

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, September 27, 2017 in the Truckee Tahoe Airport District Community
3 Room A, located at the Truckee 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 **DIRECTORS ABSENT:** Director Jim Morrison
10 Director 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 showed a picture of District staff accepting CSDA’s District Transparency certificate at the CSDA
21 Annual Conference in Monterey, California. President Wallace congratulated staff for their achievement.
22 Mr. Hoffman also stated that Mr. Roger Pynapple, District staff, completed the Tahoe 200, which is a 200
23 mile marathon!

24 **PUBLIC COMMENT:**

25 Mr. Jason Hanford, Glenshire resident, commended the Board on their involvement and their
26 commitment to employee housing. Mr. Hanford stated that he works for an entity called CFY and they
27 would like to request time on next month’s agenda to do a presentation on their involvement in the
28 affordable housing section of the Railyard project.

29 **CONSENT ITEMS**

- 30 • Minutes: August 23, 2017 Regular Meeting ----- TAB 1
- 31 • Monthly Service Bills and Fees ----- TAB 2
- 32 • Truckee Tomorrow Partnership Application Approval ----- TAB 3
- 33 • Approval of FY 2017 Budget Extension (October – December 2017)----- TAB 4

34 **PUBLIC COMMENT:**

35 Ms. Pam Hobday, thanked the Board and staff for their approval of the Truckee Tomorrow Partnership.
36 Ms. Hobday informed the Board that two more public districts have joined and are also now partners with
37 Truckee Tomorrow (TDPUD and TTSA).

38 Ms. Lynn Saunders, CEO of the Truckee Chamber, also thanked the Board for their generous contributions
39 to the committee. Ms. Saunders stated that she looks forward to working with the District on this project.

40 **MOTION #1 SEPTEMBER-27-17:** Director Jones motioned to approve Tab Items 1 – 4. Vice President
41 Stephens seconded the motion. President Wallace, Vice President Stephens and Director Jones voted in
42 favor of the motion. The motion passed.

43 **MISSION TO MARS SUMMER CAMP REVIEW – MR. KEN ARONSON**

44 Mr. Ken Aronson explained the role of the Civil Air Patrol on the Airfield and reviewed the history of
45 Mission to Mars summer camp. Mr. Aronson gave a picture slide show along with a review of this past
46 summer’s camp.

47 Mr. Aronson thanked the Board for their support they give for the camp. President Wallace stated that
48 she is a big fan of the program, and that she is happy that they were able to expand to three (3) sessions
49 this past summer and that they still have a waitlist! Director Jones stated that a waitlist indicates the
50 success of the program, and thanked Mr. Aronson for a summer well done.

51 **PUBLIC COMMENT:**

52 Ms. Sunny Todd, Mission to Mars volunteer, thanked Mr. Aronson for creating the camp. Ms. Todd
53 expressed a single concern about the camp’s future home due to lack of availability of hangar space.

54 Mr. Pat McDonough, Commander of Civil Air Patrol, thanked the District and Friends of the Library for
55 their involvement with Mission to Mars. Mr. McDonough noted that the local Civil Air Patrol was recently
56 recognized as one of the best squadrons in the area.

57 **ACAT MEMBER SELECTION (TAB 5)**

58 Mr. Bullock reported that each year a Pilot member and Community member cycle off the ACAT team.
59 Their terms are three years at length. The Board will be selecting one Pilot member and one Community
60 member to fill a three year term tonight via a discrete poll. Mr. Bullock informed the Board Ms. Lisa
61 Krueger is requesting to be reselected and that staff has two Pilot Candidates that wish to be selected,
62 Mr. Paul Fast and Mr. Liron Petrushka. Mr. Bullock stated that the two pilot candidates were unable to be
63 here tonight, but that Ms. Krueger is in the audience and wishes to address the Board. District Counsel
64 Brent Collinson stated that he will be keeping time during the presentation and that he will raise his hand
65 when the candidate has 30 seconds remaining.

66 Ms. Krueger stated that she was previously selected to fill a vacant seat by a previous member. Ms.
67 Krueger is hoping to be given the opportunity to continue to contribute to ACAT through the several
68 subcommittees she is an active participant in. Ms. Krueger expressed that she enjoys the time she has
69 spent working with ACAT and District staff.

