

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 SPECIAL meeting held Tuesday, December 12, 2017 in the Truckee Tahoe Airport District Community  
3 Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 9:00 a.m.

4 **CALL MEETING TO ORDER:** 9:02 a.m.

5 **PLEDGE OF ALLEGIANCE**

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

10 **DIRECTORS ABSENT:** Director Lisa Wallace

11 **ACAT PRESENT:** Chair Lisa Krueger  
12 Vice Chair Leigh Golden  
13 Member Joe Polverari (arrived at 9:16 AM)  
14 Member Paul Fast  
15 Member Kat Rohlf

16 **ACAT ABSENT:** Member Dan Lutkenhouse

17 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
18 Mr. Hardy Bullock, Director of Aviation and Community Services  
19 Mr. Mike Cooke, Manager of Aviation and Community Services  
20 Mr. Marc Lamb, Community Relations Manager  
21 Mr. Brent Collinson, District Legal Counsel  
22 Ms. Lauren Tapia, District Clerk

23 **PUBLIC COUNT:** 4

24 **SPECIAL ORDERS OF BUSINESS:** None

25 Mr. Smith informed the Board and ACAT members that the District was successful in collecting and  
26 submitting passenger enplanement numbers for 2016. The FAA accepted the data and the Airport was  
27 upgraded to a National Airport. This status will allow the District to receive a higher amount of FAA grant  
28 funds for projects on its ACIP project list. In order for the District to maintain its National Airport status,  
29 staff will have to continue to collect and submit passenger entitlement numbers on a yearly basis. This  
30 changed the District’s entitlement from \$150,000/year to \$1,000,000/year. This was a significant  
31 accomplishment.

32 Ms. Jill McClendon, project coordinator for TTAD, reviewed the current Executive hangar waiting list, as  
33 well as the T-Hanger waiting list.

34 **PUBLIC COMMENT:**

35 None.

36 **STAFF/ACAT/BOARD INSTRUCTIONS:**

37 There was Board and ACAT member consensus that there was no need to do introductions.

38 **PUBLIC COMMENT:** None

39 **EXISTING ACAT WORK PLAN INTRODUCTIONS & QUESTIONS**

- 40
  - *Airport Trails Network (Krueger & Golden)*

41 Mr. Bullock reviewed the Airport Trails Network project description. The project will be entering its second  
42 phase of the District Trails Masterplan, which includes partnership building, exploring funding sources,  
43 grant applications and trail alignments. Potential partners for the trail system were discussed, as well as  
44 cost estimates of different class ratings of trails. Safety concerns were expressed by Member Fast  
45 regarding trail users and their interaction with the airfield. Mr. Smith informed the group that the  
46 proposed trail network around the airport would not be in violation with any existing FAA or TSA security  
47 rules. There was support for this project from all Board members, and encouragement for ACAT to start  
48 exploring grant funding options immediately.

49 Member Polverari entered meeting at 9:16 AM.

- 50
  - *Mountain Top AWOS (Fast & Golden)*

51 The Mountain Top AWOS project involves placing a weather observation and reporting station atop a  
52 mountain peak near the Airport. The system must be certified and supported by the National Weather  
53 Service and the FAA. Mr. Cooke stated that the Mountain Top AWOS project has been active for the past  
54 three years, though the project has yet to gain support by the FAA. Mr. Cooke reviewed the reasons  
55 behind choosing Squaw VOR as the location for the AWOS station. Though, the ultimate reason comes  
56 down to having the ability for the station to be considered “certified”. Discussion ensued regarding the  
57 difference between a weather observation and a weather forecast. There was support for this project  
58 from all Board members, and encouragement for District staff to start utilizing the Washington D.C.  
59 lobbyist to get the project in the hands of the right individuals at the FAA.

- 60
  - *Pilot Incentives (Polverari & Fast)*

61 Ms. Katie Greenwood reviewed the two proposed Pilot Incentive programs: Mountain Flying Check-Out  
62 and the Touch and Go Incentive program. The Mountain Flying Check out is designed to incentivize pilots  
63 (\$50) to thoroughly understand our noise abatement programs by participating in a 30 minute education  
64 program with Ms. Greenwood and submitting log book entries indicating that their Mountain Check-out  
65 flight tracks complies with the District’s NAP guidelines. Ms. Greenwood requested the Board’s approval  
66 of this program as she starts her Roadshows in January and would like to promote the program. Discussion  
67 ensued amongst Board and ACAT members regarding the project and there was consensus that the  
68 program should be offered to pilots training locally as well as increasing the incentive to \$100 instead of  
69 \$50.

