The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, January 24, 2018 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 (Arrived at 4:36 PM)
Director John B. Jones, Jr.

DIRECTORS ABSENT: Director Teresa O’Dette

STAFF PRESENT: Mr. Kevin Smith, General Manager
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: 12

SPECIAL ORDERS OF BUSINESS:

Mr. Lamb stated that the District is holding a Speakers Series on February 6th. The topic will be “managing common wilderness emergencies”. Mr. Lamb also noted the new art that was just hung for the upcoming quarter.

PUBLIC COMMENT: Mr. Sean Barclay, Tahoe City PUD General Manager, introduced himself to the Board and stated that he is looking forward to developing future relationships with the Airport District.

Mr. Nathan Chorey, Engineer with Auerbach Engineering Corporation, stated that he is looking forward to working the District in the future.

CONSENT ITEMS

- Minutes: October 25, 2017 Regular Meeting ----------------------------- TAB 1
- Minutes: November 29, 2017 Regular Meeting -------------------------- TAB 2
- Minutes: December 12, 2017 Special Meeting -------------------------- TAB 3
- Monthly Service Bills and Fees --------------------------------------- TAB 4
- Quarterly Communications Report ------------------------------------- TAB 5
- LED Retrofit Project Report ------------------------------------------- TAB 6
- Policy Instruction 306 Amendment (District Travel Reimbursement Policy) ---- TAB 7
- General Engineering Services Consultant Selection and Approval – Auerbach Engineering Corp. ------------------------------- TAB 8

District Counsel Collinson requested Tab 7 to be pulled

PUBLIC COMMENT: None.
MOTION #1 JANUARY-24-18: Director Jones motioned to approve Tab Items 1 – 6 & 8. Director Wallace seconded the motion. President Stephens, and Director Jones, and Wallace voted in favor of the motion. The motion passed.

District Counsel Collinson requested to amend Policy Instruction 306 by adding language stating that Directors and Staff need to give a brief conference/meeting report after they attend their conference/meetings at the next regularly scheduled Board meeting.

MOTION #2 JANUARY-24-18: Director Jones motioned to approve Tab 7 with the amended language added by District Counsel Collinson. Director Wallace seconded the motion. President Stephens, and Director Jones, and Wallace voted in favor of the motion. The motion passed.

Vice President Morrison arrived at 4:36 PM.

AIRSHOW UPDATE

Mr. Tim LoDolce, Executive Director of the Truckee Tahoe Air Show, gave a brief update on the 2018 Air Show. Mr. LoDolce reviewed the list of performers and disclosed the theme of this year’s Air Show: Salute to First Responders.

PUBLIC COMMENT: None.

NORTH TAHOE PUD PARTNERSHIP OPPORTUNITY - DISCUSSION (TAB 10)

Staff from North Tahoe PUD gave a presentation regarding proposed projects would positively impact the quality of life of Truckee Tahoe Airport District (TTAD) constituents and visitors by improving regional recreational amenities and environmental quality. The proposed projects includes: general maintenance and upgrades of existing park and trail facilities and amenities, expansion of trail systems to connect with other regional trail systems (North Shore and Martis Valley), improvements in signage, environmental erosion and stream restoration projects, completion of unfinished access trails, etc. Discussion ensued between NTPUD staff/NTPUD park commissioners and the Board of Directors regarding a future Agency Partnership.

PUBLIC COMMENT: 

Mr. Tim LoDolce, Executive Director of the Truckee Tahoe Air Show, stated that the proposed partnership is a good one that would benefit the district’s constituents greatly.

Mr. Jim Schneider, stated that the proposed partnership would be a great opportunity for the Airport District to share property tax dollars they receive from the Tahoe Basin and use them on projects within the Tahoe Basin.

Ms. Sarah Coolidge, Publicly elected Board Member of NTPUD, stated that the proposed project is a “big vision” project that will connect the two communities (Truckee and North Tahoe Basin). Ms. Coolidge expressed pleasure that the project is being potentially considered by the Airport District.

