

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, August 23, 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:** 4:31 PM

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** Vice President Rick Stephens
7 Director John B. Jones, Jr.
8 Director Jim Morrison
9 Teresa O’Dette

10 **DIRECTORS ABSENT:** President Lisa Wallace

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:** 11

19 **SPECIAL ORDERS OF BUSINESS:**

20 None.

21 **PUBLIC COMMENT:**

22 Mr. Michael Golden, Truckee resident, made public comment regarding the successful operation of the
23 Temporary Control Tower. Mr. Golden noted that the Temporary Control Tower has provided the Airport
24 with a much higher level of safety, and encouraged the Board to consider funding the tower for year round
25 service. Mr. Golden stated that the District spends a large amount of money funding community (non-
26 aeronautical) programs, and urged the Board to consider spending the money to fund the tower year
27 round.

28 The Board of Directors collectively thanked Mr. Golden for his public comment.

29 **CONSENT ITEMS**

- 30 • Minutes: July 26, 2017 Regular Meeting ----- TAB 1
- 31 • Monthly Service Bills and Fees ----- TAB 2
- 32 • Approval of Lease Agreements for EAA and Care Flight ----- TAB 3
- 33 • Approval of Hangar 2 Programming and Design Consultant ----- TAB 4
- 34 • Quarterly Internal Control Review ----- TAB 5
- 35 • Acceptance of Proposal for Aeronautical Tenant for Future Hangar 2 ----- TAB 6

36 **PUBLIC COMMENT:** None

37 **MOTION #1 AUGUST-23-17:** Director Jones motioned to approve Tab Items 1 – 6. Director O’Dette
38 seconded the motion. Vice President Stephens and Directors Jones, Morrison and O’Dette voted in favor
39 of the motion. The motion passed.

40 **AIRSHOW RECAP**

41 Mr. Tim LoDolce, Executive Director of the Airshow Committee, noted that next year's Airshow will be
42 held on July 14th. Mr. LoDolce then proceeded to recap this year's Airshow via a PowerPoint presentation
43 for the Board.

44 The Board of Directors collectively thanked Mr. LoDolce and the rest of the Airshow committee for
45 another wonderful Airshow and for all of their hard work they put forth this past year.

46 **PUBLIC COMMENT:**

47 None.

48 **GODBE SURVEY FINAL REPORT PRESENTATION (TAB 7)**

49 Mr. Brian Godbe, President of Godbe Research, was first hired by the District to poll the local community
50 on levels of awareness and general favorability of the Airport, its actions related to land use, annoyance,
51 growth, traffic, and community character. Extensive discussion related to the survey content took place
52 among a special group of Board, ACAT and staff members, as well as with community participants. The
53 long-term value of the survey has become apparent following its inception in 2005 and deployment in
54 2009 and again in 2013 and now with new 2017 results.

55 Mr. Godbe reviewed the 2017 survey results for the Board Members and noted that the District's efforts
56 show many areas where positive improvements have been made, but also that work still remains to be
57 done in other areas. Overall, the data supports increased awareness of the District's mission, the efforts
58 being taken to reduce community annoyance, and the District's overall level of community involvement
59 and support.

60 Vice President Stephens thanked Mr. Godbe for the survey results, and noted that Red Truck Restaurant
61 and the Community Meeting spaces are big positives for the community, especially the non-aeronautical
62 community. Director Jones inquired how the survey will be conducted in the future to accommodate the
63 younger generations. Mr. Godbe responded that he believes responses via text will be successful.

64 **PUBLIC COMMENT:**

65 Ms. Mary Roll, Truckee resident, inquired about specific result data per neighborhood (especially the
66 neighborhoods effected by noise). District staff stated that it has that data in the full thousand page
67 report. Mr. Smith stated that Mr. Lamb will pull out the requested data and have it emailed to Ms. Roll.

68 **CURRENT NOISE MITIGATION STRATEGIES, REVIEW OF RUNWAY 11/29 CONFIGURATION
69 ALTERNATIVES FOUND IN THE 2015 MASTER PLAN. (TAB 8)**

70 Mr. Bullock introduced the topic to the Board and reviewed and gave an overview of several strategies
71 for mitigating noise and annoyance that originates out of the Truckee Tahoe Airport. Such strategies
72 discussed were: Pilot Incentives, Diesel (Jet A) Aircraft Technology, and Runway Modifications. Director
73 Jones noted that he would like to see staff change the ways they direct pilots, and suggested that pilots
74 should try to keep the right wing over the Highway 267 Bypass Bridge so they remain further away from
75 Olympic Heights.