70 **PUBLIC COMMENT:** None.

71 District Counsel Collinson announced the results of the discrete poll. Ms. Krueger has been reselected for
72 the Community Member seat and that there was not a majority vote for the Pilot Member seat. There
73 was Board consensus to move the ACAT pilot seat selection to the October Board meeting when there
74 will be a full Board present.

75 **MOTION #2 SEPTEMBER-27-17:** Director Jones motioned reselect Ms. Lisa Krueger as Community chair
76 for another three year term for ACAT. Vice President Stephens seconded the motion. President Wallace,
77 Vice President Stephens and Director Jones voted in favor of the motion. The motion passed.

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

79 Ms. Krueger, Interim Chair of ACAT, reviewed the ACAT meeting which occurred on September 12th. Ms.
80 Krueger reviewed the various topics ACAT discussed and reviewed the ACAT subcommittee updates.

81 President Wallace thanked Ms. Krueger for being present at tonight’s meeting to present the ACAT report.

82 **PUBLIC COMMENT:** None.

83 **MONTHLY FINANCIAL REPORT (TAB 11)**

84 Mr. Smith reviewed Ms. Lyon’s Monthly Financial Report (due to her absence while she was attending
85 CSDA’s Annual Conference), for the ten months ended July 31, 2017.

86 **PUBLIC COMMENT:**

87 None.

88 There was Board consensus to accept the Monthly Financial Report as presented by Mr. Smith.

89 **TEMPORARY SEASONAL CONTROL TOWER UPDATE**

90 Mr. Bullock stated that the tower performed well responding to a high volume of aeronautical traffic. The
91 tower has delivered satisfactory services during the summer peak period. Pilot surveys which will be
92 discussed in detail in October will indicate overwhelming support for the tower from a safety and capacity
93 perspective. The community benefit from the tower looks promising although analytic data will not be
94 available until October. Fresh Tracks Communications is currently surveying all public commenters that
95 submitted comments this past summer, which will be incorporated to the Tower Performance report
96 which will be presented in October. Further information to come.

97 **PUBLIC COMMENT:** None.

98 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

99 None to report.

100 **PUBLIC COMMENT:** None.

101 **APPROVAL OF ANNUAL ACIP – RESOLUTION 2017-06 (TAB 8)**

102 Mr. Smith stated that The FAA requires an annual update of the Airport Capital Improvement Program
103 (ACIP). The FAA uses the ACIP to identify and prioritize airport capital improvement needs and to plan for
104 the annual distribution of AIP funds. All proposed projects must comply with the National Environmental
105 Policy Act (NEPA); be depicted on an approved Airport Layout Plan (ALP); and be included in an ACIP
106 submission in order to compete for AIP funding. All TTAD projects comply with these standards.

107 The District met with the FAA on Sept. 14, 2017 to review the Airport’s ACIP and discussed funding
108 needs for FY2018 to FY2023. The ACIP for 2018-2023 reflects discussion from the meeting. The final
109 deadline for submittal of the approved ACIP is January 15, 2018, however the FAA prefers early submittals
110 to assist with planning and programming of funds.

111 Mr. Smith reviewed the FY 2018 ACIP Projects, which include:

- 112 • Taxilane R Reconstruct – Design/Construct
- 113 • Taxilanes A – C, Hangars L & M and Warehouse Taxilanes – Joint and Crack repair – Design and
114 construct.

115 The District has \$850,000 set aside in the Budget for pavement maintenance projects in addition to
116 anticipated Federal Grants of \$659,700. Total funding available is anticipated at \$1,509,700. Staff is still
117 determining the availability of Cal Aero State Funding for FY2018.

118 Staff anticipates the ability to complete all project as listed.

119 **PUBLIC COMMENT:** None.

120 **MOTION #3 SEPTEMBER-27-17:** Vice President Stephens motioned to approve the 2018 ACIP and approve
121 Resolution 2017-06 permitting submittal of application for Federal and State funding for 2018 Airport

122 Improvement Program Projects, and to waive the reading. Director Jones seconded the motion. The
123 motion passed. President Wallace – Yes. Vice President Stephens – Yes. Director Jones – Yes. The motion
124 passed via roll call vote.