There was positive Board consensus on the subject and encouragement was given to TCPUD staff to continue through the Agency Partnership application process for future consideration.

RESOLUTION 2018-01 NEW BANK ACCOUNT AND SIGNATURE CARDS – BANK OF THE WEST (TAB 9)

Ms. Sally Lyon stated that the District’s bank account had a fraudulent transaction in the amount of approximately $30.00, which was an error by Bank of the West. Bank of the West requested the District open new accounts due to the fraudulent transaction. Bank of the West representatives were present to attain new signature cards from both the Directors and District staff.

PUBLIC COMMENT: None.
MOTION #3 JANUARY-24-18: Vice President Morrison motioned to approve Resolution 2018-01 New
Bank Account and Signature Cards – Bank of the West and requested to waive the reading. Director Jones
seconded the motion. President Stephens - Yes, Vice President Morrison - Yes, Director Jones- Yes,
Directer Wallace - Yes. The motion passed by roll call vote.

ACAT MEETING REPORT (TAB 11)
ACAT Member Leigh Golden reviewed the ACAT meeting which occurred on January 9th. Member Golden
reviewed the various topics ACAT discussed and reviewed the ACAT subcommittee updates.

PUBLIC COMMENT: None.

ANNUAL OPERATIONS AND COMMENT REPORT (TAB 12)
Mr. Cooke reviewed the annual operations and comment report for 2017 to the Board of Directors. Mr.
Cooke reviewed the technical systems the District uses to monitor and track operations. These systems
includes eleven airfield cameras which run tail number analytics, a transponder-based flight tracking
system, a software platform, the VNOMS system fuses camera images, flight tracks, and flight plan data
together for reporting and analysis. Real-time monitoring is available on 3 platforms, one of which feeds
slightly delayed flight tracking to the public through the quick links tab on our website homepage. Mr.
Cooke noted the most recent upgrade allows staff and the tower to monitor UAT targets. UAT or Universal
Access Transceivers are newer radios which meet the requirement of the FAA’s 2020 ADSB mandate at a
lower cost than full transponder replacements. UAT equipped aircraft broadcast on a frequency the
District previously could not track, and since staff expects to see more of them as we near 2020, staff took
proactive measures to get ahead of the curve. Beyond flight tracks, plans, and pictures, the District also
broadcast the audio from our VHF channels to the website LiveATC.net as well as on our Webcam page.

Mr. Cooke noted in terms of operations, 2017 was a growth year but not as big as originally estimated.
Despite heavy weather that curtailed operations in the 1st quarter, overall operations gained 3% and 6%
in powered aircraft totals. Glider ops dropped 11% from 2016. Like 2016, the strong economy and area
growth look to be the biggest contributing factors our operations growth and changes in the Airport’s
fleet mix. Residential real estate sales jumped 7% at a total volume of $1.5 billion for the Truckee North
Tahoe region. Median home values are up 9% at $567k and the average listing price for homes is $825k.
Mr. Cooke stated that while 4 models of piston aircraft make the top 5 list for operations, it is noteworthy
that the most popular aircraft to visit was a turboprop, the Pilatus PC12 with just under 4000 total ops.
The way the systems capture operations, this is by far the most popular model visiting the airfield.
Turboprop operations grew 20% and represent 21% of the fleet mix. Continued steady growth in this
category is very likely based on operating costs, performance, and demand. Although 4th quarter numbers
have not been received, membership based airline SurfAir which operates PC12s at KTRK showed 18%
year over year growth through end of Q3.

Mr. Cooke stated that like 2016 the trends in operations appear to fit a pattern where there is steady
growth when the weather cooperates and spikes during the peak travel periods. Staff analyzes the Tower’s
traffic counts and uses that data for touch and go estimations. According to the Tower, July 9th had 544
operations and was likely the busiest single day in airport history.

