

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular  
2 meeting held Wednesday, January 22, 2014 at the Truckee Tahoe Airport District Community Room, 10356  
3 Truckee Airport Road, Truckee, California at 5:30 pm.

4 **CALL MEETING TO ORDER:** 5:30 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.  
6 Vice President James W. Morrison  
7 Director J. Thomas Van Berkem  
8 Director Lisa Wallace  
9 Director Mary Hetherington

10  
11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
12 Mr. Phred Stoner, Director of Operations  
13 Mr. Hardy Bullock, Director of Aviation and Community Services  
14 Ms. Jane Dykstra, Director of Finance and Administration  
15 Mr. Brent Collinson, District Legal Counsel  
16 Mr. Mike Cooke, Aviation and Community Services Manager  
17 Mr. Mike Barrett, Safety Coordinator  
18 Ms. Maria Martinez, District Clerk  
19 Ms. Denae Granger, Administrative Clerk  
20

21 **VISITORS PRESENT:** 21

22  
23 **SPECIAL ORDERS OF BUSINESS:** President Jones read Resolution No. 2014-01 of the Truckee Tahoe Airport District  
24 commending Mary Hetherington for her service as President of the Board of Directors from December 1, 2012  
25 through December 5, 2013.

26 **PUBLIC COMMENT:** None

27 **MOTION #1 JAN-22-14:** A roll call vote on this motion resulted in the following: Director Wallace – yes, Director  
28 Van Berkem – yes, Director Hetherington – abstained, Vice President Morrison – yes, President Jones – yes. The  
29 motion passed.

30 President Jones presented Director Hetherington with a plaque for her service as President of the Board of  
31 Directors. Director Hetherington thanked the Board, staff and public.

32 Mr. Smith read a letter from the Truckee Fire Protection District thanking the Board of Directors for the purchase  
33 of the Aircraft Rescue and Firefighting (ARFF) fire truck. There will be several firefighters present at the February  
34 19, 2014 Board meeting to do a presentation on the ARFF training school they attended paid for by the District.  
35 The fire truck will be ready in August 2014. Director Hetherington stated that it is great synergy for these public  
36 agencies to work together.

37 Mr. Cooke gave an update on the network vulnerability evaluation project. There was a vendor contracted  
38 several months ago to perform a network vulnerability and penetration test to look at security, data, and network  
39 infrastructure, among other things. Overall, the Airport security came out very well with only a few minor  
40 adjustments that staff is working on. Mr. Smith stated that Mr. Cooke has been hired as the new Aviation and  
41 Community Services Manager. Director Van Berkem questioned how the ACAT responsibilities will be divided  
42 with the changing of staff. Mr. Bullock stated that is to be determined, but he will continue forward as the point  
43 of contact for ACAT.

44 Mr. Stoner stated that when the runway designations were changed two years ago, staff called other airports with  
45 the same runway designations and offered to donate the numbered signs. The 10-28 runway signs went to  
46 Hawthorne, NV.

47 Mr. Stoner also stated that Mr. Cooke oversaw the upgrade of the AWOS system, which received final FAA  
48 certification in December, 2013.

49 **PUBLIC COMMENT**

50 Ms. Carol Meagher, Executive Director of KidZone, read a letter to the Board requesting two acres of property  
51 from the Airport to grow their program. She stated that the project would fit perfectly into the Airport's strategy  
52 of community benefits and community enhancement. Ms. Stephanie McCale, an educator at KidZone, stated how  
53 great it is to have a place for kids to take part in the arts and sciences. It was indicated that the District would  
54 take the request into consideration.

55 **CONSENT CALENDAR**

56 Director Hetherington requested that the Operations and Comment Report – Q4 2013 be pulled from the Consent  
57 Calendar. District Counsel Collinson requested that the Minutes: December 5, 2013 Regular Meeting be pulled  
58 from the Consent Calendar. Mr. Bullock requested that the Revision to ACAT Bylaws be pulled from the Consent  
59 Calendar.

60 **PUBLIC COMMENT:** None

- 61
- 62 • Monthly Service Bills and Fees
  - 63 • Financial Report
  - 64 • Policy Revisions PI 210 and PI 306 – Reimbursement of Travel Expenses
  - 65 • Financial Internal Control Review

66 **MOTION #2 JAN-22-14:** Director Hetherington moved to approve the items on the Consent Calendar with the  
67 exception of the Operations and Comment Report – Q4 2013, the Minutes: December 5, 2013, and the Revision to  
68 ACAT Bylaws. Director Van Berkem seconded the motion. President Jones, Vice President Morrison, and  
69 Directors Van Berkem, Hetherington and Wallace voted in favor of the motion. The motion passed.

