

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, November 29, 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:** 4:30 PM

5 **PLEDGE OF ALLEGIANCE**

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

11 **STAFF PRESENT:** Mr. Hardy Bullock, Director of Aviation and Community Services
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 and 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 President Wallace informed the Board and public that Mr. Kevin Smith, General Manager, is away on
21 family business and Mr. Bullock will be filling in for Mr. Smith. Director O’Dette wished to acknowledge
22 Ms. Lyon’s birthday.

23 **PUBLIC COMMENT:** None.

24 **CONSENT ITEMS**

- 25 • Monthly Service Bills and Fees ----- TAB 1
- 26 • PI 515 Community Annoyance Comment Processing – Policy Revision ----- TAB 2
- 27 • Quarterly Internal Control Report ----- TAB 3
- 28 • Supplement to Winter Tower Operations Agreement – Midwest ATC ----- TAB 4
- 29 • CY 2018 Budget Approval – Final ----- TAB 5
- 30 • Town of Truckee Community Event Shuttle Program – Partnership Approval ----- TAB 6

31 Vice President Stephens requested to pull Tab Item 6, the Town of Truckee Community Event Shuttle
32 Program Partnership Application.

33 **PUBLIC COMMENT:** None.

34 **MOTION #1 NOVEMBER-29-17:** Director Morrison motioned to approve Tab Items 1 – 5. Director Jones
35 seconded the motion. President Wallace, Vice President Stephens and Director Jones, Morrison and
36 O’Dette voted in favor of the motion. The motion passed.

37 Vice President Stephens stated that he pulled Tab Item 6 to express that he is in favor of the community
38 partnership, but noted that the relationship with the Town of Truckee needs to be a “two way street”.

39 Mr. Dan Wilkins, Public Works Director/Town Engineer with the Town of Truckee, thanked Vice President
40 Stephens for his comment. Mr. Wilkins stated that the Event Shuttle Program goes above and beyond the
41 Town’s transportation system. In order for the Town to continue to provide this service, the Town is able
42 to fund half of it and depends on community partners to fund the other half.

43 **MOTION #2 NOVEMBER-29-17:** Vice President Stephens motioned to approve Tab 6. Director O’Dette
44 seconded the motion. President Wallace, Vice President Stephens and Director Jones, Morrison and
45 O’Dette voted in favor of the motion. The motion passed.

46 **ANNUAL REPORT FROM THE BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE (BGCNLT) (TAB 7)**

47 Ms. Mindy Carbajal, CEO of the Boys and Girls Club of North Lake Tahoe gave an update on General news
48 and information regarding their organization, its programs and their partnership with the Truckee Tahoe
49 Airport District in the form of a PowerPoint presentation. Ms. Katie O’Brian, the new BGCNLT STEM
50 Coordinator was introduced and discussed the specifics of her position along with the TTAD supported
51 STEM and Aviation Education programs that took place over 2017.

52 Director Jones and President Wallace both expressed appreciation with the District’s relationship with
53 BGCNLT and the aviation specific activities the club provides to local youth.

54 **PUBLIC COMMENT:** None.

55 **HANGAR 2 DESIGN AND PROGRAMMING – AD HOC COMMITTEE UPDATE (TAB 8)**

56 Mr. Bullock explained to the Board that this is just a “check in” topic in anticipation of the concept and
57 budget report. The ad hoc committee is seeking general approval that they are moving in the right
58 direction regarding the design and program of the new building. Vice President Stephens reviewed the
59 multiple interior and exterior ideas for Hangar 2. Director Jones noted that the enlargement of Hangar 2
60 is an extension of the reduced amount of Executive Hangars. President Wallace and Director O’Dette
61 expressed concern about the amount of space programed for Mountain Lion Aviation, and inquired about
62 the amount of aircraft Mountain Lion Aviation can fit in the hangar. Mr. Chris Barbara, with Mountain Lion
63 Aviation, stated that they could fit five or six Cirrus aircraft inside the hangar.

64 **PUBLIC COMMENT:** Mr. Barbara, Mountain Lion Aviation, stated that if they do not acquire the space in
65 Hangar 2, their business will still be operating out of the airport. Mr. Barbara expressed that having a
66 “home base” at KTRK would result in a reduction of repositioning.

67 President Wallace requested operation metrics and business forecasting from Mountain Lion Aviation and
68 wished to have those submitted in time for the regular January Board meeting. Mr. Barbara acknowledged
69 President Wallace’s request.