76 Mr. Bullock reviewed proposed departure and arrival procedures (for both runways) that are currently
77 being reviewed by the FAA. Mr. Smith wished to express to the public that he wanted to clear up some
78 rumors stating that the Airport request air traffic to fly over some neighborhoods and avoid other
79 neighborhoods based on socioeconomic data. The Airport does not engage in that type of activity.

80 Mr. Mitch Hooper, with Mead & Hunt, reviewed the various strategies that were studied by Mead & Hunt
81 during the Master Planning process conducted in 2015. There was Board consensus that the previous
82 Master Plan ad hoc committee members did not leave anything on the table and reviewed every
83 conceivable option known at the time.

84 **PUBLIC COMMENT:**

85 Mr. Don Tripplet, Truckee resident, thanked District staff for continuing the conversation of mitigating
86 noise and annoyance. Mr. Tripplet seconded Director Jones suggestion regarding pilots trying to keep
87 their right wing over the Bypass Bridge.

88 Mr. Paul Schectman, Truckee resident, stated that he recently moved to Truckee from Marin this past
89 July. Mr. Schectman, stated that he was unaware of the noise problem the surrounding communities
90 around the airport experienced. Mr. Schectman express that he is personally effected by the touch and
91 go operations, and expressed interest in pilot incentives to train elsewhere.

92 Mr. Jason Pinard, Truckee resident, expressed agreement with Director Jones' suggestions about keeping
93 the right wing over the bypass bridge, and stated that it might be the most effective suggestion to give to
94 pilots.

95 Ms. Mary Roll, Truckee resident, stated that she is in favor of dispersion of air traffic. Ms. Roll questioned
96 the need for glider operations at the Airport. District staff stated that the FAA does not allow for Airports
97 to discriminate against aeronautical activities, and that they do have the right to operate at the airport
98 (ex: Soar Truckee and Skydive Lake Tahoe).

99 Mr. Chris Barbera, with Mountain Lion Aviation, inquired about approach alternatives onto runway 29
100 over the glider area (during the off season), as almost all of the land in that valley are uninhabited.

101 **ACAT MEETING REPORT (TAB 9)**

102 Mr. Bullock stated that there was not a quorum for the August ACAT meeting. But stated that staff has
103 received two applications for the vacant pilot seat, and that Ms. Lisa Krueger is requesting to be
104 reappointed for her position on ACAT.

105 **PUBLIC COMMENT:** None.

106 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 10)**

107 Mr. Cooke stated that July has been the busiest month of the year. Mr. Cooke noted that July operation
108 totals are typically equivalent to Quarterly operation counts during other parts of the year. Mr. Cooke
109 stated that there was a 60% increase in operations between June and July this year. The highest gain of
110 operations was made by helicopters, mostly due to firefighting operations.

111 The District has seen an increase in fuel sales, the airport roughly sold 90k gallons of fuel in July.

112 Mr. Cooke noted that night operations were almost identical to July of 2016; the majority of the flights
113 occurred between 6:30 – 7:00 AM.

114 Mr. Cooke stated that there were 53 callers from 11 neighborhoods; 16 of those callers are considered
115 "new" commenters. There was a 16% decline in comments for July 2017 compared to July 2016, which is
116 mainly due to fewer high-volume commenters. The District received 40 comments noting the frequency
117 of operations and their desire to reduce them. Mr. Cooke noted that the highest commenter submitted
118 19 comments for the month of July.

119 **PUBLIC COMMENT:** None.

120 Mr. Smith read a letter by Mr. Keith Knopoff, President and CEO of Raley's grocery store, apologizing to
121 the community for his early flight operations that occurred earlier in the week.

122 **QUARTERLY FINANCIAL REPORT (TAB 11)**

123 Ms. Lyon, Director of Finance and Administration, reviewed her Monthly Financial Report for the nine
124 months ended June 30, 2017 for the Board of Directors.

125 **PUBLIC COMMENT:**

126 None.

127 There was Board consensus to accept the Quarterly Financial Report as presented by Ms. Lyon.

128 **TEMPORARY SEASONAL CONTROL TOWER UPDATE (TAB 12)**

129 Mr. Bullock stated that the tower continues to perform well responding to a high volume of aeronautical
130 traffic. The tower has delivered satisfactory services during the recent peak periods. Pilot surveys which
131 will be discussed in detail in the fall of 2017 indicate overwhelming support for the tower from a safety
132 and capacity perspective. The community benefit from the tower looks promising although analytic data
133 will not be available until the fall. Some community comments related to the tower are being audited and
134 clarified and blended into the tower data set for presentation in the fall. Staff has met on numerous
135 occasions to work directly with the tower on certain aircraft routing scenarios. The tower controllers are
136 working to implement all the noise abatement procedures while ensuring aircraft separation and spacing.

