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

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Lisa Wallace
Vice President Rick Stephens
Director Jim Morrison
Director Teresa O’Dette
Director John B. Jones, Jr.

STAFF PRESENT: Mr. Hardy Bullock, Director of Aviation and Community Services
Ms. Sally Lyon, Director of Finance and Administration
Mr. Dave Hoffman, Director of Operations and Maintenance
Mr. Mike Cooke, Manager of Aviation and Community Services
Mr. Brent Collinson, District Legal Counsel
Mr. Marc Lamb, Community Relations Manager
Ms. Lauren Tapia, District Clerk

VISITORS PRESENT: 10

SPECIAL ORDERS OF BUSINESS:
President Wallace informed the Board and public that Mr. Kevin Smith, General Manager, is away on family business and Mr. Bullock will be filling in for Mr. Smith. Director O’Dette wished to acknowledge Ms. Lyon’s birthday.

PUBLIC COMMENT: None.

CONSENT ITEMS

- Monthly Service Bills and Fees
- PI S15 Community Annoyance Comment Processing – Policy Revision
- Quarterly Internal Control Report
- Supplement to Winter Tower Operations Agreement – Midwest ATC
- CY 2018 Budget Approval – Final
- Town of Truckee Community Event Shuttle Program – Partnership Approval

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

PUBLIC COMMENT: None.

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

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

Mr. Dan Wilkins, Public Works Director/Town Engineer with the Town of Truckee, thanked Vice President Stephens for his comment. Mr. Wilkins stated that the Event Shuttle Program goes above and beyond the Town’s transportation system. In order for the Town to continue to provide this service, the Town is able to fund half of it and depends on community partners to fund the other half.
**MOTION #2 NOVEMBER-29-17:** Vice President Stephens motioned to approve Tab 6. Director O’Dette seconded the motion. President Wallace, Vice President Stephens and Director Jones, Morrison and O’Dette voted in favor of the motion. The motion passed.

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

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

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

**PUBLIC COMMENT:** None.

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

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

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

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

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

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

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

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

Director Jones gave an overview of the potential projects and reviewed the principals and strategies of the possible rezoning of Non-Aeronautical land on Soaring Way. Director Jones reviewed Exhibit A which reflects the four parcels of land on Soaring way, corner of Truckee Airport Road and Highway 267, and on Joerger Way that staff and the Ad Hoc committee recommend zoning modification applications be submitted to Nevada and Placer County and the Town of Truckee. This process is anticipated to be a 12 – 18 month process, including land releases from the FAA.
PUBLIC COMMENT: None.

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

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

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

GREENHOUSE GAS EMISSIONS REDUCTION PLAN - APPROVAL (TAB 13)

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

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

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

ACAT MEETING REPORT (TAB 9)

Mr. Bullock reviewed the ACAT meeting which occurred on November 14th. Mr. Bullock reviewed the various topics ACAT discussed and reviewed the ACAT subcommittee updates.
PUBLIC COMMENT: None.

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

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

PUBLIC COMMENT: None.

QUARTERLY FINANCIAL REPORT (TAB 11)

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

PUBLIC COMMENT: None.

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

STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS

None to report.

PUBLIC COMMENT: None.

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

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

Mr. Bullock stated that from a noise perspective the JT-A aircraft was significantly quieter than the standard Cessna 172 Skyhawk (N1968F) in the overflight phase. The JT-A aircraft was also noticeably...
quieter while taxiing on the ramp. Staff, along with HMMH has concluded the Cessna JT-A diesel aircraft will be noticeably quieter while making repeat operations at Truckee Tahoe airport. This is by design and also a function of increased vertical performance allowing shorter durations of single event noise as power may be reduced sooner as compared to the current training aircraft N1968F. 

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

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

PUBLIC COMMENT: None.

GENERAL MANAGER REPORT (TAB 15)

- Upcoming Training and Conference Opportunities
  Mr. Bullock reviewed the upcoming training and conference opportunities for the Board and District staff.
  - Non-Aeronautical Land Use Committee
    Reviewed earlier in the meeting.
  - GHG Inventory Study Committee
    Reviewed earlier in the meeting.
  - Economic Impact Study
    Mr. Bullock stated that a draft report is being prepared for Ad Hoc Committee review. A meeting is scheduled for December 11th to review the survey and data results in preparation for the final report. Staff anticipates the final report to be presented at the January or February Board meeting.
  - Hangar 2 Design & Programming
    Reviewed earlier in the meeting.
  - Regional Housing
    Vice President Stephens gave an updated on the Lazando Property, and noted that the Town of Truckee is working well with Mr. Lee. The Ad Hoc Committee and staff visited a project in Sacramento that is similar to the one proposed at the Rail Yard.
  - 2018 Board Workshop - Spring
    A meeting date of March 7th from 9:00 AM – 3:00 PM was confirmed for the annual Board Workshop. A location is still to be determined.
  - General Manager’s Annual Performance Review - Timeline
Mr. Bullock reviewed General Manager’s performance review timeline. On January 24th The Board will meet with the GM in closed session to review his Annual Performance.

PUBLIC COMMENT: None

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

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

PUBLIC COMMENT: None

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

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

PUBLIC COMMENT: None

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

BOARD MEMBER ANNOUNCEMENTS

None.

ADJOURN

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

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

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