Mr. Cooke noted that the large majority of commenters, 139, sent 2 or fewer comments. The most regular
commenter sent in 76 for the year and resides in Martis Valley Estates. 5 residents sent in between 35–
50 comments. Neighborhoods experienced varying degrees of increases and decreases. Olympic Heights,
Martis Valley Estates and Tahoe Donner all sent in over 100 comments each. A significant trend affecting
all neighborhoods went largely missing this year due to Tower control; it’s what I call the “strays.” This
happens when aircraft maneuver around to sequence in to traffic – they’ve been a significant factor
historically but we don’t see it when the Tower operating. Sundays got the most comments by day of the
week with Monday and Friday not far off. The hours of 10 AM and 4 PM received the most comments per

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hour. Departures from Runway 29 represent half of all annual comments while arrivals to 11 and 29 were split evenly and equal 150 of the total annual comments.

Mr. Cooke expressed a note of caution regarding the statistics: a big percentage swings can happen with small numbers. For example, comments about helicopters in 2017 grew 200% but that numerical value is only 12. Callers with a particular concern can make the overall data lean in their direction, for example in 2015 Prosser Lakeview resident sent 96 comments about jets and again in 2016 until he moved away, he sent 67 so the overall noise concerns tend to get weighted to the most comments whether the operation associated is deemed compliant or not. Some airport noise offices use the number of households commenting as the primary metric for analysis and reporting while others rely more on the number of comments. The District uses both, and staff will continue to report both, but staff would like recognize this so recipients of these reports can best understand the dynamics of the information. Again, staff welcomes feedback on data gathering and reporting.

Director Wallace appreciates the data that was provided by staff, specifically the number of individual number of comments and number of households. Director Wallace inquired more about the online application that will help streamline district response to commenters. Mr. Bullock gave an over view of the program PlaneNoise and that its official roll out will be approximately May of 2018.

**PUBLIC COMMENT:** None.

**MONTHLY FINANCIAL REPORT (TAB 13)**

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

**PUBLIC COMMENT:** None.

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

**STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

Mr. Smith reported on the various topics that were discussed at the Aviation Issues Conference that was held in Kona, Hawaii.

**PUBLIC COMMENT:** None.

**CESSNA 172 JT-A - CONSIDERATION OF AIRCRAFT PURCHASE (TAB 14)**

Mr. Smith reviewed the information that was requested at the November 30th regular Board meeting regarding the potential purchase of the Cessna 172 JT-A. Mr. Smith specifically reviewed the aircraft leaseback agreement with Sierra Aero, the communication plan which includes how the district plans to communicate with pilot and the public regarding the goals and objectives of the new trainer aircraft. Mr. Smith continued to review the operational impact assessment of the Cessna JT-A versus the standard C172, as well as the Financial Pro-Forma. Mr. Smith noted that if the Board is in agreement with the information he provided and approves the motion to acquire the aircraft, Total cost of acquisition is approximately $515,000 for the Cessna 172 JT-A including sales tax, licensing, etc. (Base Price is $435,000). Per the pro forma, the aircraft will generate revenue to offset a portion of these costs. Mr. Smith stated that the aircraft is a tangible asset which could be sold if the program is deemed unsuccessful recovering a significant portion of the initial acquisition costs. Mr. Smith also noted that funding for this project is budgeted in the CY2018 Budget. The Board briefly discussed the purchase of the Cessna 172 JT-A. There was Board consensus to move forward with purchasing the aircraft.

**PUBLIC COMMENT:** None.

**MOTION #4 JANUARY-24-18:** Vice President Morrison motioned to approve the proposal to purchase a Cessna 172 JT-A aircraft with a not to exceed budget of $515,000 and authorize Board President to sign purchase agreements and finalize and sign leaseback agreement with Sierra Aero. Director Jones
seconded the motion. President Stephens, Vice President Morrison and Director Jones, and Wallace voted in favor of the motion. The motion passed.

