smith reviewed the action items for the Hangar Financing, Prelease and Contractor Agreement  
128 approval:

- 129 • Action 1: Approval of attached Resolution 2017-05 Adopting a Debt Issuance and Management  
130 Policy (PI-315), and Authorizing the Execution and Delivery of an Installment Sale and Purchase  
131 Agreement with Municipal Finance Corporation, and authorizing and directing certain actions in  
132 connection as outlined in attached Agreement.
- 133 • Action 2: Per the terms of the Installment Sale and Purchase Agreement, authorize the General  
134 Manager to open new account at Placer County Treasurers Investment Fund specifically for and  
135 in anticipation of deposit and future management of Executive Hangar Project loan proceeds.
- 136 • Action 3: Approve Sierra Nevada Construction as Site Work Contractor for \$1,884,007 for  
137 Executive Hangar Site Work and authorize Board President to sign contract documents

138 Mr. Smith reviewed the status of preleasing. To date, Ms. McClendon, the District’s hangar leasing  
139 specialist, currently has prelease agreements signed by all eight future tenants. Mr. Smith noted that the  
140 steel structure is out to bid, and that bids will be received on August 10<sup>th</sup>. Regarding entitlement with the  
141 Town of Truckee, the only requirement left for Site Plan approval is a rezone request, changing property  
142 from “Planned Commercial” to “Public Facilities”. Final approval for that zone change is planned for  
143 September 26<sup>th</sup>.

144 Director O’Dette inquired about who else placed a bid for the Site Work. Mr. Smith stated that Q&D,  
145 Granite and Qualcomm submitted a bid.

146 **PUBLIC COMMENT:**

147 None.

148 **MOTION #3 JULY-26-17:** Vice President Stephens motioned to approve Resolution 2017-05 Adopting a  
149 Debt Issuance and Management Policy (PI-315), and Authorizing the execution and delivery of an  
150 installment sale and purchase agreement with Municipal Finance Corporation, and authorizing and  
151 directing actions in connection as outlined in the attached agreement. Vice President Stephens waved  
152 the reading of the resolution. Director Jones seconded the motion. President Wallace – Yes. Vice  
153 President Stephens – Yes. Director Jones – Yes. Director Morrison – Yes. Director O’Dette – Yes. The  
154 motion passed via roll call vote.

155 **MOTION #4 JULY-26-17:** Director Jones motioned to authorize the General Manager to open a new  
156 account at the Placer County Treasurers Investment Fund specifically for and in anticipation of deposit  
157 and future management of Executive Hangar project loan proceeds. Vice President Stephens seconded  
158 the motion. President Wallace, Vice President Stephens and Directors Jones, Morrison and O’Dette voted  
159 in favor of the motion. The motion passed.

160 **MOTION #5 JULY-26-17:** Director Jones motioned to approve Sierra Nevada Construction’s site work bid  
161 for \$1,884,007 for Executive Hangar Site Work and authorize the Board President to sign the contract  
162 documents. Director O’Dette seconded the motion. President Wallace, Vice President Stephens and  
163 Directors Jones, Morrison and O’Dette voted in favor of the motion. The motion passed

164 **ACAT SELECTION PROCESS REVIEW (TAB 15)**

165 Mr. Bullock reviewed the outreach process the District conducts to recruit potential ACAT applicants. Mr.  
166 Bullock stated that each September one (1) pilot member and one (1) community member complete their  
167 term on ACAT. The traditional method of recruitment is:

- 168 • Staff queries each retiring member to ascertain if they wish to be reappointed.
- 169 • Staff advertises for a minimum of one month in the following media channels for new members
  - 170 ○ Sierra Sun News Paper
  - 171 ○ Lake Tahoe Bonanza
  - 172 ○ KTKE Truckee Tahoe Radio
  - 173 ○ District E-Blast
  - 174 ○ Word of mouth encouragement from staff, ACAT, and Board

175 Mr. Bullock noted that the resultant effort usually produces one or two pilot candidates and six to eight  
176 community candidates. At a minimum of two weeks prior to the September Board meeting staff forwards  
177 all candidate information to the Board for review and encourages each board member to interview  
178 potential candidates. A discrete poll at the September meeting completes the selection process.

179 Mr. Bullock reviewed some potential selection alternatives to the current selection process that could be  
180 of interest to the Board. These include:

- 181 • Reappointment of a willing incumbent by a majority vote of the Board members. If this process is  
182 successful then no additional advertising is required. If the Board doesn't select the incumbent,  
183 staff may undertake the full advertising effort and produce a compliment of candidates. The  
184 benefit of this process is that the incumbent is often reappointed. This process avoids that lengthy  
185 application and advertisement effort.
- 186 • Appointment of an ACAT member by an individual Board member. This model is used to fill  
187 Planning Commissions, Historical Advisory Committees etc. Each Board member appoints an  
188 individual for their (Board member) term. The advantage is that each Board member has an  
189 opportunity to select an ACAT member regardless of terms and appointment schedules.

