

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, February 28, 2018 in the Truckee Tahoe Airport District Community
3 Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

4 **CALL MEETING TO ORDER:** 4:30 PM

5 **PLEDGE OF ALLEGIANCE**

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

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Mr. Hardy Bullock, Director of Aviation and Community Services
13 Ms. Sally Lyon, Director of Finance and Administration
14 Mr. Dave Hoffman, Director of Operations and Maintenance
15 Mr. Mike Cooke, Manager of Aviation and Community Services
16 Mr. Brent Collinson, District Legal Counsel
17 Mr. Marc Lamb, Community Relations Manager
18 Ms. Lauren Tapia, District Clerk

19 **VISITORS PRESENT:** 6

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Smith informed the Board of District employee, Mr. Rick Anzar, untimely passing two weeks ago.

22 **PUBLIC COMMENT:** None.

23 **RESOLUTION 2018-03 TTAD EXPRESSING APPRECIATION TO MR. DAN LUTKENHOUSE (TAB 1)**

24 President Stephens introduced Resolution 2018-03 expressing appreciation to Mr. Dan Lutkenhouse for
25 time spent as a member of ACAT.

26 **PUBLIC COMMENT:** None.

27 **MOTION #1 FEBRUARY-28-18:** President Stephens motioned to approve Resolution 2018-03 expressing
28 appreciation to Mr. Dan Lutkenhouse and waived the reading. Vice President Morrison seconded the
29 motion. President Stephens - Yes, Vice President Morrison - Yes, Director Jones- Yes, Director Wallace -
30 Yes. Director O’Dette – Yes. The motion passed by roll call vote.

31 **CONSENT ITEMS**

- 32 • Minutes: January 24, 2018 Regular Meeting ----- TAB 2
- 33 • Monthly Service Bills and Fees ----- TAB 3
- 34 • Approval of Rosemont Strategies to Provide Federal Legislative Support Services - TAB 4
- 35 • Approval of Mead & Hunt to provide District Land Use Planning and GIS Services - TAB 5
- 36 • Approval of Reinard W. Brandley Consulting Airport Engineer to Provide Aviation Services --
37 ----- TAB 6

38 **PUBLIC COMMENT:** None.

39 **MOTION #2 FEBRUARY-28-18:** Director O’Dette motioned to approve Tab Items 2 – 7. Director Wallace
40 seconded the motion. President Stephens, and Director Jones, and Wallace voted in favor of the motion.

41 President Stephens - Yes, Vice President Morrison - Yes, Director Jones- Yes, Director Wallace - Yes.
42 Director O'Dette – Yes. The motion passed by roll call vote.

43 **ACAT MEETING REPORT (TAB 7)**

44 Mr. Bullock reviewed the ACAT meeting which occurred on February 13th. Mr. Bullock reviewed the
45 various topics ACAT discussed and reviewed the ACAT subcommittee updates.

46 **PUBLIC COMMENT:** None.

47 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 8)**

48 Mr. Cooke noted that all categories reported considerable gains except helicopters which had a 30%
49 decline. A spike in helicopter activity last January occurred as the rotorcraft were the tool of choice to
50 provide access to communications towers and utility infrastructures that went down due to the
51 overwhelming amounts of snow and wind.

52 Piston aircraft lead in growth over last year as well as having the highest overall operations. The busiest
53 day was the Monday of the Martin Luther King holiday.

54 Based on Runway utilizations there was evidence the Tower is dispersing traffic to runways 02 and 11.
55 Although last January may not be the best comparison, there was significantly more use of those runways
56 as result of tower direction.

57 Of nine operations during curfew hours, four were EMS missions and two of those generated community
58 annoyance. The 5 non-EMS night ops were almost all locally based aircraft flying within the terms of their
59 lease agreement between 6 and 7 AM. One transient operator received outreach after a turboprop
60 departure shortly after 10 PM. Also there were multiple comments during curfew hours about
61 transitioning aircraft, as high as 24,000'.

62 As for comments, like operations, they grew by a large margin over last year. There were 46 comments
63 made by 23 households and we picked up five new commenters. One event in particular generated the
64 most interest and annoyance from the community - a group of three USMC helicopters came to the area
65 to for night training.