70 **PUBLIC COMMENT:**

71 None.

72 **ACAT MOTION #1 DEC-12-2017:** Member Fast motioned to approve the increase of the incentive fund to  
73 \$100 per student pilot and the total budget of the Mountain Flying Check-Out program to be \$10,000  
74 with an option to increase if need be. Member Polverari seconded the motion. Members Krueger, Golden,  
75 Polverari, Fast and Rohlf voted in favor of the motion. Motion passed.

76 **BOARD MOTION #1 DEC-12-2017:** President Stephens motioned to approve the increase of the incentive  
77 fund to \$100 per student pilot and the total budget of the Mountain Flying Check-Out program to be  
78 \$10,000 with an option to increase if need be. Director Jones seconded the motion. President Stephens,  
79 and Directors Jones, O'Dette and Morrison voted in favor of the motion. Motion passed.

80 The Touch and Go Incentive Program is designed to incentive pilots to avoid flying repetitive touch and go  
81 operations at the Truckee Tahoe Airport. The program will not indicate which airport the pilots should do  
82 their Touch and Go's at, but stated the airport must be in a radius of 50 NM of KTRK. This program also  
83 does not require pilots to fly at alternative airports. Member Krueger stated that this specific program  
84 had a lot of comments from ACAT member's at the ACAT November meeting. Member Krueger expressed  
85 ACAT's desire for Board comments on this program. President Stephens stated that he was under the  
86 impression that this program was backed off from due to the Board's desire to purchase the diesel aircraft  
87 which will be used for training purposes at KTRK. There was Board consensus for ACAT to continue to fine  
88 tune this specific project as it is not ready to roll out in its current state.

89 Member Golden left meeting at 10:11 AM.

90 • *Pilot Messaging (Fast)*

91 Mr. Bullock stated that the Pilot Messaging project is designed to unify and standardize all of important  
92 pilot information related to outreach and annoyance reduction. From kiosks, to signs, print, website, and  
93 e-blasts this project will take a close look at messaging and unification of design principals, delivery, and  
94 messaging. Member Fast stated that this project was just adopted in November and more information  
95 will follow at a later date.

96 • *Non-Aeronautical Land Use (Rohlf & Polverari)*

97 District Council Collinson disclosed, for the sake of transparency, that he owns offices that is available for  
98 rent less than a mile away from the Airport. Mr. Smith reviewed the TTSA land swap that is currently in  
99 negotiation, and the potential rezoning of properties on Soaring Way. Mr. Smith also explained long term  
100 leasing rules that exist with the FAA. There was consensus to continue with the findings that were  
101 approved at the November 30<sup>th</sup> Board meeting.

102 Vice President Morrison left meeting at 10:30 AM

103 **PUBLIC COMMENT:** None

104 **ADDITIONAL ITEMS FOR ACAT 2018 WORK PLAN:**

105 Ms. Greenwood noted the bypass light project as a future potential project. Discussion followed regarding  
106 the painted arrow at the end of Runway 29. Staff stated that there has not been enough traffic to gauge  
107 its effectiveness yet. Director Jones expressed his desire for sound insulation and home acquisition to be  
108 explored. Mr. Smith indicated that home insulation and property acquisition will be discussed at the  
109 March 2018 Board workshop.

110 **PUBLIC COMMENT:** None.

111 **SUMMARY OF NEXT STEPS AND ACTION ITEMS**

112 The Board and ACAT Members indicated that direction and next steps was provided after each discussion  
113 item.

114 **PUBLIC COMMENT:**

115 None.

116 **BOARD MEMBER ANNOUNCEMENTS:** None.

117 **STAFF ANNOUNCEMENTS:**

118 Mr. Bullock stated that the Temporary Tower opens up on Friday, December 15<sup>th</sup>.

119 **ADJOURN**

120 **ACAT MOTION #2 DEC-12-2017:** Member Fast motioned to adjourn. Member Rohlf seconded the motion.  
121 Members Krueger, Polverari, Fast and Rohlf voted in favor of the motion. Motion passed.

122 **BOARD MOTION #2 DEC-12-2017:** Director O’Dette motioned to adjourn. President Stephens seconded  
123 the motion. President Stephens, and Directors Jones and O’Dette voted in favor of the motion. Motion  
124 passed.

125 At 10:42 AM the December 12, 2017 special meeting of the Truckee Tahoe Airport Board of Directors  
126 adjourned.