70 Director O’Dette expressed concern regarding the proposed restaurant in Hangar 2 and the District’s
71 involvement of supplementing the cost of operating a restaurant.

72 President Wallace requested the operational metrics and business forecasting of Mountain Lion Aviation
73 and fiscal impact costs the District would experience by helping support the proposed restaurant in
74 Hangar 2 for further deliberation at the January Board meeting.

75 President Wallace requested to move Tab Item 12 – Non-Aeronautical Ad Hoc Committee Report and
76 Greenhouse Gas report ahead of their scheduled spots. There was Board consensus of this Agenda
77 change.

78 **NON-AERONAUTICAL LAND USE AD HOC COMMITTEE REPORT (TAB 12)**

79 Director Jones gave an overview of the potential projects and reviewed the principals and strategies of
80 the possible rezoning of Non-Aeronautical land on Soaring Way. Director Jones reviewed Exhibit A which
81 reflects the four parcels of land on Soaring way, corner of Truckee Airport Road and Highway 267, and on
82 Joerger Way that staff and the Ad Hoc committee recommend zoning modification applications be
83 submitted to Nevada and Placer County and the Town of Truckee. This process is anticipated to be a 12 –
84 18 month process, including land releases from the FAA.

85 **PUBLIC COMMENT:** None.

86 Ms. Pat Davidson, with CATT, reviewed the concept of the proposed Truckee Community Building, and
87 gave an overview of possible tenants. Ms. Davidson expressed strong support of rezoning the parcel on
88 the corner of HWY 267 and Truckee Airport Road, as that would be the perfect location for the Truckee
89 Community Building. Director O’Dette inquired how the building would be built (funded). Ms. Davidson
90 stated that a capital campaign would need to be created and an endowment set up for the building. It
91 would mirror the same model as the Parasol Building located in Incline Village.

92 Mr. Jeff Loux, Town Manager of Truckee, appreciated the opportunity to be included in the dialog of these
93 proposals. Mr. Loux stated that the Town values the partnership it has with the District, but expressed the
94 voice of moderation and caution on these proposed zoning modifications, specifically non-aeronautical
95 land that resides around Town boundaries. Mr. Loux mentioned an MOU from several decades ago
96 regarding the involvement of the Town regarding all conversations about rezoning of non-aeronautical
97 land. Mr. Loux expressed that the Town and the District can find common ground, but noted that the
98 communication loop with the District needs to be more in depth. Director Jones thanked Mr. Loux for his
99 comments, but noted that conversations regarding tonight’s topic began two years ago, and the Town of
100 Truckee was included, they were also included with the Warehouse Office Building. Mr. Jones expressed
101 that the Town should not feel like the district is sliding this toying under the door without the Town’s
102 knowledge.

103 There was Board consensus in support of rezoning the four parcels of land.

104 **GREENHOUSE GAS EMISSIONS REDUCTION PLAN - APPROVAL (TAB 13)**

105 Director Morrison stated that the next steps of the Greenhouse Gas Emissions ad hoc committee is to
106 work with First Environment to develop a Greenhouse Gas Emissions Reduction Plan. The GHG Reduction
107 Plan will provide an evaluation of reduction plan options, provide a structure for implementing these
108 efforts, as well as explore a long-term approach to climate issues through the creation of GHG-related
109 policies and identification of an overall emission reduction target and performance measures. The last
110 page of the proposal has a list of potential GHG reduction actions which will be considered in the GHG
111 Reduction Plan. Director Morrison stated that the Ad Hoc committee and District staff have also discussed
112 leveraging the GHG Inventory and the future GHG Reduction Plan to launch additional initiatives such as
113 a potential TTAD climate action brand, public private partnerships for carbon reduction offsets, the
114 concept of the airport using its great location to facilitate solar energy production and other renewable
115 energy sources. President Wallace stated that the Ad Hoc committee recommends moving forward with
116 the GHG Reduction Plan with the proposed cost being \$24,840. President Wallace noted that the
117 committee would also like some flexibility to increase the scope of the reduction plan to include
118 recommendations into solar options and other renewable energy sources; the committee seeks approval
119 for a not to exceed \$40,000 budget for the GHG Reduction Plan.

120 **PUBLIC COMMENT:** Mr. Loux applauds the District for their efforts regarding the reduction plan. Mr. Loux
121 expressed that the Town would work with the District in any way they can if needed.