70 **PUBLIC COMMENT:** None

- 71
- 72 • Minutes: December 5, 2013 Regular Meeting

72 District Counsel stated that on page 8 of the December Minutes, on line 303, the word should be substantive, not  
73 substitute. This change will be made.

74 **PUBLIC COMMENT:** None

- 75
- 76 • Operations and Comment Report – Q4 2013

76 Director Hetherington asked Mr. Bullock to walk the Board through his observations focusing on the increase of  
77 commenters. Mr. Bullock stated that the 2012 and 2013 total operational numbers are almost identical, prior to  
78 adding the multiplier for touch and go operations. He explained how the "touch and go multiplier" is based on  
79 operations and was applied on a quarterly basis. He commented on the increase in comments, which was related  
80 to an increase in community outreach. He stated that, in his opinion, the Master Plan outreach process made

81 people feel comfortable about calling the Airport, which lead to an increase in comments. Director Morrison  
82 questioned if there have been any comments about the JetSuite operations. Mr. Bullock stated that there are  
83 four times more operations from the jets under 12,500 lbs, such as the Phenom 100s from JetSuite. He does not  
84 see that type of aircraft causing a lot of annoyance. Mr. Smith pointed out that every one of the JetSuite aircraft  
85 use the GPU.

86 Director Morrison questioned if it is significant to note that the comments went up to 13 new commenters in  
87 2013 as opposed to seven new commenters in 2012. Mr. Bullock stated that he would not give a lot of weight to  
88 those numbers as it is probably also related to the increased public outreach effort. He does look at new  
89 households that comment, as that may indicate enhanced annoyance in response to airport action related to  
90 flight procedures.

91 **PUBLIC COMMENT:** None

- 92
  - Revision of ACAT Bylaws

93 Mr. Bullock stated there were a couple of changes to the bylaws from District Counsel Collinson. He said that on  
94 page 4, section D, subsection C, it be changed to Director of Finance and Administration from District's controller.  
95 In that same subsection, District Counsel Collinson stated that the quarterly report should be submitted to ACAT.  
96 Mr. Bullock stated that on page 5, section G, subsection B, the words "over \$500" should be taken out. These  
97 changes will be made.

98 **PUBLIC COMMENT:** None

99 **MOTION #3 JAN-22-14:** Director Hetherington moved to approve the Minutes: December 5, 2013 Regular  
100 Meeting, the Operations and Comments Report – Q4 2013, and the Revision to ACAT Bylaws as amended.  
101 Director Van Berkem seconded the motion. President Jones, Vice President Morrison, and Directors Van Berkem,  
102 Wallace and Hetherington voted in favor of the motion. The motion passed.

### 103 **AIR FAIR COMMITTEE REPORT**

104 Mr. Tim LoDolce, Chairman of the AirFair, gave an update. He stated that the performers have been hired. He  
105 also stated that four people of the committee went to the ICAS convention to study air shows. The name of this  
106 event has been changed from Truckee Tahoe AirFair and Family Festival to Truckee Tahoe AirShow and Family  
107 Festival. He is expecting 20,000 people to attend this event on July 12, 2014 with the theme being women in  
108 aviation. Ms. Patty Wagstaff will be the keynote speaker and Ms. Barbara Northrop will be the Grand Marshal.

109 **PUBLIC COMMENT:** None

### 110 **AIRPORT COMMUNITY ADVISORY TEAM**

111 Mr. Bullock gave a summary of the December 2013 and January 2014 ACAT meetings. At the December meeting,  
112 there was officer selection as well as the Bylaws modifications. ACAT also approved an expenditure not to exceed  
113 \$8,000 for the development of eight community noise abatement procedure videos done by the Lipperts outlining  
114 community friendly arrivals and departures while enhancing safety through mountain flying awareness. Mr.  
115 Barrett did the voiceovers for the first video.

116 Mr. Bullock stated that there was discussion in the ACAT meetings about the two procedures that are pending,  
117 CONKY1, from Mr. Pete Elmore, and PWWDR, from the FAA. There was direction given to staff to develop a  
118 comparison between those two procedures and the current TRUCK3 procedure, ~~and~~ well as possibly scoping a

119 night operations project. These comparisons were presented to ACAT during the January ACAT meeting. The FAA  
120 procedure affects approximately 10% less households than anything else being looked at. ACAT decided to stop  
121 work on CONKY1 and let the FAA know that ACAT supports PWWDR as a procedure.

