The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, October 25, 2017 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

CALL MEETING TO ORDER: 4:31 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: Vice President Rick Stephens
Director John B. Jones, Jr.
Director Teresa O’Dette
Director Jim Morrison (entered at 4:59 PM)

DIRECTORS ABSENT: President Lisa Wallace

STAFF PRESENT: Mr. Kevin Smith, General Manager
Mr. Dave Hoffman, Director of Operations and Maintenance
Mr. Hardy Bullock, Director of Aviation and Community Services
Mr. Mike Cooke, Manager of Aviation and Community Services
Mr. Marc Lamb, Manager of Aviation and Community Services
Mr. Brent Collinson, District Legal Counsel
Ms. Jill McClendon, Aviation and Community Services Program Coordinator

VISITORS PRESENT: 39

SPECIAL ORDERS OF BUSINESS:

None

PUBLIC COMMENT:

Mr. Bryan DeVoe, 40 year Truckee resident and resident of Olympic Heights, inquired about an aircraft incident that had occurred five weeks prior. The incident involved an aircraft that took off from the Airport and appeared to have a malfunction and was flying very low. Just short of Olympic Heights the pilot made a hard turn over the Truckee River where he gained power and was able to gain altitude to fly away. Staff were responsive to the incident when he contacted the Airport. Mr. DeVoe wanted to know about procedures for instances like this and the status of the investigation.

Vice President Stephens directed staff to follow up with Mr. DeVoe and give a report on the incident to the Board.

CONSENT ITEMS

- Minutes: September 20, 2017 Special Meeting ............................... TAB 1
- Minutes: September 27, 2017 Regular Meeting ............................... TAB 2
- Monthly Service Bills and Fees ....................................................... TAB 3
- Quarterly Communications Report .................................................. TAB 4
- Truckee Meadows Restoration Project – Funding Agreement ........... TAB 5

Director Jones pulled Tab Item 5

PUBLIC COMMENT: None.

MOTION #1 OCTOBER-25-17: Vice President Stephens moved to approve Tab Items 1 – 4. Director O’Dette seconded the motion. Vice President Stephens, Directors Jones and O’Dette voted in favor of the motion. The motion passed.
Director Jones expressed his support for Tab Item 5. Director Jones gave background regarding the Truckee Meadows Restoration Project. Most of the land is owned by the Airport and in the past there had been discussion about opening up the pond for a youth fishing program that would be funded by Trout Unlimited and supported by other agencies. Now that the Restoration Project is almost finished, Director Jones wants the public to know that the Board will be bringing back the youth fishing program discussion on the agenda at a future Board meeting.

**MOTION #2 OCTOBER-25-17:** Director Jones made a motion to approve Tab Item 5. Director O’Dette seconded the motion. Directors Jones, O’Dette and Vice President Stephens voted in favor of the motion. The motion passed.

Vice President Stephens requested to discuss the ACAT Member Selection and the ACAT Meeting Report simultaneously. Vice President Stephens also requested to move Agenda Item 8 ahead of Agenda Item 7. The requests were confirmed by the Board.

**ACAT MEMBER SELECTION (TAB 6) and ACAT MEETING REPORT (TAB 9)**

Mr. Hardy Bullock announced the poll for the Pilot Member seat on ACAT. At the September Board meeting the Board selected Ms. Lisa Krueger for a renewal term of the Community Member position.

Ms. Krueger, ACAT Chair, gave a report of the October 10, 2017 ACAT Meeting. At the October meeting, ACAT discussed future projects which they plan to adopt at the November meeting when they have a full committee. ACAT discussed the following topics: potential noise and annoyance solutions with an update from staff, the Trails Master plan, ACAT member notification regarding attendance, and plans to review the Community Sponsorship program.

District Counsel Collinson announced the results of the poll. Mr. Paul Fast has been selected for the Pilot Member seat after receiving the required number of poll selections.

**PUBLIC COMMENT:** None.

**MOTION #3 OCTOBER-25-17:** Director Jones motioned to appoint Mr. Fast as a Pilot Member of ACAT. Director O’Dette seconded the motion. Vice President Stephens, Director Jones and O’Dette voted in favor of the motion. The motion passed.

**TRUCKEE RAILYARD ARTIST’S LOFTS HOUSING PROPOSAL**

Mr. Kevin Smith noted that this is an information item only. Potential funding for this project will be considered at a future meeting.