137 Mr. Bullock noted that Oakland Center has contacted the District to discuss projected peak period volumes
138 on the Labor Day weekend holiday. Absent an official flow control program the solution appears to be an
139 FAA official who will work inside the Truckee Tower to coordinate flights directly with controlling entities
140 such as Oakland Center and NorCal Approach Control.

141 Additional discussions are pending related to the required infrastructure to support communications and
142 data for the tower. The FAA is requesting a secure direct line between the tower and Oakland Center. The
143 existing phone and data lines will not support this. District engineers are assessing the feasibility of
144 installing adequate ground conduit and lines for this level of service. Staff will balance this work with the
145 Boards desire to continue tower service avoiding any possible improvements that will not be needed.

146 Director Morrison requested more direct direction be given to pilots by control tower employees. This will
147 allow controllers to have more control in reducing noise and annoyance.

148 **PUBLIC COMMENT:** None.

149 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

150 None to report.

151 **PUBLIC COMMENT:** None.

152 **EXECUTIVE HANGAR STEEL STRUCTURE BID APPROVAL (TAB 13)**

153 Mr. Smith stated that Board directed staff at the June 26, 2017 Meeting to rebid the metal building seeking
154 competitive bids for ten (10) hangars. Mr. Smith stated that the bids were opened on August 10th for the
155 rebid of the project for ten (10) Units versus the six (6) and twelve (12) that were previously bid. The low
156 bidder was Q&D Construction at \$5,308,400. Staff and the District Aviation Engineer have reviewed their
157 bid documents and found it to be a responsible bid and recommend approval to the Board of Directors.

158 The District received six (6) Bids in total. Bids ranged from \$5,308,400 from Q&D to Landmark
159 Construction at \$8,150,000. Mr. Smith noted that the Bid Abstract should be reviewed for a full summary
160 of all Bid numbers and companies responding to the District's request for bids.

161 Mr. Smith stated that the low bid the District received on August 10th was an additional \$413,615 from
162 the Bid received by Ranger Construction in June 2017. Staff attributes the increased cost to the additional
163 6 inches added to the height of the buildings (18'6" vs 18'), an additional option for hydraulic doors, and
164 the fact the buildings were stretched to accommodate a more sturdy design over the 12 unit structure
165 previously proposed. A competitive bidding market also contributed to the increased cost. Mr. Smith
166 stated that, overall, staff is pleased with the contractor and the product they are proposing. It is a better

167 hangar structure than the June 2017 proposal. While the cost has increased, staff is confident that the
168 project will be built and completed within the budgeted \$7,800,000 for the project.

169 **PUBLIC COMMENT:** None.

170 **MOTION #2 AUGUST-23-17:** Director Jones moved to approve Q&D Construction as the Steel Hanger
171 Structure Building contractor for \$5,308,400 and authorize the Board President to sign contract
172 documents. Director O'Dette seconded the motion. Vice President Stephens and Directors Jones,
173 Morrison and O'Dette voted in favor of the motion. The motion passed.

174 **SECOND DRAFT OF BUDGET EXTENSION FY 16/17 – REVIEW (TAB 14)**

175 Ms. Lyon stated that the highlight sections in both blue and green in the Budget Extension document are
176 proposed changes from what was presented this past July. The final version of the fifteen (15) month
177 budget will be a consent item for the regular Board meeting in September. Ms. Lyon noted that most
178 items are routine extensions from the original twelve month calculations.

179 **PUBLIC COMMENT:**

180 None.

181 **WOB COMPLETION AND FINAL PROJECT CLOSEOUT REPORT (15)**

182 Mr. Smith reviewed the Warehouse Office Building (WOB) closeout report. Mr. Smith noted that the final
183 costs for the WOB were \$5,140,000. The October 2015 estimate was \$4,950,000 with contingency
184 allocated for a difference of \$190,000 (3.8%). Most of the additional costs were related to snow removal.
185 Other additional cost incurred relate to additional hydronic heat requested by Staff and some interior
186 improvements. In addition to the WOB cost, there was an additional \$1,656,000 expended to reconstruct
187 the long-term parking lot, resurface the rental car lot, bury utilities on Truckee Airport Road and install
188 sidewalks between Soaring Way and Chandelle Way. In October of 2015, the budget estimate was
189 \$1,550,000 with contingency. The additional \$106,000 (6.8%) expended relates primarily to unwinding
190 and repairing utility work in Soaring Way and burying all the utilities. Mr. Smith stated that some of this
191 work was programed in the District's Utilities Capital Facilities Plan.