66 One of the three remained in the pattern for about an hour just after dark while the other two departed
67 to practice elsewhere. After returning, all three stayed overnight and contact was made with them the
68 next day. The crews explained they were doing night currency training and made every effort to keep it
69 as early in the night and as short as possible and they did their best to avoid residential areas. Six formal
70 comments were received and a volley of discussions on social media site Next Door ensued.

71 Olympics Heights sent in the highest number of comments and the majority of them were regarding piston
72 touch and go operations. Prosser, Sierra Meadows, Tahoe Donner, and Glenshire all sent in five or more
73 comments. Several comments were attributed to transitioning aircraft not making arrivals to or
74 departures from TRK.

75 **PUBLIC COMMENT:** None.

76 **MONTHLY FINANCIAL REPORT (TAB 9)**

77 Ms. Lyon reviewed the Monthly Financial Report, for the fifteen months ended December 31, 2017.

78 **PUBLIC COMMENT:** None.

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

80 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

81 President Stephens and Mr. Bullock reported on the various topics that were discussed at the Aviation
82 Noise Symposium in Long Beach. Mr. Hoffman informed the Board that two Operations and Maintenance
83 employees attended the AVFuel Quality Control training in Florida.

84 **PUBLIC COMMENT:** None.

85 **ACAT SELECTION PROCESS (TAB 10)**

86 Mr. Bullock noted that Mr. Lutkenhouse’s resignation created a vacant seat on the ACAT committee, staff
87 will now start recruiting a member to complete Mr. Lutkenhouse’s term. Mr. Bullock reviewed the
88 recruitment process for the vacant seat, and that staff will be forwarding prospective applicants for review
89 and selection at the March 2018 regular Board meeting.

90 **PUBLIC COMMENT:** None.

91 **ACCEPTANCE OF THE MOUNTAIN HOUSING COUNCIL POLICY RECCOMENDATIONS (TAB 11)**

92 President Stephens stated that the Mountain Housing Council is requesting all partner agencies to review
93 and accept Policy #1 Recommendation: Achievable Local Housing. This policy brief provides a more in-
94 depth analysis of the challenge in our region and justification for the recommendation that local
95 jurisdictions adopt an expanded definition of affordable to include moderate and above moderate income
96 households. The Mountain Housing Council proposes expanding the definition of affordable housing to
97 also include the “Missing Middle” income levels in order improve our region’s ability to address the
98 housing needs for a diversity of households. There was Board consensus to accept Policy
99 Recommendation #1 made by the Mountain Housing Council.

100 **PUBLIC COMMENT:** None.

101 **APPROVAL OF ACTIVE TRANSPORTATION PROGRAM (ATP) TRAIL GRANT RESOLUTION (TAB 12)**

102 Mr. Smith stated that the District was approached by JMA about collaborating with them on a grant
103 application to construct a trail section from Joerger Ranch to the Riverview Sports Park. This trial is
104 included on the TTAD Master Plan and a portion of the trail runs through District Property (see attached
105 map included in application). The Trial Application requires a public agency sponsor. JMA is asking if the
106 District would be willing to be the public agency sponsor. Approval of a Resolution is required and needed
107 for inclusion in the Grant Application. Staff supports this request as it has the potential to facilitate
108 construction of desirable trails on the perimeter of the airport as identified on our Trails Master Plan. The
109 District is not being asked to contribute funding to this request, but that the District would be responsible
110 for processing the federal funding if the grant is awarded. Director Wallace noted that the District should
111 do cost recovery of the administrative costs if the grant is awarded by being the fiscal agent. Director
112 Jones inquired if this grant program could be a program that the District could participate in regarding
113 other trail phases included in the District’s trail master plan. Mr. Smith stated that this is one of many
114 grant options that the District can explore potential participation in the future.

115 **PUBLIC COMMENT:** None.

116 **MOTION #3 FEBRUARY-28-18:** Vice President Morrison motioned to approve Resolution 2018-02 Active
117 Transportation Program and to waive the reading. Director O’Dette seconded the motion. President
118 Stephens - Yes, Vice President Morrison - Yes, Director Jones- Yes, Director Wallace - Yes. Director O’Dette
119 – Yes. The motion passed by roll call vote.