Director Morrison entered the meeting at 4:59 PM.

Mr. John Cicerone gave a presentation on the Truckee Artist’s Lofts Housing Project which will include 76 units of affordable housing. The Artist’s Lofts will be the first building to come out of the ground as part of the Railyard Project. The 76 units of affordable housing will have a 55 year obligation on affordability. The majority of financing for the project has been secured. Currently, there is a funding gap of $500,000 and in the future the project team would like to request a loan from the Airport. Mr. Jason Hansford with Holliday Development and Truckee Development Associates provided additional information regarding parking aspects of the project. Vice President Stephens noted that there is a lot of work to do on this project including consulting with District Counsel to see what the Airport is able to do. Director Morrison noted he was impressed by a similar project in Sacramento and that he thinks this would be a great addition to Truckee.

**PUBLIC COMMENT:** Mr. Andrew Terry wanted to make sure that the developers and potential residents are aware that this project would be in an aviation safety zone. Mr. Terry also made an observation that there seems to be very little aviation component to this.
Mr. DeVoe stated that the word affordable housing gets thrown around a lot. What Truckee needs is affordable housing for the people that live here. Mr. DeVoe noted that this project seems to be targeting a specific group of people that come here. Truckee needs single family housing for the people that are currently living here and that should be the priority rather than trying to bring other groups of people in. Mr. DeVoe also noted his concern that this project does not seem to take into consideration families and kids.

TEMPORARY SEASONAL CONTROL TOWER PERFORMANCE REPORT (TAB 7)

Mr. Bullock introduced the Temporary Seasonal Control Tower Performance Report and discussed the format. The Board will hear several reports from staff as well as public comment and then will be asked to make a decision about funding the tower for the winter season from December 15, 2017 to February 28, 2018.

Mr. Bullock introduced several guests that were in the audience that were there to answer questions about the tower including Midwest ATC, the contracting company that provides tower services, and individuals from Oakland Center, the controlling authority for the airspace over the Airport.

Mr. Bullock stated that the tower opened for operations on June 1, 2017 and closed September 15, 2017. The tower issues clearance on procedures and assists pilots with selecting routes and altitudes when arriving or departing from the Airport. The tower nor Airport staff have direct control over the volume of traffic to the Airport. Year one deliverables for the tower were achieved, however there were areas where improvements can be made including noise and annoyance, ground control of aircraft and assigning a preferred departure runway or procedure. Additional training and protocols may be necessary. The actual operation of the tower was more involved from the Airport’s perspective than initially expected. The Year one community noise and annoyance goals need a little more time and practice.

Mr. Marc Lamb discussed commenter survey data. Freshtracks reached out to noise commenters who commented both in 2016 and 2017. These commenters were specifically targeted due to their experience with aviation traffic both prior to and during tower operations. Those that responded did not feel the tower affected noise and annoyance, but thought that if improvements could be made that the tower was still worth pursuing. Mr. Lamb also discussed survey results from local pilot users and on-field operators. 90% of respondents to this survey said that the Airport is safer with a control tower.

Mr. Mike Cooke discussed tower operations (June 1 – September 15) and the Q3 Quarterly Operations and Comment Report (TAB 10). Mr. Cooke discussed the disparity between the Airport’s electronic management system tracking of aircraft and the tower counts. The Airport’s system does not count touch-and-go operations. Overall operations in 2017 vs 2016 were flat, but there were changes to the types of aircraft. The Airport saw an increase in jet traffic. The Airport felt busier this summer because the peak traffic days reached record highs. The tower kept aircraft at a higher altitude which made a difference in certain neighborhoods like Northstar. There was a 10% decrease in comments, but an increase in the number of commenters. Comments vary by neighborhood and many of the new commenters often referenced the frequency of operations.

Ms. Katie Greenwood, Pilot and Passenger Outreach Coordinator, conducted outreach to pilots through various methods including roadshows and presentations to flying groups, EAA and local pilots. Ms. Greenwood also conducted surveys with pilots on the airfield. Over 1,100 pilots were surveyed, 97% of which said they felt the tower increased safety and fostered a more organized operating environment.

