

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, September 24, 2014 at the Truckee Tahoe Airport District Community Room, 10356 Truckee Airport Road, Truckee, California at 5:30 p.m.

**CALL MEETING TO ORDER:** 5:30 p.m.

**DIRECTORS PRESENT:** President John B. Jones Jr.  
Vice President James W. Morrison (arrived at 5:32 p.m.)  
Director Mary Hetherington  
Director Tom Van Berkem  
Director Lisa Wallace

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Mr. Kevin Smith, General Manager  
Mr. Phred Stoner, Director of Operations & Maintenance  
Ms. Sally Lyon, Director of Finance and Administration  
Mr. Hardy Bullock, Director of Aviation and Community Services  
Mr. Mike Cooke, Aviation and Community Services Manager  
Mr. Brent Collinson, District Legal Counsel  
Mr. Marc Lamb, Aviation and Community Services Associate  
Mr. Bill Quesnel, District Engineer  
Ms. Lauren Tapia, Administrative Clerk

**VISITORS PRESENT: 16**

#### **SPECIAL ORDERS OF BUSINESS**

President Jones indicated that due to the schedules of those in attendance, item number nine will be presented after the consent items. President Jones further indicated that he would like to present a new presentation format in which all items are presented. This will allow a more fluid process with complex agenda items. The proposed format starts with Staff presenting an item, the Board will ask questions and clarifications, the discussion will then open up for public comment, and lastly the Board will deliberate the item. Director Wallace stated that the Town of Truckee uses this process and it has been successful for the town council.

Mr. Kevin Smith informed the Board that Mr. Phred Stoner is absent due to an important family matter that required his attention. Mr. Smith stated that there was a side bar of text written in the Sierra Sun stating that the Truckee Tahoe Airport District will not be taking public comment when the developer of Martis Valley West presents at the October Board meeting. What was printed is incorrect and the Sierra Sun will be printing a correction.

Mr. Smith updated the Board on the King fire. Mr. Smith attended an area manager's meeting where CalFire updated the managers on containment numbers and the fires progress. Mr. Smith displayed a map of the King fire and its containment and non-containment boarders. Mr. Smith further indicated that the District is prepared if the Airport is needed in the firefighting effort.

**PUBLIC COMMENT:** Ms. Janet Holderman, with the Truckee River Watershed Council (TRWC), thanked the Board and the Airport District for the recent contribution for the Truckee Wetlands Restoration Project. The funding has allowed TRWC to go out to bid for a design consultant.

Ms. Laurel Lippert stated that in the interest of public safety, Truckee Tahoe Airport District should consider buying the PC3 property located on the west side of Highway 267 adjacent to the Ponderosa Golf Course. The Joerger family is currently asking the Town of Truckee Planning Commission to rezone the property for

commercial/industrial use. Ms. Lippert stated that commercial buildings on the PC3 land would eliminate the landing option on that property as well as discourage the Ponderosa Golf Course as a potential landing site due to visual obstruction and possible collision with buildings. Ms. Lippert stated that the Board should consider adding this item to the October agenda to discuss this option further. There was consensus among the Board to consider this at the Oct. Board Meeting.

## **CONSENT CALENDAR**

- Minutes: August 27, 2014 Regular Meeting
- Minutes: September 3, 2014 Budget Meeting
- Monthly Service Bills and Fees
- Financial Report
- AAAE Certification Incentive Program

Director Wallace requested to pull the AAAE Certification Incentive Program. Director Hetherington requested to pull the Financial Report.

**PUBLIC COMMENT:** None

**MOTION #1 SEPTEMBER-24-14:** Director Hetherington moved to approve the August 27, 2014 Regular Meeting minutes, September 3, 2014 Budget meeting minutes and the Monthly Service Bills and Fees. Director Wallace seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Van Berkem and Wallace voted in favor of the motion. The motion passed.

Director Hetherington requested AV Fuel revenue and net revenue be placed back into the Financial Report in lieu of just including gallons sold. Mr. Smith replied that it will be included here forward.