120 **TAHOE FOOD HUB WAREHOUSE LEASE AGREEMENT REQUEST (TAB 13)**

121 Mr. Bullock stated that the Tahoe Food Hub (TFH) presented to the Board of Directors in November 2017
122 and January 2018. Mr. Bullock noted that the Board expressed interest in leasing the warehouse space D1
123 to the TFH on a graduated, community benefit lease back program similar to the Truckee Roundhouse

124 Maker Space. Staff was directed to work with the TFH and develop a plan to modify the space and develop
125 a semi retail presence in support of the TFH mission to bring community based, healthy foods to the
126 Truckee North Tahoe area.

127 Staff has worked with an engineering/construction group and TFH to develop a capital plan describing the
128 required District improvements to the space. This figure totals approximately \$85,000 plus 10%
129 contingency for a total of \$93,500. These are improvements related to access, exit, bathrooms, and a
130 separation wall splitting the 8,000 sq. foot space into a useable area of 4,000 sq. feet. The facility
131 maintenance plan for the current fiscal year allows this expenditure within budget. Under FOOD HUB
132 attachment 1 Cost for Space Improvements these are listed as general conditions, dividing wall, ADA
133 bathroom, new emergency panic doors x3, handicap parking, alarms, misc.

134 An additional \$106,000 listed under Tenant Improvement in the Proposal dated February 12, 2018 is the
135 business cost for occupancy that TFH believes they need to equip the business as a retail establishment.
136 This is primarily the cooler/freezer and the storage room and flooring. This portion is not currently
137 approved. Staff suggested the TFH pursue a Community Benefit Agency Partnership and return
138 information conforming to District policy for either fully or partially funding the \$106,000. The exact
139 delineation between District cost and Tahoe Food Hub contribution is for the Board to decide. Mr. Bullock
140 stated that staff is recommending the structure outlined above.

141 Mr. Bullock noted the pro forma to the report describing the five year community benefit contribution
142 value and the approximated foregone revenue. The rates and assumptions are exactly the same as the
143 Makers Space agreement approved by the Board and completed two years ago. The lease agreement
144 outlines the governing agreement between the District and TFH. The construction timeline, based on Staff
145 opinion is very aggressive. Using the warehouse E3 space as a guide, Staff believes the earliest occupancy
146 will be near the end of summer 2018 in August or September.

147 Ms. Suzie Sutphin, Executive Director of the Tahoe Food Hub, introduced several of Tahoe Food Hub's
148 Board of Directors that were in attendance. Ms. Suzie Sutphin thanked the Board of their support on the
149 proposed project. Ms. Sutphin noted that if the TFH were not able to obtain an Agency Partnership fully
150 or partially funding the \$106,000 that is needed to equip the business as a retail establishment in
151 Warehouse D1, they have to raise the funds in a private fundraising event or participate in a loan program
152 through the FDA. Vice President Morrison expressed confidence in TFH's ability to raise the money
153 privately.

154 **PUBLIC COMMENT:**

155 Mr. Jeff Leoux, Town of Truckee Manager, thanked the Board for exploring this project. He believes that
156 the TFH would add a great benefit to the community.

157 Mr. Jan Holan, Board Member of the TFH, stated that his family travels all over the place to find local food.
158 Having the TFH relocate to Truckee would allow the greater community to utilize the TFH more than its
159 current location at the base of Alpine Meadows.

160 **MOTION #4 FEBRUARY-28-18:** Director Jones approve an expenditure in an amount not to exceed
161 \$93,500 to modify the warehouse and direct Staff to execute a lease agreement for four years with the
162 community benefit ratio outlined in this Staff report. Director O'Dette seconded the motion. President
163 Stephens - Yes, Vice President Morrison - Yes, Director Jones- Yes, Director Wallace - Yes. Director O'Dette
164 – Yes. The motion passed by roll call vote.

165 **LAND USE OPTIONS DISCUSSION SPECIFIC TO PROPERTIES NORTH OF THE AIRPORT BORDERING T-TSA**

166 Mr. Smith noted that at the January 24, 2018 Board of Directors Meeting, the Board directed Staff to
167 include a discussion item on the February 28, 2018 Board of Directors to discuss potential future uses of
168 the 68 acres (Area B on Exhibit A) north of the airfield. The Board and Staff felt it prudent to have an

169 additional public discussion regarding any potential future uses of this property that may be beneficial to
170 the District and its constituents before a final decision is made regarding the potential land transfer and
171 trade of this property with TTSA. Director Jones and Wallace requested more information regarding
172 potential solar projects that could be done on District property. Mr. Smith indicated that potential solar
173 projects will be discussed at a more in-depth level at the March Board workshop. Director Jones inquired
174 about glare of a solar field, and Mr. Smith stated that a glare study would be done by the airport if the
175 District were to go down that path.