Ms. Stacey Justesen, Safety Coordinator, discussed the safety management system reporting and tracking of the Airport. Ms. Justesen highlighted the top five safety issues that have been identified including radio communications, runway incursions, near mid-air collisions or loss of separation. The tower effectively removed the possibility that a radio communication incident could compound itself into another safety
incident such as a near mid-air collision. There were no plane to plane incidents, however there were
incidents of people on the runway. All of the incidents were noticed and managed by the tower staff. The
most significant data is that in 2017 there were zero near mid-air collisions.

PUBLIC COMMENT: Mr. Leigh Golden, member of ACAT and retired airline pilot, thanked the staff for
putting the tower here. He believes we have a very unique mix of aircraft at Truckee and the tower has
done a fantastic job of separating aircraft and directing people in and out of the area. Mr. Golden
recommends that the airport continue with the tower.

Mr. Tim Critz, homeowner in Sierra Meadows, stated that he has been one of the commenters in regards
to touch-and-gos and he would like to see the touch-and-gos addressed. Mr. Critz believes the tower has
made a drastic change in the elevation of jet aircraft flying over Sierra Meadows and that has definitely
quieted the noise tremendously. However, the touch-and-go and training aircraft continue to be an
annoyance particularly on the weekends. Mr. Critz thanked the Airport Board for their efforts.

Mr. Terry stated that the noise doesn’t bother him, rather it’s the annoyance and events that bother him.
Mr. Terry noted that safety seemed to be the focus and that noise and annoyance were an afterthought.
He believes that the community is not getting much benefit from the tower experiment. Mr. Terry also
feels that the tower offers a veneer of safety where pilots may feel more comfortable flying to Truckee
when they shouldn’t be and that it increases the capacity of the Airport.

Mr. DeVoe stated that he was one of the people that got interviewed about the tower. He was asked if he
thought the tower did any good and his answer was a blanket no because the prevailing attitude seems
to be that once an aircraft has taken off there is no control over it. Mr. DeVoe believes that the tower
needs to operate for another year in order to gauge its effectiveness, but that he would like to see the
controllers have more authority to tell aircraft to stay on certain headings. Mr. Devoe thinks the Airport
is going to continue to grow and that the tower does provide an umbrella of safety that is needed.

Mr. Todd Babarovitch thanked the Board and staff for the opportunity to speak. Mr. Babarovitch works
from home and may live closest to the airport as the crow flies. He feels that he is safer and that he does
have an improved quality of life from the operations of the tower. Mr. Babarovitch believes there is an
issue of noise and it is limited to a certain type of aircraft. From a safety perspective Mr. Babarovitch urges
the Airport to increase the operations of the tower to be year round.

Ms. Diedra Williams, resident of Prosser Heights, believes that this summer there seemed to be more
planes that descended over her home and referenced a specific instance on Wednesday, August 16 that
generated a high amount of annoyance. In the past the issue was departing aircraft, however this summer
the issue was more with arriving aircraft. Ms. Williams feels that for a community as interconnected as
Truckee, one neighborhood should not be targeted over any others when it comes to flight paths.

Sarah, a resident in Martis Estates, is glad the Airport is increasing safety, however would like to see more
money put to projects that are specifically geared towards noise and annoyance reduction in the future.
Sarah also stated that as a commenter she has been very politely told that the Airport does not have
control over the airspace and therefore has decreased her comments because she does not see a good
reason to continue to comment. She feels the Airport should consider this as a reason for the decreased
number of comments.

Ms. Laurel Lippert, local pilot and resident of Truckee, stated that she loves airplanes and lives a mile off
the departure end of Runway 29. This summer was different than it has ever been in terms of noise as
there was a lot more jet traffic departing Runway 29 and not taking the bypass departure. Ms. Lippert
understands that the tower cannot direct, but was disappointed that they did not strongly suggest aircraft
take the departure path away from Martis Estates.
Letters submitted by Ms. Liz Coombs and Mr. Tom Meadows were read during the public comment period. A full copy of the submitted letters can be found in the Board book items for the October 25, 2017 meeting on the District’s website.

Vice President Stephens stated that he supports the tower and supports its use over the winter/holiday season. For him, safety is the number one priority, but he would like to have more impact on noise and annoyance as he feels not enough progress was made on that.

