

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, October 25, 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:** 4:31 PM

5 **PLEDGE OF ALLEGIANCE**

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

10 **DIRECTORS ABSENT:** President Lisa Wallace

11
12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
13 Mr. Dave Hoffman, Director of Operations and Maintenance
14 Mr. Hardy Bullock, Director of Aviation and Community Services
15 Mr. Mike Cooke, Manager of Aviation and Community Services
16 Mr. Marc Lamb, Manager of Aviation and Community Services
17 Mr. Brent Collinson, District Legal Counsel
18 Ms. Jill McClendon, Aviation and Community Services Program Coordinator

19 **VISITORS PRESENT:** 39

20 **SPECIAL ORDERS OF BUSINESS:**

21 None

22 **PUBLIC COMMENT:**

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

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

31 **CONSENT ITEMS**

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

37 Director Jones pulled Tab Item 5

38 **PUBLIC COMMENT:** None.

39 **MOTION #1 OCTOBER-25-17:** Vice President Stephens moved to approve Tab Items 1 – 4. Director O’Dette
40 seconded the motion. Vice President Stephens, Directors Jones and O’Dette voted in favor of the motion.
41 The motion passed.

42 Director Jones expressed his support for Tab Item 5. Director Jones gave background regarding the
43 Truckee Meadows Restoration Project. Most of the land is owned by the Airport and in the past there had
44 been discussion about opening up the pond for a youth fishing program that would be funded by Trout
45 Unlimited and supported by other agencies. Now that the Restoration Project is almost finished, Director
46 Jones wants the public to know that the Board will be bringing back the youth fishing program discussion
47 on the agenda at a future Board meeting.

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

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

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

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

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

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

64 **PUBLIC COMMENT:** None.

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

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

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

71 Director Morrison entered the meeting at 4:59 PM.

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

82 **PUBLIC COMMENT:** Mr. Andrew Terry wanted to make sure that the developers and potential residents
83 are aware that this project would be in an aviation safety zone. Mr. Terry also made an observation that
84 there seems to be very little aviation component to this.

85

87 Mr. DeVoe stated that the word affordable housing gets thrown around a lot. What Truckee needs is
88 affordable housing for the people that live here. Mr. DeVoe noted that this project seems to be targeting
89 a specific group of people that come here. Truckee needs single family housing for the people that are
90 currently living here and that should be the priority rather than trying to bring other groups of people in.
91 Mr. DeVoe also noted his concern that this project does not seem to take into consideration families and
92 kids.

93 **TEMPORARY SEASONAL CONTROL TOWER PERFORMANCE REPORT (TAB 7)**

94 Mr. Bullock introduced the Temporary Seasonal Control Tower Performance Report and discussed the
95 format. The Board will hear several reports from staff as well as public comment and then will be asked
96 to make a decision about funding the tower for the winter season from December 15, 2017 to February
97 28, 2018.

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

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

109 Mr. Marc Lamb discussed commenter survey data. Freshtracks reached out to noise commenters who
110 commented both in 2016 and 2017. These commenters were specifically targeted due to their experience
111 with aviation traffic both prior to and during tower operations. Those that responded did not feel the
112 tower affected noise and annoyance, but thought that if improvements could be made that the tower was
113 still worth pursuing. Mr. Lamb also discussed survey results from local pilot users and on-field operators.
114 90% of respondents to this survey said that the Airport is safer with a control tower.

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

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

128 Ms. Stacey Justesen, Safety Coordinator, discussed the safety management system reporting and tracking
129 of the Airport. Ms. Justesen highlighted the top five safety issues that have been identified including radio
130 communications, runway incursions, near mid-air collisions or loss of separation. The tower effectively
131 removed the possibility that a radio communication incident could compound itself into another safety

132 incident such as a near mid-air collision. There were no plane to plane incidents, however there were
133 incidents of people on the runway. All of the incidents were noticed and managed by the tower staff. The
134 most significant data is that in 2017 there were zero near mid-air collisions.

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

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

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

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

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

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

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

171 Ms. Laurel Lippert, local pilot and resident of Truckee, stated that she loves airplanes and lives a mile off
172 the departure end of Runway 29. This summer was different than it has ever been in terms of noise as
173 there was a lot more jet traffic departing Runway 29 and not taking the bypass departure. Ms. Lippert
174 understands that the tower cannot direct, but was disappointed that they did not strongly suggest aircraft
175 take the departure path away from Martis Estates.

176 Letters submitted by Ms. Liz Coombs and Mr. Tom Meadows were read during the public comment period.
177 A full copy of the submitted letters can be found in the Board book items for the October, 25 2017 meeting
178 on the District's website.

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

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

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

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

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

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

199 **GREENHOUSE GAS EMISSIONS INVENTORY (TAB 8)**

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

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

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

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

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

218 Mr. Smith reviewed Ms. Sally Lyon's Monthly Financial Report (due to her absence while she was attending
219 a Caselle Conference), for the eleven months ended August 31, 2017. Mr. Smith stated that revenues
220 continue to be strong and that concession revenue from the rental car operators out performed

221 projections. Transient Use fees have been strong as well primarily due to peak period pricing that was
222 instituted earlier in the summer. Mr. Smith noted that Jet Fuel sales continue to be strong as well.

223 **PUBLIC COMMENT:** None.

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

225 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS**

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

231 **PUBLIC COMMENT:** None.

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

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

237 **PUBLIC COMMENT:** None.

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

239 **GENERAL MANAGER REPORT (TAB 13)**

- 240 • Upcoming Training and Conference Opportunities

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

- 243 • Non-Aeronautical Land Use Committee

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

- 247 • GHG Inventory Study

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

- 249 • Economic Impact Study

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

- 252 • Regional Housing

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

- 255 • Hangar 2

256 Mr. Smith shared with the Board that staff has spent the last two days discussing programming options
257 for Hangar 2 with various groups. Staff has been meeting with EAA, CAP, Mountain Lion, Sierra Aero, the
258 AD Hoc committee and the architect team to scope out the building. Staff will bring a sketch of the building
259 to the November 29, 2017 meeting for Board review and to make sure it is headed in the right direction.

260

- 261 • RASC and RNO Master Plan Update

262 Mr. Smith presented a map of permanent and seasonal non-stop flights for Reno-Tahoe International
263 Airport highlighting that five or six of those routes are a result of the work of RASC. The District continues
264 to participate with that group and communicate with the community that we are advocating on their
265 behalf. Mr. Smith also shared with the Board that he has been asked to serve on the Reno-Tahoe
266 International Airport Master Plan Working Group and that he is paying attention to what they are working
267 on and how it may effect the District.

- 268 • Surplus Property Policy

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

- 276 • Winter/Spring 2018 Board Workshop

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

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

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

- 284 • Upcoming Meeting Schedule

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

- 287 • Joint ACAT/Board Meeting

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

- 289 • Rolling Agenda

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

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

295 **PUBLIC COMMENT:** None.

296 **ADJOURN TO CLOSED SESSION – 8:22 PM**

- 297 • GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS
298 ○ Property: APN 19-440-81, APN 49-040-24 and 25, APN 49-040-11
299 ○ Agency negotiator: Kevin Smith, General Manager
300 ○ Negotiating parties: Truckee Tahoe Airport District and Tahoe-Truckee Sanitation
301 Agency
302 ○ Under negotiation: Price and Terms of Payment

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

304 **BOARD MEMBER ANNOUNCEMENTS**

305 None

306 **PUBLIC COMMENT:** None.

307 **ADJOURN**

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

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

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