Director Wallace requested to pull the AAAE Certification Incentive Program. Director Wallace stated that she agrees with the idea of the program, but believes the policy is not adequate and needs more detail. Director Wallace stated that if there are other policies related to continuing education, this policy should be cross referenced. Also, more information should be provided regarding program details such as: proration if a staff member leaves the District after certification is issued, can an employee study on duty, travel costs, and if an employee should be in good standing in order to apply for the program. Mr. Smith stated that he agreed with Director Wallace, will go over the details listed and will return with answers at a future Board meeting.

**PUBLIC COMMENT:** None

**MOTION #2 SEPTEMBER-24-14:** Director Hetherington motioned to approve the Financial Report. Director Van Berkem seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Van Berkem and Wallace voted in favor of the motion. The motion passed.

## **AIRPORT COMMUNITY ADVISORY TEAM MEMBER SELECTION**

Mr. Hardy Bullock stated that every year one community member and one pilot member cycle off of the ACAT team. The District solicits applications from the general public in many ways and there was a great turn out of candidates to present. Two of the candidates were not present during the meeting, one of the candidates, Mr. Chris Gage provided a video and the other Mr. Mark Rosenberg wrote a letter. Mr. Bullock stated that if there is a tie, there will be a runoff. ACAT Member Gerald Herrick pulled out of member selection, and is no longer a candidate for the community seat.

District Counsel Brent Collinson explained how the polling works for the member selection of ACAT. He stated that the candidates that wish to speak have up to three minutes. After the candidate presentations, the Board will receive a polling ballot. District Counsel Collinson will state the results of the poll, and the Board can make a

motion as to who is appointed. A formal motion is needed to appoint the members. The ballots will be retained by the General Manager for public inspection upon request.

Mr. Marc Lamb read Mr. Rosenberg's letter. Mr. Rosenberg apologized for not being at the meeting in person as it is the Jewish New Year, he is applying for the community member seat. Mr. Rosenberg has many years of experiences sitting on Board of Directors and Community assignments. He has experience managing complex issues with in the community and finding common ground for agreement. Mr. Rosenberg is a certified mediator, and is recognized as a top 10 mediator in the Nevada Foreclosure Mediation Program.

Mr. Gage addressed the Board via video. Mr. Gage has currently been employed with NetJets for the past 14 years and currently is a Captain. Mr. Gage has a vast amount of years flying in mountainous terrain. Mr. Gage believes he would bring a unique perspective based on his experience as a corporate pilot and the fact that he flies into Truckee regularly.

Mr. Thomas Combs is a nine year resident of Truckee and is a past employee of Santa Rosa Police Department and is applying for the community member seat. Mr. Combs was a private pilot for 15 years but has not flown in 10 years. He is an active member of the community and is involved in many clubs and societies. Mr. Combs applied based on prior experience in working with the Airport on a project for Waddle Ranch with the Rotary Club.

Ms. Valerie Forte is applying as a community member for ACAT. She stated that she has eight hours of cross country flying, but decided to discontinue flying. Ms. Forte stated that the Airport is an asset to the community and would like to be a part of the continuing effort to maintain the positive relationship between the community and the Airport.

Mr. Scott Bennett is applying for the community member seat on ACAT and has been a resident of Truckee for the past five years. Mr. Bennett has worked for Lufthansa German Airlines at LAX, PHX and SFO. Mr. Bennett stated that he has reviewed current and past projects as well as challenges the Airport has taken on. He and his family frequent Red Truck for lunch often. Mr. Bennett believes he would be able to provide community input combined with over 30 years of airline experience.

Mr. Wayne Burk has a rotorcraft and commercial airplane rating of over 5,000 hours and is a full time resident of Truckee for the past year. Mr. Burk is applying for the community member seat. Mr. Burk has over 30 years as a business professional with experience in multiple market segments and life situations. He is committed to the community and feels he would be an asset to the team.