122 Mr. Smith reached out to Mr. Peter Kirsch, with Kaplan, Kirsch and Rockwell, aviation consultants, regarding night  
123 operations and solutions, and he will be present at the February 11, 2014 ACAT meeting.

124 **PUBLIC COMMENT:** None

#### 125 **COMMUNICATION AND OUTREACH EFFORTS – Q4 2013**

126 Mr. Barrett gave the quarterly report for community outreach. He stated that the Airport has become a leader in  
127 the community. He gave several examples of this, such as Truckee Community Christmas, and the help from the  
128 Airport staff. Mr. Smith pointed out the statistic from the report that the community rooms were reserved 344  
129 times by 64 different groups in 2013.

#### 130 **PUBLIC COMMENT**

131 Mr. Terry stated that with volunteers, it is tempting to change their process, but he cautioned staff that doing that  
132 can swamp the volunteer effort. Mr. Barrett stated that the events are a big part of what staff does at the  
133 Airport.

134 Mr. Smith introduced the three consultants present from C&S to do a Hangar 3 assessment, Cory Hazlewood,  
135 Jessica Mullen, and Mark Roth. Mr. Hazlewood gave quick introductions of the three consultants.

136 Mr. Lou Reinkens, past Board member, thanked the Airport for their involvement in the community. He would  
137 like to keep the presence of seaplanes on Lake Tahoe, and he stated that the Airport has been supporting the  
138 Memorial Day Seaplane Splash-In over the years. This year, the event will be held on Father's Day.

#### 139 **DISCUSSION OF FUNDING PROPOSAL FOR ALUC REQUIREMENTS FOR TRUCKEE DONNER PARKS & REC**

140 Mr. Smith stated that there was a letter received from the Truckee Donner Recreation & Park District requesting  
141 funding from the District for improvements required to the proposed pool structure to comply with the CLUP. He  
142 noted that the Truckee Tahoe [Airport](#) Land Use Commission, a separate entity from the Truckee Tahoe Airport  
143 District, is the organization that has placed the requirements on new buildings. The estimated funding required is  
144 approximately \$280,000, but has not been reviewed by the Airport District Engineer. He stated that with the right  
145 policy, there may be a place, if funding is available to assist in public buildings owned by public agencies.

146 Director Hetherington stated that any way to work with different agencies is good synergy. Director Van Berkem  
147 questioned who paid for the recreation center reinforcements. Mr. Smith stated that Truckee Donner Rec & Park  
148 paid for that. He disclosed that he is a member of the Truckee Tahoe Land Use Commission, as required by state  
149 statute. District Counsel Collinson stated that he is the Placer County representative for the Airport District on the  
150 Truckee Tahoe Land Use Commission as well.

151 Mr. Steve Randall, the General Manager of the Truckee Donner Recreation & Park District stated that for the pool  
152 structure, there is a very tight budget. Director Van Berkem questioned when the decision was made to begin the  
153 process of constructing an aquatics center, if the numbers shown to the community reflected this work and the  
154 cost of the structure. Mr. Randall stated that there was a certain amount of money set aside for those  
155 expectations, approximately \$100,000. President Jones questioned if there is authorization to break ground if  
156 there is enough funding. Mr. Randall stated that the project is out to bid, with the total project cost being

157 approximately \$7.2 million. Vice President Morrison questioned the reserves that would be available should this  
158 project go over budget. Mr. Randall stated that there are some potential reserves, but it will be tight.

159 Mr. Randall gave a description of what the structure will look like with the total building area approximately  
160 26,000 ft. Vice President Morrison questioned when the project could start. Mr. Randall stated it could start the  
161 middle of April, weather depending, and would be approximately a 10 month to one year project. He stated that  
162 this facility would be a replacement for the pool at Truckee High School. He requested consideration of funding  
163 from the Board, asking for an approval of the concept. President Jones stated that the approval for funding will  
164 not come during this meeting, just the approval to move forward with the project.

165 Mr. Kevin Murphy, Chairman of the Truckee Donner Rec & Park District gave a little background on how the  
166 reserves have been drawn down approximately \$900,000 over the years.

#### 167 **PUBLIC COMMENT**

168 Mr. Terry stated that the current site was explicitly identified for the recreation center during the CLUP process.  
169 He stated that there may be some sort of hazard by having this building under a takeoff route. It would be in the  
170 District's best interest to help fund any safety improvements that are desired for the building.