**HANGAR 1 MODULAR OFFICE AND HANGAR MODIFICATION PROPOSAL (TAB 15)**

Mr. Smith reviewed the proposed hangar modification of Hangar 1, which is the current home of Sierra Aero. Mr. Smith stated that the space in Hangar 1 is old and in much need of repair and the office space is currently 40+ years old. Mr. Smith stated that staff proposes to remove this space from the hangar as it will be relatively inexpensive and provide Sierra Aero the ability to place 3 more aircraft inside Hangar 1. Mr. Smith stated that staff also proposes to install an 1800 sq. ft. modular office in the dirt and grass area immediately west of the current Hangar 1. There are plans to run sewer lines to Hangar 1 in the works and is planned to be installed the summer of 2018. This will eliminate the need for the sewer leach field and make this space available for the modular structure. Mr. Smith noted that to the untrained eye, the District’s intent is that a modular structure will appear as permanent construction, but will allow for flexibility to be moved if need be. Mr. Smith stated that if the Board is in agreement, staff will pursue bids on the modular space and bring final pricing back to the Board as well as the amended Lease with Sierra Aero. Mr. Smith indicated that he is still receiving bids on modular and reserves the right to return if the bids come in higher than expected. There was Board consensus to move forward with the project and to authorize the Board President to finalize and sign the lease agreement with Sierra Aero.

**PUBLIC COMMENT: None.**

**MOTION #5 JANUARY-24-18:** Vice President Morrison motioned to approve the proposal to re-fit hangar 1 as proposed in the staff report and authorize staff to proceed with project with a not to exceed budget of $350,000 as well as authorize the Board President to finalize and sign lease agreement with Sierra Aero. Director Wallace seconded the motion. President Stephens, Vice President Morrison and Director Jones, and Wallace voted in favor of the motion. The motion passed.

**SEASONAL CONTROL TOWER – UPDATE (TAB 16)**

Mr. Bullock stated that there has been a dramatic reduction in single even annoyance comments. Mr. Bullock expressed that staff believes the use of alternative runways is helping diffuse impact away from the west side of the airport toward open space to the east. Clear direction from the airport regarding runway use criteria has enabled more creative, safe use of the available airspace. The dynamic variables that exist when sequencing aircraft can be complicated. The observation period has helped staff and the controllers better understand how to reduce annoyance and what is possible when handling various aircraft. Mr. Bullock stated that staff believes that dramatic reductions in annoyance are possible through the work currently underway with the tower.

Mr. Bullock expressed that another observation by Staff, the controllers, and the pilot community is that the airport, airspace, and the operation function better with a tower in operation. The KTRK airport and airspace are complicated by any standard. This notion is supported by Oakland Center, the experienced tower controllers and the Midwest ATC Executive staff. To optimize the effect of the tower, it is Staff’s opinion that the District should consider in detail opening the tower year around. Cost reduction may be realized by avoiding the stop-start behavior. Additional improvements in control of aircraft may reduce annoyance if controllers can become proficient in the complicated KTRK environment. Incremental annual cost increase may provide exponential benefit. Mr. Bullock stated that the next tower report will be delivered to the Board on February 28, 2018.

President Stephens stated that he is encouraged with the initial results for the winter season and Vice President Morrison noted that he has personally noticed a distinct difference in operational activity this winter season. Questions regarding funding for the tower to be up and running year around were brought up, staff responded that in future budget years, the operational costs of the tower would need its own budget line item. Mr. Smith noted that funding sources for a year around tower will be discussed in further
detail at the March 7th Board workshop. Discussion ensued regarding the future of the tower and the likelihood of the District being able to participate in the FAA Airport Tower program.

Ms. Karen Hardiman, Tower Manager with Mid-West ATC, discussed staffing levels at the Seasonal Control Tower and different potential operational times of the temporary control tower that would work best for her staff. Ms. Hardiman expressed a strong desire to keep the tower open during the spring, specifically to ensure tower staff is around for the summer season.