Mr. Daniel Corbett was not present.

Mr. Greg Jellinek M.D. is a current hangar tenant of the Truckee Tahoe Airport for the past 33 years and is applying for the pilot seat for ACAT. Mr. Jellinek states aviation is a huge part of his life and expressed that he would be able to bring a balance with his passion for aviation and his involvement with the community.

Mr. James Larmore is applying for the pilot member seat. Mr. Larmore has been flying aircraft since high school and all of his flying has been in high density altitude and mountainous terrain. He is a real estate broker, a general engineering contractor and currently the Director of Mountain Operations at Northstar.

Mr. Howard Reinhart was not present.

President Jones thanked all ACAT candidates. Director Hetherington stated she spoke with all of the candidates and thanked them for the application. She informed all candidates that whether selected or not they can still be involved with ACAT, contribute, and participate in meetings. Director Van Berkem stated that we could consider whether ACAT should go back to having eight members instead of six due to the amount of qualified ACAT candidates. Vice President Morrison agreed with Director Hetherington that the candidates that are not voted in should still come to the meetings and be involved.

District Counsel Collinson tallied the poll. He read the results and stated that Mr. Combs led the poll in the community member seat and Mr. Gage led the poll for the pilot seat.

**PUBLIC COMMENT:** None

**MOTION #3 SEPTEMBER-24-14:** Director Van Berkem motioned to appoint Mr. Combs and Mr. Gage to ACAT. Director Wallace seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Wallace and Van Berkem voted in favor of the motion. The motion passed.

#### **REPORT ON GFOA ACCOUNTING WORKSHOP AND ASSOCIATION OF CALIFORNIA AIRPORTS CONFERENCE**

Ms. Sally Lyon attended the Government Finance Officers Association (GFOA) Accounting Workshop in Sacramento, CA. Ms. Lyon expressed that it was well presented and that grant and grant reimbursements were a highlight for her.

Mr. Smith attended the Association of California Airports conference. Mr. Smith stated that the FAA was present and that he also learned that California has a revolving loan program for airport revenue projects that is funded through the fuel tax. He indicated that it may be valuable to consider regarding hangar and other revenue producing projects.

**PUBLIC COMMENT:** None

#### **AIRPORT COMMUNITY ADVISORY TEAM (ACAT) UPDATE**

Mr. Smith began this item by reviewing past District actions, studies, and projects related to Night Operations. Mr. Smith stated that the Airport formed the Airport Noise Advisory Committee in 2001 with the primary task of investigating solutions to reduce community annoyance. This committee made an official recommendation to the Board to “avoid aircraft movements from 11:00 p.m. – 6:00 a.m.” In 2005, the Airport Community Advisory Team (ACAT) was formed and ACAT published the “FAA Part 150 Study Recommendation” and found that the Part 150 study was not an appropriate or cost effective measure to combat community noise and annoyance at the Truckee Tahoe Airport. Mr. Bullock explained to the Board what a Part 150 study is. It summarizes all the impact the Airport has on the surrounding community for federal funding allocations for noise mitigation measures. Mr. Smith stated that in 2006 ACAT was tasked with investigating a Part 161 Study and found that it is also not an appropriate or cost effective for the Truckee Tahoe Airport. In 2007 the Airport introduced Fly Quiet incentives (#1 & #2) that enact a voluntary, enforceable curfew from 10:30 or 11:00 p.m. – 6:00 a.m. or 6:30 a.m. This program uses District funding to offset hangar tenant rents in exchange for curfew participation. Mr. Smith stated in 2011-2013 ACAT and the Board of Directors discussed night time operation issues at the February 2013 joint meeting. Night Operations was also discussed and public input received as part of the Master Plan Process. The Godbe survey showed a high level of support for voluntary curfew programs. In 2014 Kaplan Kirsch & Rockwell presented its findings in a memo to ACAT and the Board. ACAT then formed the Night Operations Subcommittee and published the “Night Operations” white paper for TTAD. Mr. Smith reminded the Board that the Night Operations paper is intended to be for information and guidance purposes. There is no final action or policy that will go into effect at tonight’s meeting.