122 **MOTION #3 NOVEMBER-29-17:** Vice President Stephens motioned to approve the proposal from First
123 Environment to complete a GHG Reduction Plan as proposed with a not to exceed budget of \$40,000 as
124 determined by the Ad Hoc Committee and authorize the Board President to sign the final contract
125 documents. Director Morrison seconded the motion. President Wallace, Vice President Stephens and
126 Director Jones, Morrison and O’Dette voted in favor of the motion. The motion passed.

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

128 Mr. Bullock reviewed the ACAT meeting which occurred on November 14th. Mr. Bullock reviewed the
129 various topics ACAT discussed and reviewed the ACAT subcommittee updates.

130 **PUBLIC COMMENT:** None.

131 **MONTHLY OPERATIONS AND COMMENT REPORT – OCTOBER 2017 (TAB 10)**

132 Mr. Cooke stated that peak season ended but travel remained strong during the month of October,
133 specifically due to great weather. There were nine operations between 10 PM and 7 AM by seven aircraft.
134 There were no operations after 10:30 PM or before 6:30 AM. There was also no annoyance comments
135 regarding night operations. Mr. Cooke noted that there were 28 comments submitted for October, which
136 is up eight over October 2016. 20 households made comments from nine residential zones. There were
137 two new callers.

138 **PUBLIC COMMENT:** None.

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

140 Ms. Lyon reviewed the Quarterly Financial Report, for the twelve months ended September 30, 2017.

141 **PUBLIC COMMENT:** None.

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

143 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

144 None to report.

145 **PUBLIC COMMENT:** None.

146 **CESSNA 172 JT-A SOUND STUDY PRESENTATION AND CONSIDERATION OF AIRCRAFT PURCHASE (TAB**
147 **14)**

148 Mr. Bullock stated that in an effort to reduce annoyance from repetitive aircraft operations, (touch and
149 go's) staff investigated the emerging diesel aircraft platform as a potential solution. In 2015 the Board and
150 Staff tested a diesel retro fit Red Bird Skyhawk 172. The results showed dramatic reductions in noise at
151 every phase of flight. Though, Cessna Aircraft has recently debuted a certified, factory built Cessna
152 Skyhawk with a diesel engine. The aircraft is not modified, it is a new certificated general aviation aircraft
153 suitable for training and cross country flight in both IFR and VFR conditions including night flight. Based
154 on direction from the Board, staff conducted a noise and flight test of this Cessna JT-A aircraft on October
155 6th using HMMH Noise Consultants. The airborne noise test and static tests used identical methodology
156 to the 2015 Red Bird flight test including the same locally based Cessna Skyhawk training aircraft N1968F.
157 The test also consisted of flight testing the aircraft by several local pilots. The flight test yielded some
158 interesting results. Of the three aircraft flown the Cessna JT-A provided the best flight experience from a
159 pilot perspective. The new aircraft obviously is equipped better with a full glass Garmin G1000 panel and
160 flies like a new aircraft. The diesel engine produces 155 horsepower constantly turbo normalized so the
161 engine is only slightly affected by altitude and air density. The power band is more consistent as there is
162 no significant loss of horsepower in the climb. The rate of climb is similar to a Cessna Skylane with a 235
163 horsepower engine although much smoother and quieter. On a standard temperature day the rate of
164 climb with three people in the aircraft was nearly 900 feet per minute off the runway. The reduction of
165 emissions is considerable as the aircraft only burns about 6-8 gallons of jet fuel per hour. In summary, the
166 aircraft performed very well at Truckee and its performance mimicked that of a Cessna Skylane 182. The
167 aircraft climbed faster thus realizing an earlier power reduction with a commensurate noise duration
168 reduction. The aircraft burns less fuel and has a smoother, quieter power band through the altitude
169 changes reaching cruise flight. Its performance in high density altitude conditions common to Truckee in
170 the summer would be significant based on the turbo normalized diesel.