125 **NOISE MITIGATION STRATEGIES DISCUSSION – FOLLOW UP (TAB 9)**

126 Mr. Bullock reviewed his Noise Mitigation Strategies follow up report which included the following topics:
127 Directional Arrow and Heading, Diesel Powered Aircraft, conceptual and notional Arrival Procedures, and
128 a surveillance ADS-B update. Mr. Bullock noted that each project is ongoing. The directional arrow has
129 associated clearances from the control tower that will enhance its effectiveness. When the tower is
130 operational staff will direct them to issue the supporting clearance when appropriate. The diesel powered
131 aircraft is scheduled to be flight tested for noise impacts in October. Once complete, staff will update the
132 Board. The airspace Phase II project will require procedure approval from the Board and community
133 outreach. Staff anticipates this to occur in early 2018. ADS-B deployment is in the infant stages. Staff will
134 have more information at the November 2017 regular Board meeting.

135 **PUBLIC COMMENT:**

136 Mr. Kevin Slone, local pilot and Truckee resident, stated that the Temporary Control Tower should be
137 considered one of the best tools for the Airport and its noise abatement program. Mr. Slone expressed
138 that the tower should be considered to operate year round.

139 **2017 SUMMER CONSTRUCTION SEASON PROJECTS - UPDATE**

140 Mr. Dave Hoffman, Director of Operations and Maintenance, gave a presentation on the 2017 Summer
141 Construction Season. The projects completed this summer include: Seasonal Control Tower, Runway
142 11/29 Saw and Seal Joints, Hangar 1 upgrades, Hangar Row Painting (G/H/I), Hangar Row Pavement (C/D
143 & D/E), Maintenance Shop Pavement, Warehouse Roof Repair, Tahoe City Emergency Heli-pad, and the
144 Maintenance show additions. Mr. Hoffman stated that the 2017 Summer Construction Season Project
145 costs total out to be \$2,997,439. Mr. Smith expressed that this summer's construction season proved to
146 be a successful one, all projects finished on time, some even ahead of schedule.

147 **PUBLIC COMMENT:**

148 None.

149 **GENERAL MANAGER REPORT (TAB 10)**

- 150
- Upcoming Training and Conference Opportunities

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

- 152
- Non-Aeronautical Land Use Committee

153 Mr. Smith noted that staff continues to discuss land uses on Soaring Way and Highway 267, and sphere
154 amendment issues with the Ad Hoc Committee. A Soaring Way land discussion is being prepared with the
155 Ad Hoc Committee for the regular October Board meeting. The Board discussed the land swap concept
156 currently in negotiation with TTSA at the July 2017 Board meeting. TTSA considered the District's counter
157 offer at their September Board meeting. Board and Staff will discuss TTSA's counter offer in the Closed
158 Session at the end of tonight's meeting.

- 159
- GHG Inventory Study Committee

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

- 162
- Economic Impact Study

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

166 • Regional Housing Committee

167 The Ad Hoc Committee and staff are actively working with the Mountain Housing Council. The committee
168 is meeting with local developers, and the Town of Truckee to identify projects and secure agreements to
169 realize construction housing. Ad Hoc committee and staff plan to visit a project in Sacramento very similar
170 to the Artist Loft project proposed by the Rail Yard. There may be an opportunity for the Airport to assist
171 in facilitating that particular project.

172 • Local Civil Engineer Services Contract

173 Bill Quesnel P.E. of Acumen Engineering has served as the District's local engineer for the past 5 years. As
174 the current contract has expired, staff will be reposting and advertising for Requests for Qualifications for
175 our local resident engineer. Fiscal Analyst Request for Proposal (RFP) and Selection Update

176 • Pathways to Aviation Project Review

177 Staff is excited to introduce this new program which will begin in January of 2018. Pathways to Aviation
178 is a local Reno based non-profit that came out of the Reno Air Races. It was previously known as the Reno
179 Air Race Foundation. Their purpose is to introduce student to the aviation industry, provide them with
180 important career readiness skills, and connect them with recruiters seeking quality, skilled labor. They
181 also introduce aviation industry leaders to the next generation of local skilled talent. They would like to
182 begin this program January 23, 2018. Katie Greenwood from our staff will help facilitate the program.
183 Pathways to Aviation will do all the leg work to make the program work. We will leverage our local ATC,
184 professional pilots, aircraft maintenance, airport administrators, and others to give High School kids an
185 opportunity to research and gain exposure to the aviation industry. TTUSD will also assist us in getting
186 word out to students of this exciting program. More to come.