Mr. Mike Cooke informed the Board that data collection started in 2005 and it was taken by hand up in UNICOM. Historically, the Airport has never delved into operation numbers solely based on the time of operations. The subcommittee had data samples of four months of peak season night time operations. Mr. Cooke stated that all data stated in the paper are verifiable.

Ms. Deborah Croyle thanked staff for the level of support the subcommittee received, included all of the data that was requested. Ms. Croyle stated that the goal of the Night Operations paper was to take the opportunity to mine the data resources that haven’t been attempted prior and to shed light and help serve as a baseline of discussion regarding night operations. The subcommittee looked at demand factors regarding night operations and whether the trend of night operations would continue. The subcommittee utilized the Master Plan project and the activity predicted in the report to

come up with the demand. Ms. Croyle stated that if the Board wanted to study the demand more in depth, she recommends obtaining a consultant to take on that project. The Night Operations paper also included an informal survey of operators (appendix c) that outlined what was going happening on the airfield and future changes in fleet mix.

Ms. Croyle stated that the Night Operations paper found that night operations are low and that night operations are concentrated to the summer season, specifically summer mornings between the hours of 4:00 – 6:00 a.m. The paper also found that night operations are growing. President Jones stated that the paper showed a large increase of night operations in 2013 but the numbers in the 2006 survey were similar to the 2013 numbers. Director Van Berkem stated that the 2006 numbers were an educated guess as there was no personnel at the Airport at night to report night operations. Ms. Croyle stated that in their review of this subject, they find that there are fewer barriers for night operations and new technologies such as synthetic vision have been introduced into the market and are making their way into aircraft. She acknowledged that the market it is not saturated with this technology, but the technology is starting to become more widely available.

Ms. Croyle stated that the subcommittee prepared a list of non-restrictive options for the Board to consider. Most of the options are outreach oriented. Ms. Croyle stated that outreach to the passengers might be useful as they are a major factor in the decision making regarding when they fly. An incentive program to transient pilots is suggested, as this would be a great opportunity to clarify the Airport's Fly Quiet program. The subcommittee also recommends the Fly Quiet tiered incentive program be clarified, as it is confusing for most participants. Ms. Croyle suggests expanding the incentive program to meet Federal and State definition of "night time" specific to aircraft noise. Vice President Morrison asked for more clarification of the Federal and State guidelines. Ms. Croyle replied that when calculating noise, the FAA and the State of California use 10:00 p.m. – 7:00 a.m.

**PUBLIC COMMENT:** Mr. Leigh Golden, ACAT member, stated that the Night Operations paper suggested that if the airport or FAA added vertical guidance to our approaches, it might increase night operations. Mr. Golden stated there are safety considerations to vertical guidance and that we should not dismiss the opportunity of having vertical guidance based on an assumption that it may increase night operations. President Jones stated that the Airport did have vertical guidance but it was removed. Mr. Smith stated that there was a database issue with Garmin which is why it was removed. Mr. Bullock expressed that vertical guidance is being reviewed again by the FAA and is an area of focus for GPS (ground and space based) approaches. This is not unique to this Airport.

Director Hetherington stated that Exec Jets expressed that if we did have vertical guidance for instrument approach they would fly in at night. President Jones praised the paper saying it has ample amounts of data and that its great work. President Jones expressed caution using the term "violations" as the only people who are violating are the ones signed up for the Fly Quiet incentives; the rest of the people landing during those periods are not "violators." He would like that corrected in the paper. Vice President Morrison and Director Van Berkem both stated, agreed, and encouraged increased transient outreach. Mr. Bullock stated that certain pilot groups have brought up safety of flight and that some early starts are due to safety of flight issues. Vice President Morrison stated that noting the special circumstances (i.e.: safety of flight) in the night operations would be a good idea. Mr. Bullock agreed that a notation can be done. Director Hetherington suggested the added detail regarding night ops and transient pilot outreach be included into the quarterly reports. Director Wallace expressed her desire to see Mr. Smith's overarching goals, the concept of tracking new advances in technology, clarifying Fly Quiet hours, and the drivers of night operations are all captured in the already established recommendations made by the Night Operations subcommittee. The Board all agreed on the additions and clarifications discussed and that ACAT come back in January to update the Board. The Board again thanked ACAT and staff for their diligent and detailed work on this project.