192 Mr. Smith noted that per leased and contracted revenues and considering real and forecasted operation
193 expenses, the District will realize a 7.87% Internal Rate of Return (IRR) on this project over the first 30
194 years of operation. Overall, the District will be within 0.44% (8.31% to 7.87%) of the projected IRR
195 estimated at project conception in late 2014 and early 2015 when the District studied and analyzed
196 whether or not to move forward with the project and is expected to return an additional \$1,468,000
197 (\$8,591,000 to \$10,059,000) in additional cash flow over the first 30 years of operation.

198 Mr. Smith expressed, while not a perfect process, Staff and the Ad Hoc Committee are pleased with the
199 final results of the project both in the finished building and site improvements as well as IRR to be realized
200 by the District.

201 With full year operations in 2018, the project is expected to return over \$360,000 annually moving
202 forward.

203 **PUBLIC COMMENT:**

204 None.

205 **GENERAL MANAGER REPORT (TAB 16)**

- 206
 - Upcoming Training and Conference Opportunities

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

208 • Warehouse Office Building Committee

209 Discussed earlier in the meeting.

210 • Non-Aeronautical Land Use Committee

211 Mr. Smith noted that staff is preparing a Soaring Way land use plan discussion item with the Ad Hoc
212 Committee for the October Board meeting. The Board discussed the land swap currently in negotiation
213 with TTSA at the July 2017 Board Meeting. TTSA will be considering the District's counter offer at their
214 September Board meeting.

215 • GHG Inventory Study Committee

216 Mr. Smith stated that the draft study is complete and is currently being reviewed by staff and the Ad Hoc
217 Committee. A presentation will be given at the October Board meeting by the consultant.

218 • Economic Impact Study

219 Mr. Smith stated that survey is almost complete. Staff will meet with Martis Camp and other frequent
220 operators to understand how better to incorporate their data into the study. Staff is anticipating an early
221 fall final report and presentation.

222 • Regional Housing Committee

223 The Ad Hoc Committee and staff are actively working with the Mountain Housing Council. The committee
224 is meeting with local developers, and the Town of Truckee to identify projects and secure agreements to
225 realize construction housing.

226 • Upcoming Community Partnership with Town of Truckee and the Chamber of Commerce

227 The Board will receive an application from the Town of Truckee and Chamber of Commerce to participate
228 in Phase II of the Truckee Tomorrow community initiative. The District was a founding member and
229 funding partner on Phase I of this initiative back in 2012. The Application along with more information
230 will be forthcoming at the September 2017 Board Meeting.

231 • Fiscal Analyst Request for Proposal (RFP) and Selection Update

232 The District issued an RFP for general Fiscal Analyst services in June 2017. Three responses were received.
233 They are Developed Knowledge (Mark Wasley) – Truckee CA, Hansford Economic Consulting – Truckee
234 CA, and Lechowicz + Tseng – Oakland CA. While all three had impressive qualifications, the Staff selection
235 committee of Kevin Smith, General Manager and Sally Lyon, Director of Finance and Administration
236 interviewed Developed Knowledge and Hansford Economic Consulting. The intent of this consulting
237 service is to function as an extension to staff providing detailed and complex fiscal analysis for various
238 projects. It was evident through the interview process that each company had skills and abilities desirable
239 by District Staff. The Selection Committee decided to retain the services of both companies to provide on
240 call services to the District. Per PI 303 – Expenditure Authorization and Procurement, the General
241 Manager is authorized to solicit and sign contracts for consulting services for under \$50,000 annually
242 when funding is allocated in the Budget. Each year the Board allocates \$30,000 to \$50,000 (\$30,000 in
243 FY2017) for Fiscal Analysis and Sustainability. Staff intends to sign a one year retainer agreement with
244 both companies.

245 **PUBLIC COMMENT:** None

246 **BOARD MEMBER ANNOUNCEMENTS**

247 None.

248 **ADJOURN**

249 **MOTION #3 AUGUST-23-17:** Director Jones adjourned the meeting. Director O’Dette seconded the
250 motion. Vice President Stephens and Directors Jones, Morrison and O’Dette voted in favor of the motion.
251 The motion passed.

252 At 7:51 p.m. the August 23, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors
253 adjourned.

254 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 23, 2017 REGULAR BOARD MEETING.**
255 **TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**
256 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>