176 **PUBLIC COMMENT:** None.

177 **GENERAL MANAGER REPORT (TAB 18)**

- 178
 - Upcoming Training and Conference Opportunities

179 Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.
180 Director Wallace requested she be registered for the Special District Leadership Academy in April, and is
181 also interested in learning more about the Airport's Going Green Conference being held in Atlanta in
182 November. Director Jones requested information be forwarded to him regarding the AAAE/USCTA
183 Contract Tower Program Workshop in June.

- 184
 - Non-Aeronautical Land Use Committee

185 Discussed earlier in the meeting.

- 186
 - GHG Inventory Study Committee

187 Mr. Smith stated that the Board decided to move forward with the next phase of the project which is to
188 have First Environment prepare a GHG Reduction plan. Staff is working on a scope and a contract for the
189 ad hoc committee to review. A presentation to the Board will be given at the May 2018 Board meeting.

- 190
 - Economic Impact Study

191 Due to delays in receiving information from the State of California, the contractor has not been able to
192 finalize the Economic Impact Study. Staff anticipates final report and presentation at the April 2018 Board
193 Meeting.

- 194
 - Hangar 2 Design & Programming

195 Staff met with Mead & Hunt and VJS Lincoln last week and received the first cost estimate of the structure
196 as well as various design options. Staff anticipates the concept and budget report will be ready to be
197 reviewed at the regular March or April Board meeting.

- 198
 - Regional Housing

199 The Lazando property is in vertical construction. The Board reviewed the new policy recommendation
200 brought forth by the Mountain Housing Council earlier in the meeting.

- 201
 - Hangar 1 Concept and Budget - Update

202 Staff has been working with modular office vendors to secure bids for the Hangar 2 project. Bids for the
203 modular offices came in slightly higher than expected. Staff had estimated in our previous Staff Report
204 about \$280,000 including transportation and set up. One item not anticipated or include in the January
205 Budget was Sales Tax on the trailers. As modular are considered vehicles, the State of California requires
206 sales tax to be paid which is estimated at \$26,000. Staff also added a flight instruction room to the
207 modular which made the structure slightly larger. Moving flight training to the new modular will open up
208 an additional highly needed staff offices in the administration building. Staff also added \$5000 to utilities
209 and \$5000 to the Hangar Office Demo as we are not 100% sure what we will find when we remove the
210 old offices. There also may be some IT technology equipment that needs to be moved. Due to the fact

211 that we now receiving hard pricing we reduced the contingency from \$37,000 to \$25,000. The majority of
212 the requested budget increase is due to the requirement to pay Sales Tax on the trailers. As was presented
213 in last month's Board meeting, the District has \$526,878 in unallocated funding available to be applied to
214 this project. This funding comes from recently awarded grants from the State of CA and the FAA to offset
215 anticipated expenses primarily with pavement maintenance. Mr. Smith stated that staff is looking for
216 Board consensus to continue the project with revised budget. There was Board consensus to give Mr.
217 Smith the ability to not exceed \$400,000 for the modular building project for Hangar 1.

218 • 2018 Board/Staff Workshop

219 Mr. Smith reviewed the draft Board Workshop agenda. The workshop will take place in the Board Room
220 on March 7th from 9:00 AM – 3:00 PM.

221 **PUBLIC COMMENT:** None

222 **BOARD MEMBER ANNOUNCEMENTS**

223 President Stephens noted that the Board will not be adjourning into Closed Session.

224 **ADJOURN**

225 **MOTION #5 FEBRUARY-28-18:** Director Jones motioned to adjourn the meeting. Director O'Dette
226 seconded the motion. President Stephens - Yes, Vice President Morrison - Yes, Director Jones- Yes,
227 Director Wallace - Yes. Director O'Dette – Yes. The motion passed by roll call vote.

228 At 6:25 p.m. the February 28, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors
229 adjourned.

230 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 28, 2018 REGULAR BOARD**
231 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD MEETING**
232 **ARCHIVES": <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>**