Director Jones gave the tower an A- for safety and a C- for noise. Director Jones wanted to share with the public that the tower does not have all the resources they need to really help noise and annoyance. The first piece was the tower and the Airport is working diligently on the second two pieces which are an ADSB ground station and published visual approaches. Director Jones referenced a letter from Congressman McClintock that went to the FAA in support of the installation of an ADSB ground station. Director Jones wants the public to know that the Airport really cares about their concerns and it working on the issues.

Director Morrison believes the Airport staff work really hard to run a safe and efficient Airport. He also thinks staff and the Board are concerned about the community and reducing noise and annoyance. Director Morrison feels that the Airport implemented the tower largely to reduce noise and annoyance and that safety is a benefit that is also being seen.

PUBLIC COMMENT: Mr. Terry stated that he does not get nearly as annoyed in the winter as the Airport does not have the spikes in demands compared to the summer. Mr. Terry believes there is less of a benefit to a year-round tower than a seasonal one for the prime summer season.

MOTION #4 OCTOBER-25-2017: Director Jones made a motion to approve the implementation of the control tower from December 15 for two months. Director O’Dette seconded the motion. Vice President Stephens, Directors Jones, Morrison and O’Dette voted in favor. The motion passed.

A break in the meeting was taken at 6:55 PM. The meeting resumed at 7:05 PM

GREENHOUSE GAS EMISSIONS INVENTORY (TAB 8)

Mr. Smith introduced Mr. Jay Wintergreen with First Environment who conducted the Greenhouse Gas Inventory for the District. The recommendation by staff and the Greenhouse Gas Ad Hoc Committee is that the Board hear the presentation and then pursue the reduction plan.

Mr. Wintergreen gave a presentation on the Greenhouse Gas Inventory. There were three parts to the report – the Inventory Report which is a snapshot of the 2015 emissions occurring in the District, the Greenhouse Gas Management Plan which outlines how the inventory was prepared and the Reduction Plan. The inventory quantified emissions of six gasses and broke them down into Scope 1, Scope 2, and Scope 3 emissions. Scope 1 includes greenhouse gas emissions from activities that are owned or controlled by the District. Scope 2 is comprised of indirect greenhouse gas emissions from purchased or acquired energy. Scope 3 entails all other indirect emissions related to activities at the Airport that are not under the control of the District. The Reduction Plan outlines the opportunities the Airport can take to reduce emissions.

Director Morrison, member of the Ad Hoc Committee, expressed his interest in seeing what the District can do to be a more green airport, including branding the District as an airport and special district that cares about the environment, Truckee and the community, and wants to be a leader in that realm.

The Ad Hoc Committee will discuss the reduction plan at their next meeting and make a recommendation to the Board at a future meeting.

MONTHLY FINANCIAL REPORT (TAB 11)

Mr. Smith reviewed Ms. Sally Lyon’s Monthly Financial Report (due to her absence while she was attending a Caselle Conference), for the eleven months ended August 31, 2017. Mr. Smith stated that revenues continue to be strong and that concession revenue from the rental car operators out performed
projections. Transient Use fees have been strong as well primarily due to peak period pricing that was instituted earlier in the summer. Mr. Smith noted that Jet Fuel sales continue to be strong as well.

PUBLIC COMMENT: None.

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

STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS

Mr. Smith shared that Airport staff attended the California Special District’s Association (CSDA) Annual Conference and the National Business Aviation Association (NBAA) Convention and Exhibition. Mr. Bullock also attended the Air Traffic Controllers Association (ATCA) Conference where he attended various meetings with the FAA. Director Jones shared that he and Ms. Greenwood attended the AAAE Noise Conference.

PUBLIC COMMENT: None.

FY 2018 BUDGET REVIEW – 2nd DRAFT (TAB 12)

Mr. Smith asked if the Board had any questions on the draft budget. Vice President Stephens noted that in talking to consultants about Hangar 2, the District is being optimistic about how much it can get done in 2018 due to the CEQA requirements. Mr. Smith agreed that the whole project is optimistic. Director Morrison noted that he wants to move quickly on the project.

PUBLIC COMMENT: None.

There was Board consensus to accept the 2018 Budget – 2nd Draft as presented by Mr. Smith.

GENERAL MANAGER REPORT (TAB 13)

• Upcoming Training and Conference Opportunities

Mr. Smith reviewed the upcoming training and conference opportunities and noted that new opportunities had been added for the Board and District staff.