PUBLIC COMMENT: None.

MOTION #6 JANUARY-24-18: Vice President Morrison motioned to approve District Staff to bring forth a contract in the amount of $275,000 and authorize the Board President to sign such contract between the District and Mid-West ATC. Director Jones seconded the motion. President Stephens, Vice President Morrison and Director Jones, and Wallace voted in favor of the motion. The motion passed.

AIRSPACE STUDY – UPDATE (TAB 17)

Mr. Bullock stated that the Phase II Airspace Design Project has been underway for 6 months. Phase I was completed in 2016, it was presented to the Board and the community and has been posted on the website under Publications. As part of the review process for the notional arrival procedures the airspace working group was convened on January 16, 2018. This group is comprised of local pilots, commercial operators such as Surf Air, Mt. Lion Aviation and Sierra Aero, the FAA, consultants, and any participating ACAT members. This is a dynamic group of stakeholders who have knowledge and background that allows some critical review of potential procedures for KTRK. After this stakeholder process is complete Bridgenet will begin the FAA submission process which is already, partially underway. This process will take 18-36 months to complete. The FAA will review the procedures from every angle including how our procedures affect other airports like South Lake Tahoe, Reno, and Sacramento. Minor adjustments or total denial is a possibility in this process. During this process the Board may choose to discontinue the submission process whereby the FAA would cease its progress. Mr. Bullock reviewed the Phase II deliverables and deliverable timeline. Mr. Bullock then went on to play new video animations showcasing the proposed notional approaches into KTRK.

PUBLIC COMMENT: None.

GENERAL MANAGER REPORT (TAB 18)

- Upcoming Training and Conference Opportunities

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

- Non-Aeronautical Land Use Committee

Staff will be working on land use and zoning applications with the Town of Truckee, Placer County and Nevada County. Staff has a meeting early in February with the Town of Truckee to review District Requests. Also, T-TSA and TTAD land transfer discussion continues. The next steps for that will continue in closed session later this evening.

- GHG Inventory Study Committee

Staff is currently working on the scope and contract for ad hoc committee review and presentation to the Board at the May 2018 Board meeting.

- Economic Impact Study

Due to delays in receiving information from the State of California, the contractor has not been able to finalize the Economic Impact Study. Staff anticipates final report and presentation at the March 2018 Board Meeting.
• Hangar 2 Design & Programming

Staff will be meeting with Mead & Hunt and VJS Lincoln tomorrow to receive the first cost estimate of the structure. Staff anticipates the concept and budget report will be ready to be reviewed at the regular February Board meeting.

• Regional Housing

The Lazando property has completed site grading and begun vertical construction. The ad hoc committee decided the CFY Railyard project did not meet the District’s criteria for participation.

• 2018 Board Workshop - Spring

A meeting date of March 7th from 9:00 AM – 3:00 PM was confirmed for the annual Board Workshop which will be held in the Board room at KTRK. Potential topics for the workshop was reviewed.

• Warehouse Leasing Strategy

Currently the District has about 8,000 sq. ft. of unleased space in the warehouse. Staff is currently using the space to house equipment, some temporary non-profit storage, and a staging area for parts and equipment for the Executive Hangar project. This space will be available for lease by late spring or early summer. Staff had some inquiries from local non-profits looking to lease the space at market rates or possibly with discount based on public benefits provided.

Ms. Susie Sutphin, Executive Director of the Tahoe Food Hub, introduced herself and expressed a desire for the Tahoe Food Hub to be considered as a possible tenant if the warehouse space became available. Ms. Sutphin reviewed who and what the Tahoe Food Hub is, their future goals for the business and how the additional space would allow them to reach those goals. Ms. Sutphin stated that she would like to have her store front be transferred to the Airport, but stated that if that was a “make or break” decision they could keep the store front at its original location. The Tahoe Food Hub is willing and able to work with the District in any capacity.