**BREAK:** At 7:34 p.m. the Board recessed for a short break. At 7:44 p.m. President Jones reconvened the meeting.

## **ENGINEERS REPORT**

Mr. Bill Quesnel, District Engineer, reported to the Board that the District received two bids for the plow truck. The lowest bidder was from M-B Company out of Wisconsin, the bid was \$40,000 lower than the bid from Oshkosh. There were minor exceptions to the technical specifications that were written, specifically the cab sound level, plow bench height and the angle of the plow. The plow truck is an International chassis which is used by the Town of Truckee and CalTrans. The plow truck has special extended warranty of 24 months for the electrical, mechanical and hydraulic parts of the truck. And a 60 month/10,000 mile warranty for the drive train. It does not look as though FAA funding will come through for the plow truck, but the 2015 FY budget does include \$430,400 to replace the plow truck. With approval of the FY2015 budget the Board will approve the funding and purchase of the new truck assuming no FAA funding is received by the end of September. Mr. Quesnel stated that the District will not submit payment for the truck until the plow truck is delivered and is on site. Vice President Morrison inquired about the difference between an International truck and an Oshkosh truck. Mr. Quesnel stated that Oshkosh is very expensive, and with going out for a public bid, if the other product meets the technical specifications and meets the airport's needs, it's very difficult to go with the Oshkosh product. Mr. Quesnel stated that Mr. Phred Stoner and District staff spent a considerable amount of time researching and speaking with other agencies that utilize an International Chassis, making sure the truck met the District's technical specifications. Director Hetherington questioned the priority ranking of the plow truck with the FAA, and if moving the purchase to the 2015 FY budget would be more successful in receiving FAA funding. Mr. Smith stated that the FAA priority rankings in the National Priority System is very low for this type of equipment. He further indicated that it is unlikely that funding will come through this year or next. Board consensus was to purchase the truck with the funding provided in the FY2015 Budget.

Field investigations are currently taking place for the Utility Master Plan. Mr. Quesnel stated that the field investigations for the sanitary and storm sewer pipes and septic systems (for EAA and Hangar 1) have been completed, and there were no structural problems identified. The potholing for water pipes are set to be completed the week of September 29<sup>th</sup>. Mr. Quesnel stated that a report will be given at the October 29<sup>th</sup> Board meeting, though he does not anticipate any significant replacements or repairs but recommendations will include regularly scheduled sewer and storm drain pipe cleaning and inspections and installing additional/replacement valves and other access improvements.

Mr. Quesnel stated that there have been many meetings regarding the Tahoe City Helipad and that work continues on this project. Topographic and coverage mapping is to be completed by the Tahoe City PUD surveyor within the next two weeks. The Truckee Tahoe Airport District and the Tahoe City Public Utility District are jointly working on TRPA application materials. Unfortunately, the District's TRPA contact has gone to work with Placer County. Staff will continue work on this project and hope to have it under construction by the summer of 2015.

The fuel island and farm electrical repair work is now almost complete. There were a few changes and additions to the work necessary to bring the island and farm up to code. These have been complete or are in the final stages.