187 • Maintenance Building Concrete Slab Placement Subcontractor Notice

188 District Counsel Collinson stated that The Board authorized Board President Wallace to sign a contract
189 with Geney/Gassiot Construction for the Maintenance Building Addition as they were the lowest
190 responsible and responsive bidder. Their bid provided that they would pour the concrete slab on grade
191 and slab on deck. They proposed to do this work as they had not received any responsible and responsive
192 bids for that sub-contract work. District Counsel Collinson noted that they have now been in contact with
193 Bobby Jones Concrete Construction that carries out this work on a regular basis. However, pursuant to
194 Public Contract Code section 4109, if the cost of a sub-contract exceeds one-half of one percent (which
195 this concrete work does), substituting in a sub-contractor for work that the prime/general contractor was
196 going to carry out is allowed only in the case of public emergency or necessity. That finding must be
197 reduced to writing as a public record. Hence, the need to make this substitution and the need to make
198 that substitution part of the public record.

199 With Geney/Gassiot indicating that Bobby Jones Concrete Construction would deliver a better product
200 than Geney/Gassiot, which has been carried out without an increase in the contract price or the time for
201 performance, it appears that a public necessity of having the best construction provided exists. That
202 finding was reduced to a writing and is attached to the GM Report. It is provided in the General Manager's
203 Report in order to assure that that writing is available as a public record.

204 • Selection of Hangar 2 Design and Programing Process Ad Hoc Committee

205 Mr. Smith stated that staff thought it would be a good idea to form an Ad Hoc committee to assist in the
206 first phase of the Hangar 2 design. The ad Hoc committee would be formed to assist staff and the

207 consultant to provide input and guide the public process phase of the project. The final deliverable of the
208 Hangar 2 Ad Hoc committee will be a Concept and Budget Report (CBR) which would be presented to the
209 Board in either January or February of 2018. Mr. Smith noted that staff believes the committee would
210 meet 4-6 times between now and February of 2018 to review preliminary drafts of the CBR.

211 Director Stephens requested to sit on the Hangar 2 Ad Hoc committee. Director Jones suggested Director
212 Morrison sit on the Ad Hoc committee, but noted that if Director Morrison is unable to fill that seat, he
213 would like to take Director Morrison's place.

214 **PUBLIC COMMENT:** None

215 **MOTION #4 SEPTEMBER-27-17:** President Wallace motioned to approve Vice President Stephens sit on
216 the Hangar 2 Ad Hoc Committee. Director Jones seconded the motion. President Wallace, Vice President
217 Stephens and Director Jones voted in favor of the motion. The motion passed.

218 **MOTION #5 SEPTEMBER-27-17:** Director Jones motioned to approve Director Morrison to sit on the
219 Hangar 2 Ad Hoc Committee, but if Director Morrison declines, Director Jones will sit on the Hangar 2 Ad
220 Hoc Committee. Vice President Stephens seconded the motion. President Wallace, Vice President
221 Stephens and Director Jones voted in favor of the motion. The motion passed.

222 **BOARD MEMBER ANNOUNCEMENTS**

223 None.

224 **ADJOURN TO CLOSED SESSION – 6:40 PM**

- 225 • GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 226 ○ Property: APN 19-440-81, APN 49-040-24 and 25, APN 49-040-11
 - 227 ○ Agency negotiator: Kevin Smith, General Manager
 - 228 ○ Negotiating parties: Truckee Tahoe Airport District and Tahoe-Truckee Sanitation
 - 229 Agency
 - 230 ○ Under negotiation: Price and Terms of Payment

231 The Board gave further direction to staff regarding the potential land swap with TTSA.

232 **ADJOURN**

233 **MOTION #6 SEPTEMBER-27-17:** Vice President Stephens motioned to adjourn the meeting. Director Jones
234 seconded the motion. President Wallace, Vice President Stephens and Director Jones voted in favor of the
235 motion. The motion passed.

236 At 6:50 PM the September 27, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors
237 adjourned.

238 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE SEPTEMBER 27, 2017 REGULAR BOARD**
239 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD MEETING**
240 **ARCHIVES": <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>**