There was Board consensus to have District staff to start a more detailed conversation with the Tahoe Food Hub to understand specifically what they need and what they desire from the District for the warehouse space.

• Vector Automated Billing and PlaneNoise Contracting Update

March 1, 2018 the District will begin using our existing Vector camera system to automatically bill aircraft TU fees. Currently the night staff tag aircraft with paper envelops. This may take 1-3 hours a day during peak cycles. During peak periods we also may miss aircraft that should be billed. The camera system will ID these and send them a bill. In addition our new Master Fee Schedule allows for a Prior Permission Request fee for night operations. With this system operating we feel we will have a higher capture rate of this fee. Ultimately the system will help us collect fees with better efficiency and accuracy. The number of daily transactions at Unicom will decrease as pilots will not have to go to UNICOM to pay their fees. The cost is 13% of collected TU revenue. Staff plans to adjust the fee schedule to capture the fee. A significant ancillary benefit will be reducing workload while billing more fees and letting our staff do other things during busy periods.

Plane Noise is a software platform designed to manage community annoyance and provide a higher level of response and transparency. The system is designed around a “Community Hotline” telephone system which takes calls, transcribes them, logs them, and does data entry so staff can focus on analyzing the data and working directly with the commenter. The GIS capability of the system allows staff to define areas of annoyance real time and respond by working with air traffic controllers to adjust patterns and procedures. Initial cost is $25K, Ongoing cost is between $10-15K. We have funding in the budget for this. We hope this allows staff to meet the needs of our 164 household that submitted comments in 2017 plus...
any new folks that submit comments annually without adding full time staff while maintaining high level of personal response and action. It also allows commenters to follow our investigation as it unfolds and updates them along the way. We will keep the Board posted regarding how this system performs.

- Tahoe City Emergency Service Helipad – Update

The Tahoe City Emergency Service Helipad is substantially complete. The helipad is currently operational and has already been used by EMS helicopters. The transformer is the last significant item necessary to complete the project to 100%. This will be complete by the end of the month and in turn will allow the final lighting and gate to be programmed.

- Bike Share Update

Staff has received confirmation that the Tahoe Forest Hospital District will be buying 2 stations for the summer of 2018. We will have 25 bikes in the system for this summer. He had 10 bikes for the summer of 2017. The Truckee Donner PUD came onboard at the end of last summer with 5 bikes. There continues to be strong interest in this program.

We have also had some preliminary conversations with Granlibakken and some Tahoe Basin entities on getting a bike share program going in the Tahoe City downtown area. If the Board is willing to jump start the program with two stations ($9500 per year for 1 station and 5 bikes) we may be able to leverage that to get a few more local agencies and business to sponsor stations.

- Placer County Capital Projects Advisory Committee Appointment

Mr. Smith stated that President Stephens has been nominated to be an alternate for the Placer County Capital Projects Advisory Committee.

- National Plan of Integrated Airports System (NPIAS) – Update

Mr. Smith noted that the Airport is classified (funding only) as a national general aviation airport.

PUBLIC COMMENT: None

BOARD MEMBER ANNOUNCEMENTS

None.

ADJOURN TO CLOSED SESSION: 8:01 PM

CLOSED SESSION

- GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - Agency negotiator: Kevin Smith, General Manager
  - Negotiating parties: Truckee Tahoe Airport District and Tahoe-Truckee Sanitation Agency
  - Under negotiation: Price and Terms of Payment

- GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW

The Board of Directors gave staff direction to open the discussion regarding the TTAD and T-TSA land swap at next month’s regularly scheduled Board meeting.

The Board of Directors approved a 5% annual salary increase for 2018 for Mr. Smith, General Manager.

MOTION #7 JANUARY-24-18: Director Jones motioned to adjourn the meeting. Vice President 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.
At 9:02 p.m. the January 24, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JANUARY 24, 2018 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRETY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:

http://ktrk-live.s3-website-us-west-2.amazonaws.com/