Painting of Row "B" and east, south and west sides of Hangar 1 including the front porch have begun. Mr. Quesnel stated that it had been 10 years since they were last painted. The coating supplier will be conducting surface preparation and application inspections to insure the 10 year warranty. Deden Painting of Truckee was the low bidder and will be conducting the application. The project cost is \$37,000. Mr. Quesnel stated that the District needed to conduct a re-bid for the Hangar row D roof restoration project. The new low bidder was Alpine Roofing of Sparks, Nevada which came in at \$58,992. Alpine Roofing will be using a different coating material than what was specified. Staff member, Mr. Mike Ketron did significant research and reviews on the coating material and found that the product is an acceptable substitute and will be appropriate for our local climate. Alpine Roofing has considerable experience with this particular product and the manufacture is familiar with Alpine Roofing. Mr. Ketron did contact their local references and all of them had favorable opinion of Alpine Roofing. The application process will take place this fall but it will be dependent upon temperature and moisture levels. Mr. Quesnel stated that contractors have been called regarding the roof repair of hangar row M. Mr. Ketron has been calling contractors referred by Varco Pruden and has been finding out these

contractors are all familiar with the leaking issues hangar row M is experiencing and currently are working projects with the same issues. The District is still attempting to find a contractor that is available to do the project.

Mr. Quesnel stated that the preliminary plans for the ADA compliance have been reviewed by the ADA consultant. Minor corrections were made to the plans which include Hangar 1 restroom, counters and an exterior accessible route, the warehouse restroom, and the Car Rental accessible ramp and front stairs. Mr. Quesnel indicated that the District will work on these improvement using District staff over the winter to save on costs. We will also use Prosser Building and Maintenance to assist with repairs and compliance of some of the more challenging requirements.

The 2014 paving project of Ramp A-4 is 90% FAA funded. The constructions of the tie-downs were completed and the striping will be completed in mid-October. The Hangar 1 ramp reconstruction begins September 25<sup>th</sup> and Sierra Aero will be closed September 29-October 6<sup>th</sup>.

Mr. Quesnel gave a brief update on the Recreation & Park natatorium. The original winning bid of the natatorium had some issues with all of the specifications that were required. The building is now redesigned and is a masonry building and will be sent out for a re-bid. The District has asked for some more documentation regarding structural system redundancy of the building. Once the District receives that information, and it meets the Districts criteria it will be submitted to the Airport Land Use Commission for their approval. Director Van Berkem had a question regarding the natatorium's new proposed design and its ability to withstand any airplane strikes. Mr. Quesnel stated that there needs to be a type of net structural system that stops the plane from penetrating the building. That is designed into the new plans. Director Wallace asked to review the Policy Instruction related to this item at the next meeting. She indicated that it would be a good idea to review and possibly adopt the PI in anticipation of the Recreation District bidding process. Mr. Smith indicated that he would have that on next month's agenda.

**PUBLIC COMMENT:** None

Director Wallace stated that the engineers report contains about 2.5 million dollars' worth of work and thanked Mr. Quesnel for the detail of the report.

**BUDGET ADOPTION**

Ms. Sally Lyon stated that she made some corrections to the budget and they are itemized on the first page of the budget assumptions. The highlighted green items are what was discussed in the budget workshop, blue items are staff changes, and the red items are flagged for further discussion before funding is committed. President Jones questioned the fuel vault by Care Flight. Mr. Smith stated that the vault is utilized by Care Flight and it is not EPA and HAZMAT compliant. If a vault is over 125 gallons, the vault needs to be double walled. This funding is proposed to make that facility compliant. Director Wallace asked about the Pavement Maintenance cost and why it has increased so much over last year. Mr. Smith stated there are the projects outlined in the Pavement Maintenance Plan and that we anticipate a high level of FAA funding. We will be reviewing the 2015 pavement projects at the January or February meeting. Mr. Smith indicated that this item should be flagged to allow staff to bring the full plan back along with the final District expenditure proposal. Director Hetherington stated she would like to see aviation services be separated from community services/Outreach. She indicated that this is a valuable tool to understand the District's mindset and focus on these critical services and how much of the District's resources are allocated to each. Mr. Smith stated that he agrees with that and will work with Ms. Lyon to correct that. Director Van Berkem and Vice President Morrison asked about more information regarding a tug that will cost \$17,000 to purchase. Mr. Smith stated that staff is proposing a small mobile tug to assist staff in quickly relocating aircraft on the ramp rather than moving them by hand. Mr. Smith indicated that he would be happy to flag this item and bring back more info to the Board. Mr. Director Wallace stated that she would like the tug flagged.