171 Director Van Berkem questioned how much more land falls into this same category of required safety  
172 improvements in public buildings. Mr. Bullock stated that he met with District Engineer Bill Quesnel regarding the  
173 safety of the building. Since this building would be under a takeoff route, the building would be intended to  
174 produce enough enhancement of the current engineering for a plane to hit a building, with enough time to get  
175 the occupants out of that building. Mr. Smith answered Director Van Berkem's question pointing out the different  
176 CLUP zones around the Airport, stating that the "B1", "C" and limited section of the "D" zones would be the areas  
177 that would require safety improvements in public buildings.

178 Mr. Terry stated that this project should be looked at on a 40-50 year horizon, and there should be a thought to  
179 upgrade the glass to laminated glass to soundproof the building.

180 Director Wallace stated that she would like to see a policy to give guidance for projects like this in the future. Vice  
181 President Morrison questioned if Mr. Randall will come back with bids and line items as to where the money will  
182 be spent. Mr. Randall confirmed this, stating that bids are due February 7, 2014. Director Van Berkem asked staff  
183 for a better understanding of this project, as well as the potential land use for the next 10-20 years at the  
184 February Board meeting. He would like to understand the potential liability as well. Mr. Bullock mentioned that a  
185 new CLUP will come out of the new Master Plan process. Director Hetherington questioned what else could go in  
186 that space, such as a library, or parking. Mr. Smith stated that there is not much acreage in the indicated zones  
187 that could be eligible for public buildings. Director Wallace would like noise mitigation to be part of the policy for  
188 these types of projects.

#### 189 **WEBSITE UPDATE**

190 Mr. Bullock stated that the milestone committee has been working on the new website for approximately four  
191 and a half months. The new website is in draft form and is not yet published. Mr. Robert Bousquet, the managing  
192 partner of New Leaders, gave a presentation on the draft website and how it differs and is an improvement on the  
193 current website. The ability to update the website will be a lot easier as well, as there have been some complaints  
194 about keeping the current website up to date.

195 Vice President Morrison questioned if there will be TAF (terminal area forecast) data on the new website as well.  
196 Mr. Bullock stated that has not yet been discussed. TAF data is future forecasting of the weather, whereas METAR  
197 data is what is happening with the weather at the present time. Mr. Bousquet reminded everyone that this  
198 website will be a living document, and not a published book. Director Wallace questioned the frequency of having  
199 to keep the data accurate, especially in relation to Board members information. Mr. Bullock stated that there will  
200 be a schedule for revisions, and analytics will be used to find out what is valuable to the users, so staff can cut out  
201 the information that is not needed. Mr. Bousquet stated that there will also be a feedback mechanism on ~~the~~  
202 each page of the website. Director Hetherington stated that at the CSDA conference some of the Board members  
203 recently attended, it was communicated that having transparency with the Board is a good thing. Mr. Bullock  
204 stated that some of the information on the website is mandated by the CSDA District Transparency Certificate of  
205 Excellence that TTAD is interested in obtaining.

#### 206 **PUBLIC COMMENT**

207 Mr. Reinkens stated that he just attended a safety meeting in Reno, and he would like to have the new website  
208 indicate where the safety problems are at the Truckee Tahoe Airport for people coming in.

209 President Jones stated for the next set of flight videos, he would like to see several pilots participate in the  
210 comments and dialogue.

#### 211 **HISTORICAL USAGE OF PROPERTY TAX REVENUES PRESENTATION**

212 President Jones gave an introduction to this, stating that since the Board retreat is January 29, 2014, he wanted to  
213 know where the District is going next in terms of property tax. Ms. Dykstra stated that the first spreadsheet  
214 details the percentage of property tax used by category, by fiscal year. The second spreadsheet is the actual  
215 dollar value of some of the selected categories, and how they lay out proportionately on the graph. President  
216 Jones stated that in the last ten years, the District has generated approximately \$39 million in property tax  
217 revenue. Of that approximate \$39 million, approximately 28% is still in liquid asset form. He stated that the  
218 administration building represents 20% of the property tax revenue. He would like to keep in mind how the  
219 District has allocated resources in the past to see what needs improvement or changing. Director Wallace stated  
220 that it might be something to consider to have a plan that extends 30 to 50 years in the future.

#### 221 **PUBLIC COMMENT**

222 Mr. Terry stated that he does not think that there is a natural place for public building modifications or sound  
223 reduction efforts in the categories as listed. If the District starts to get involved in these projects, the categories  
224 may need to be broadened.