171 Mr. Bullock stated that from a noise perspective the JT-A aircraft was significantly quieter than the
172 standard Cessna 172 Skyhawk (N1968F) in the overflight phase. The JT-A aircraft was also noticeably

173 quieter while taxiing on the ramp. Staff, along with HMMH has concluded the Cessna JT-A diesel aircraft
174 will be noticeably quieter while making repeat operations at Truckee Tahoe airport. This is by design and
175 also a function of increased vertical performance allowing shorter durations of single event noise as power
176 may be reduced sooner as compared to the current training aircraft N1968F. T

177 The total acquisition cost of the aircraft, the anticipated rental revenue, and all the associated variable
178 cost are outlined in the pro-forma attached in the Board Book. The lease back concept would allow Sierra
179 Aero to effectively manage the aircraft for instruction and rental purposes while removing one standard
180 Cessna Skyhawk from their available fleet. Provisions within the leaseback agreement would outline
181 acceptable pilot conduct including compliance with all noise abatement procedures, curfews, and routes.
182 The available revenue after cost will be returned to the District. The reductions in community annoyance
183 would be subsidized at a rate equal to the net operating revenue which will be negative over the ten year
184 term. Mr. Bullock stated that the Board is not expected to make a financial decision immediately. This
185 report is for planning purposes and is designed to give the Board and Staff some planning direction on
186 next steps.

187 Directors Morrison and Jones both expressed that this is the only tangible option the District has to reduce
188 noise and annoyance associated with repetitive flight training. There was Board consensus to have this
189 aircraft acquisition to come to the Board as an action item at the January meeting. President Wallace also
190 noted that she would like to have a clear communication plan regarding the purchase submitted as well.

191 **PUBLIC COMMENT:** None.

192 **GENERAL MANAGER REPORT (TAB 15)**

- 193 • Upcoming Training and Conference Opportunities

194 Mr. Bullock reviewed the upcoming training and conference opportunities for the Board and District staff.

- 195 • Non-Aeronautical Land Use Committee

196 Reviewed earlier in the meeting.

- 197 • GHG Inventory Study Committee

198 Reviewed earlier in the meeting.

- 199 • Economic Impact Study

200 Mr. Bullock stated that a draft report is being prepared for Ad Hoc Committee review. A meeting is
201 scheduled for December 11th to review the survey and data results in preparation for the final report. Staff
202 anticipates the final report to be presented at the January or February Board meeting.

- 203 • Hangar 2 Design & Programming

204 Reviewed earlier in the meeting.

- 205 • Regional Housing

206 Vice President Stephens gave an updated on the Lazando Property, and noted that the Town of Truckee
207 is working well with Mr. Lee. The Ad Hoc Committee and staff visited a project in Sacramento that is similar
208 to the one proposed at the Rail Yard.

- 209 • 2018 Board Workshop - Spring

210 A meeting date of March 7th from 9:00 AM – 3:00 PM was confirmed for the annual Board Workshop. A
211 location is still to be determined.

- 212 • General Manager's Annual Performance Review - Timeline

213 Mr. Bullock reviewed General Manager’s performance review timeline. On January 24th The Board will
214 meet with the GM in closed session to review his Annual Performance.

215 **PUBLIC COMMENT:** None

216 **ANNUAL SELECTION OF BOARD PRESIDENT AND VICE PRESIDENT (TAB 16)**

217 Director Jones noted his desire to have Vice President Stephens as Board President for 2018.

218 **PUBLIC COMMENT:** None

219 **MOTION #4 NOVEMBER-29-17:** Director Jones motioned elect Vice President Stephens as Board President
220 for 2018. Director O’Dette seconded the motion. President Wallace, Vice President Stephens and Director
221 Jones, Morrison and O’Dette voted in favor of the motion. The motion passed.

222 President Wallace noted her desire to have Director Morrison as Vice President for 2018.

223 **PUBLIC COMMENT:** None

224 **MOTION #5 NOVEMBER-29-17:** Director Jones motioned elect Vice President Stephens as Board President
225 for 2018. Director O’Dette seconded the motion. President Wallace, Vice President Stephens and Director
226 Jones, Morrison and O’Dette voted in favor of the motion. The motion passed.

227 **BOARD MEMBER ANNOUNCEMENTS**

228 None.

229 **ADJOURN**

230 **MOTION #6 NOVEMBER-29-17:** Director O’Dette motioned to adjourn the meeting. Vice President
231 Stephens seconded the motion. President Wallace, Vice President Stephens and Director Jones, Morrison
232 and O’Dette voted in favor of the motion. The motion passed.

233 At 6:59 p.m. the November 29, 2017 regular meeting of the Truckee Tahoe Airport Board of Directors
234 adjourned.

235 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE NOVEMBER 29, 2017 REGULAR BOARD**
236 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING**
237 **ARCHIVES”:** <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>