Flagged Items:

- Pavement Maintenance Plan
- Airport Tug

**PUBLIC COMMENT:** None

**MOTION #4 SEPTEMBER-24-14:** Vice President Morrison moved to approve the budget with the noted flagged items and the change to separate aviation and community services. Director Hetherington seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Wallace and Van Berkem voted in favor of the motion. The motion passed.

#### **BOX/EXECUTIVE HANGAR**

Mr. Smith stated that he would like to understand the will of the Board regarding whether to proceed with an RFP for a box/executive hangar site and fiscal analysis study and if the Board has any additional items they would like to be included into the scope of work and/or for the financial assessment. Mr. Smith also stated that he would like a consultant review in the RFP the pros and cons of land leasing for private box hangar use, as well as some analysis regarding using the State loan program to finance the hangars.

**PUBLIC COMMENT:** None

Director Wallace stated that she is interested in finding out more information on the land leasing option and would like to request the land leasing portion to be a robust part of the study. Director Wallace also stated that the Night Operations be included into the study and the relationship between box/executive hangers with minimum standards. Director Hetherington stated that the box/executive hangar study is slated to be done in 2016 per the Airport District Master Plan. Director Hetherington expressed concern about staff time, ability and prioritization of projects. Minimum standards should be developed prior to a study. Director Van Berkem stated he agreed with Directors Hetherington and Wallace and is interested in learning more about minimum standards and the option to lease land for these hangars. Director Van Berkem expressed support of the motion as long as it is clearly a study and not authorization to construct hangars. Vice President Morrison stated that he believes a study should be conducted and because there is so much to be studied it should be done ahead of schedule. Vice President Morrison expressed concern that a delay just may be a technique to delay the project which is outlined in the Master Plan. Director Hetherington stated that she would like to see other ideas that were noted in the Airport District Master Plan be talked about and how those fit in the prioritization of future projects. Director Wallace suggested a prioritization list come back at the December 3rd Board meeting. Mr. Smith stated that could be done. President Jones reminded the Board that the Master Plan is to serve as a guide, it is a document to be used for direction. President Jones expressed that staff is asking the Board to move forward on a study based on demand. Mr. Smith stated that staff does have the time to do a study; the study will provide the answers to the questions that are constantly being asked by airport users, the Board and the community.

**MOTION #5 SEPTEMBER-24-14:** Director Van Berkem motioned to authorized staff to develop an RFP for a financial site and feasibility study for additional box/executive hangars with above mentioned comments by the October 29<sup>th</sup> Board meeting. Vice President Morrison seconded the motion. President Jones, Vice President Morrison, Director Wallace and Van Berkem voted in favor of the motion. Director Hetherington opposed the motion. The motion passed.

#### **ADHOC COMMITTEE APPOINTMENT REVIEW**

President Jones stated that the reason this topic is on the agenda is for the Board to have an opportunity to balance the workload. President Jones stated Director Hetherington originally indicated that she may not be able to be on the Hangar 3 AdHoc committee until the end. Director Wallace asked staff if there would be any committees added in the near future, i.e.: minimum standards. Mr. Smith stated that there may be a need for a Minimum



Standards/Rules and Regulations Committee. Director Hetherington stated that the commitment that she thought she would have that would prevent her from finishing up her commitment with the Hangar 3 has not come up and she can continue on that committee. The Board chose not to make any changes at this time.

**PUBLIC COMMENT:** None

### **GENERAL MANAGER'S REPORT**

Mr. Smith added one conference to the upcoming trainings, which is the CSDA Leadership Conference happening November 16-19 in Anaheim. President Jones gave an update on the Land Leasing AdHoc committee. He stated that the ball is in the Town of Truckee and Clear Capital/JMA's court. The committee has an alternative to move forward that would be acceptable to the Town and allow Clear Capital to benefit from the Town's economic incentive program. Mr. Smith stated that the District can annex the property that would include only the Clear Capital's campus into the Town of Truckee.