#### 225 **GODBE AD HOC COMMITTEE REPORT**

226 Mr. Smith stated that the Ad Hoc Committee went through the Godbe Report and removed questions that were  
227 no longer relevant. Director Hetherington questioned if any night operations questions were captured elsewhere  
228 in the report as that was one of the questions removed. President Jones stated that it is captured elsewhere, but  
229 the night operations question was taken out because it implied that the District could do something it could not.  
230 The Ad Hoc Committee thought it was best to remove the question rather than create the wrong impression of  
231 what the authority of the District is. Director Hetherington questioned if the public supports the District spending  
232 money to determine if there is a way to make it harder for night operations. Mr. Smith stated that Mr. Kirsch will  
233 help staff understand night operations and what can be done about them.

234 **PUBLIC COMMENT:** None

235 **GENERAL MANAGER'S REPORT**

236 Mr. Smith reviewed the upcoming training opportunities. He also gave an update on the four Ad Hoc Committees  
237 that are continuing to meet on a regular basis regarding the Master Plan, land leasing, legal services, and the  
238 Godbe survey. There was an article in *Moonshine Ink* regarding Clear Capital and their possible decision to move  
239 to Nevada. Mr. Smith stated that both the District and the Town of Truckee have worked very hard to  
240 accommodate Clear Capital, and there will hopefully be an update at the February Board meeting. There will be a  
241 safety seminar on February 18, 2014 by Mr. Chris Snideman. The Board budget workshop will be April 23, 2014  
242 before the regular Board meeting.

243 There was a conversation in one of the 2013 Board meetings regarding what is appropriate in terms of electronic  
244 device usage. The Board must be Brown Act compliant at all times. In relation to what is appropriate for the  
245 public to text or email a Board member a comment during a meeting, it should come through a staff member.  
246 Mr. Smith questioned if there should be a policy for this. Vice President Morrison stated that it is not worth  
247 setting up a policy since it is not presently an issue. President Jones stated that if there is a member of the public  
248 that would like to discuss an issue, that person should come to the Board meetings to discuss it. He stated that  
249 the Board is Brown Act compliant when it comes to their actions and the electronic device usage. District Counsel  
250 Collinson stated that the law is always behind technology. The position that the law sees now is that it does not  
251 matter what form of media is being used, it must be Brown Act compliant.

252 **PUBLIC COMMENT**

253 Mr. Terry reminded the Board that ACAT was first to use iPads during the meetings, and suggested that the Board  
254 use them as a tool as well.

255 Director Van Berkem stated that he would rather wait until it becomes a problem before implementing a policy.

256 Mr. Smith talked about the upcoming Board retreat, and the afternoon meeting with the Town of Truckee.

257 Mr. Smith stated that Mr. Kirsch will come to the February ACAT meeting to discuss night operations. President  
258 Jones would like this meeting to be taped. Mr. Smith stated that he would look into having the meeting either  
259 recorded or broadcasted. Director Hetherington questioned if it was appropriate if three or more Board members  
260 attended this meeting. District Counsel Collinson stated that as it is a publicly noticed meeting, the majority of  
261 the Board can go, but cannot discuss anything with each other.

262 The summer pavement maintenance program will be brought to the Board in February. The runway obstruction  
263 removal is complete. The multi-use hangar study will hopefully be brought to the Board in February as well.  
264 Director Hetherington questioned the status of the aviation safety initiatives and if anything is currently  
265 happening with some of the brainstorming that occurred before NBAA. Mr. Smith stated that there has not yet  
266 been any other discussion regarding anything more than the current incentive program already in place.

267 There was discussion regarding the schedule of upcoming Board meetings. It was decided to have closed session  
268 after the Board meeting.

269 Director Van Berkem asked Mr. Smith if staff is working on the letter presented by Ms. Meagher. Mr. Smith  
270 stated that he had not known about the letter prior to its presentation at this meeting. District Counsel Collinson  
271 reminded everyone that as that letter was part of public comment, the Board is unable to comment on it.

272 **BOARD MEMBER ANNOUNCEMENTS**

273 Director Hetherington stated that she will not be present at the February regular Board meeting.

274 **PUBLIC COMMENT:** None

275 **ADJOURN**

276 **MOTION #4 JAN-22-14:** Vice President Morrison moved to adjourn. Director Hetherington seconded the motion.  
277 President Jones, Vice President Morrison, and Directors Van Berkem, Wallace and Hetherington voted in favor of  
278 the motion. The motion passed.

279 At 8:24 p.m. the January 22, 2014 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

DRAFT