• Non-Aeronautical Land Use Committee

Mr. Smith recommended breaking out the Soaring Way land use conversations from the negotiations currently taking place with TTSA because the two organizations need more time to come to an agreement. Mr. Smith believes that the Board can move forward with conversations about Soaring Way.

• GHG Inventory Study

Discussed during the Greenhouse Gas Emissions Inventory earlier in the meeting.

• Economic Impact Study

Mr. Smith noted that a data compilation is just about complete and that the Ad Hoc Committee will be meeting in November. The report should be available for Board review at the January 24, 2018 meeting.

• Regional Housing

Vice President Stephens noted that Mr. Rick Lee got his building permit, has three containers installed and is making progress.

• Hangar 2

Mr. Smith shared with the Board that staff has spent the last two days discussing programming options for Hangar 2 with various groups. Staff has been meeting with EAA, CAP, Mountain Lion, Sierra Aero, the AD Hoc committee and the architect team to scope out the building. Staff will bring a sketch of the building to the November 29, 2017 meeting for Board review and to make sure it is headed in the right direction.
Mr. Smith presented a map of permanent and seasonal non-stop flights for Reno-Tahoe International Airport highlighting that five or six of those routes are a result of the work of RASC. The District continues to participate with that group and communicate with the community that we are advocating on their behalf. Mr. Smith also shared with the Board that he has been asked to serve on the Reno-Tahoe International Airport Master Plan Working Group and that he is paying attention to what they are working on and how it may effect the District.

- Surplus Property Policy

Mr. Smith discussed that Mr. Dave Hoffman, Director of Operations and Maintenance, has begun selling old equipment for fair market value. Money from the sales will be used to purchase new equipment. The District will be looking at getting rid of its old van and would like to make it available for an interested non-profit in the community for little to no cost. District Counsel Collinson indicated that the District needs to receive some level of compensation for the van. There was consensus from the Board to offer the van for a minimal amount of money. Staff will work on an open and transparent process to allow all local non-profits to be eligible to participate in a drawing for the van.

- Winter/Spring 2018 Board Workshop

Mr. Smith asked if the Board was interested in having a workshop and if so when. Typically the workshop has been held in February or March. Director Morrison stated that he thought a workshop would be a good idea. Director Jones asked if there was meaningful topics to address and if so he thought a workshop would be valuable. Mr. Smith stated that he will bring some topics to the November board meeting.

- Review of PI 209 – Assignment of Board President and Vice President

Mr. Smith reminded the Directors that last year the election process for the Board President and Vice President was changed and that those positions will be voted on at the next meeting.

- Upcoming Meeting Schedule

Mr. Smith noted that the next regular board meeting will be held on November 29, 2017 and then on January 24, 2018.

- Joint ACAT/Board Meeting

Mr. Smith confirmed that the joint meeting will be held on December 12, 2017.

- Rolling Agenda

Mr. Smith noted that at the November meeting the Board will have the Budget approval and the General Manager’s Review. Also at the November meeting will be a non-aero land use report and a presentation on the sound study of the Cessna JTA Skyhawk.

Mr. Smith informed the Board that he is completing an application to be on the AAAE Board of Examiners and that he plans to ask President Wallace to sign a letter of support as part of the process.

PUBLIC COMMENT: None.

ADJOURN TO CLOSED SESSION – 8:22 PM

- GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - Property: APN 19-440-81, APN 49-040-24 and 25, APN 49-040-11
  - Agency negotiator: Kevin Smith, General Manager
  - Negotiating parties: Truckee Tahoe Airport District and Tahoe-Truckee Sanitation Agency
    - Under negotiation: Price and Terms of Payment
The Board gave further direction to staff regarding the potential land swap with TTSA.

BOARD MEMBER ANNOUNCEMENTS
None

PUBLIC COMMENT: None.

ADJOURN

MOTION #5 OCTOBER-25-17: Director Morrison motioned to adjourn the meeting. Director O’Dette seconded the motion. Vice President Stephens, Directors Jones, Morrison and O’Dette voted in favor of the motion. The motion passed.

At 8:33 PM the October 25, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE OCTOBER 25, 2017 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:
http://ktrk-live.s3-website-us-west-2.amazonaws.com/