Mr. Smith reviewed Policy Instruction (PI) 206 which covers recurrent board meeting and agenda management. A question came up regarding how much notice is supposed to be given to provide presentations. The only requirements are to provide 10 days' notice to place items on the agenda, but no requirements on how items are presented. Mr. Smith stated he is looking into best practices with CSDA and developing protocols on how to handle agenda items. Director Wallace stated that the Board could benefit with more refinement of PI 206.

Mr. Smith expressed to the Board that other Districts have inquired about using TTAD's Board room and the use of the broadcasting equipment. Mr. Smith asked the Board if they would like staff to recover the cost of using the broadcasting equipment. Mr. Smith clarified his opinion that the equipment was paid for by the District's constituents which are also represented by the Districts that would like to utilize our equipment, therefore TTAD should remain cost neutral. Board consensus was to allow use of the equipment and room and recovery staffing cost to provide services but not add an equipment recovery fee to other Districts.

District Counsel Collinson stated that Mr. Smith is a non-salaried Director of the Truckee Donner Chamber of Commerce, which is a 501(c)6 organization. Mr. Smith stated that the Airport has been involved with the "Truckee Tomorrow" campaign since it started in 2010. The Chamber is trying to raise enough money to manage this program for another three years. Mr. Smith stated that the Chamber would like to come in and do a formal presentation to the Board on this subject. Mr. Smith also stated that the \$15,000 contribution towards this program will be flagged for future discussion/approval. Director Wallace expressed that she feels the amount is high. Director Van Berkem stated that he is concerned that marketing the Airport would result in an increase in operations. Mr. Smith replied that there is a policy regarding marketing of the Airport, so staff will insure that the District is in compliance of PI 310. Mr. Smith stated that the program does not market the Truckee Tahoe Airport but markets Truckee as an attractive place to live and work.

Mr. Smith stated that the Board/Staff retreat is February 12<sup>th</sup> from 9:00 a.m. – 3:00 p.m. at the Board Room in Northstar.

Mr. Smith included the agenda for the AAAE Conference in Kona, Hawaii. Director Van Berkem and Mr. Smith are both planning on attending this meeting. Due to the sensitivity of travel to resort destinations, staff wanted to assure a high level of transparency. The costs to travel to Hawaii are similar or less than travel to the East Coast. The District has never been to this conference and it is considered one of the more important and valuable AAAE events during the year. The Board agreed that this would be a worthwhile event to attend.

Director Wallace asked about the agenda item that was requested to be added to the October 29<sup>th</sup> Board meeting by Ms. Lippert. Mr. Smith stated that the item can be placed on the October meeting's agenda.

**PUBLIC COMMENT:** None

**BOARD MEMBER ANNOUNCEMENTS:** Director Hetherington stated that she had a wonderful time at the Brian Udell speaker's forum. There were about 175 people in attendance and Hangar A9 accommodated those in attendance very well. Director Van Berkem stated that he would like to re-address the hours of the Board meetings and that he would like this discussion be added to the October 29<sup>th</sup> agenda. Director Van Berkem feels he is more effective during the day than late at night and stated that the night meetings have not captured a bigger public attendance as they thought it would. Vice President Morrison agreed with Director Van Berkem, though he doesn't believe the meetings should go back to starting in the mornings, but more in the middle of the afternoon.

**PUBLIC COMMENT:** None

**ADJOURN**

**MOTION #6 SEPTEMBER-24-14:** Director Van Berkem motioned to adjourn. Vice President Morrison seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Wallace and Van Berkem voted in favor of the motion. The motion passed.

At 10:25 p.m. the September 24, 2014 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

John B. Jones, Jr., President of the Board

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Kevin Smith, Secretary of the Board

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