190 Vice President Stephens noted that he is not in favor of Board Members appointing their own ACAT  
191 members, but noted that the current process is not working as quorums have been a problem for the  
192 current ACAT team.

193 Director Jones stated that there should be some parameters set for Members to meet if they wish to be  
194 reappointed. Director Morrison noted that ACAT Members are all volunteers. Mr. Bullock explained that  
195 the attendance issues of advisory teams throughout the nation all struggle with the issues the District's  
196 advisory team struggles with (particularly attendance, and the frequency of meetings). There was Board  
197 consensus for the ACAT team to have very specific missions/projects that might make recruiting more  
198 fruitful, as well implementing the ACAT bylaws requiring consistent attendance, and that if ACAT members  
199 meet the criteria of "good performance" they can be considered for reappointment.

200 President Wallace stated that she would like ACAT's annual work plan sent to Board members.

201 **PUBLIC COMMENT:**

202 None.

203 **FIRST DRAFT OF BUDGET EXTENSION FY 16/17 – REVIEW (TAB 16)**

204 Ms. Lyon reviewed the reasoning behind the change in the fiscal year and reviewed specific items in the  
205 budget extension which will cover the months of October – December. Ms. Lyon noted that most items  
206 are routine extensions from the original twelve month calculations.

207

208 **PUBLIC COMMENT:**

209 None.

210 **GENERAL MANAGER REPORT (TAB 17)**

- 211 • Upcoming Training and Conference Opportunities

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

- 213 • Warehouse Office Building Committee

214 Mr. Smith stated staff is finishing up the final Pro-Forma numbers on the building, a full close out report  
215 will be given at the regular August Board meeting.

- 216 • Non-Aeronautical Land Use Committee

217 Mr. Smith noted that the appraisal will be reviewed this evening during closed session. More information  
218 will be given at the regular August Board meeting.

- 219 • GHG Inventory Study Committee

220 Mr. Smith stated that the draft study is complete and is currently being reviewed by staff and the Ad Hoc  
221 Committee. A presentation will be given at the August or September Board meeting.

- 222 • Economic Impact Study

223 Mr. Smith stated that staff is currently conducting visitor surveys. Staff is anticipating an early fall final  
224 report and presentation.

- 225 • Regional Housing Committee

226 Vice President Stephens stated that Director Morrison, Mr. Smith and himself had a meeting with a  
227 developer regarding a potential apartment complex across the street from the 7-11 off Brockway Rd. Vice  
228 President Stephens noted that they are waiting for the new Town of Truckee Town Manager to return  
229 before the project moves further in discussion. Mr. Smith noted that the MOU has been completed with  
230 the Mountain Housing Council and that the District's first year contribution of \$50,000 has been paid.

- 231 • Upcoming RFP's and Lease Agreements

232 Mr. Smith reviewed the upcoming lease agreements and when they will be discussed for the following  
233 entities:

- 234 • EAA Chapter 1073 – August Board Meeting  
235 • Soar Truckee – September Board Meeting  
236 • CareFlight – August Board Meeting  
237 • Truckee Roundhouse – August Board Meeting

- 238 • Godbe Survey Report to be presented in August

239 Mr. Smith informed the Board that the initial survey and results have been completed and the final report  
240 is currently being prepared. A full presentation will be given at the Regular August Board meeting.

241 **PUBLIC COMMENT:** None

242 **BOARD MEMBER ANNOUNCEMENTS**

243 None.

244 **ADJOURN TO CLOSED SESSION AT 7:12 PM**

- 245 • GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- 246 ○ Property: APN 19-440-81, APN 49-040-24 and 25, APN 49-040-11
- 247 ○ Agency negotiator: Kevin Smith, General Manager
- 248 ○ Negotiating parties: Truckee Tahoe Airport District and Tahoe-Truckee Sanitation
- 249 Agency
- 250 ○ Under negotiation: Price and Terms of Payment

- 251 ● GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

252 **THE BOARD ADJOURNED OUT OF CLOSED SESSION AT 7:43 PM**

253 Direction was given to staff for both topics discussed in closed session.

254 **ADJOURN**

255 **MOTION #6 JULY-26-17:** Vice President Stephens adjourned the meeting. Director Jones seconded the  
256 motion. President Wallace, Vice President Stephens and Director Jones, O’Dette and Morrison voted in  
257 favor of the motion. The motion passed.

258 At 7:45 p.m. the July 26, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

259 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JULY 26, 2017 REGULAR BOARD MEETING. TO**  
260 **WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**  
261 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>