

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, March 28, 2018 in the Truckee Tahoe Airport District Community Room
3 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 Lisa Wallace
9 Director John B. Jones, Jr.

10 **DIRECTORS ABSENT:** Director Teresa O’Dette

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:** 18

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Smith congratulated President Rick Stephens on his impending 50 years of marriage. Mr. Smith noted
22 that the speaker event held on Monday was well attended; the topic was on regional and local mountain
23 weather. Mr. Bill Grava, a controller with Midwest ATC, discussed the new class D airspace that starts
24 tomorrow over the airport.

25 Mr. Dave Hoffman, Director of Operations & Maintenance, stated that with the loss of Mr. Rick Anzar, the
26 District internally posted his position and after interviewing well qualified internal applicants, the position
27 was offered to Mr. Tim Bourque. The District will be backfilling Mr. Bourque’s position with an external
28 job recruitment.

29 **PUBLIC COMMENT:** None.

30 President Stephens requested a change in the agenda to move Mountain Gateway Center ahead of the
31 Consent Items. There was Board consensus to move the Gateway Mountain Center’s placement on the
32 agenda.

33 **PUBLIC COMMENT:** None.

34 **GATEWAY MOUNTAIN CENTER – AGENCY PARTNERSHIP REQUEST (TAB 8)**

35 Mr. Peter Mayfield, Executive Director of the Gateway Mountain Center (GMC) reviewed his presentation
36 about his organization and his Agency Partnership Request. The GMC is requesting an Agency Partnership
37 funding for two endeavors: 1) to increase capacity for growing caseloads of high need youth requiring
38 staffing increases, and 2) to launch an After-School Wellness Center and Digital Arts Creative Lab in their
39 existing space. The GMC is in a space that is across the street from Truckee High School and the Family
40 Resource Center. It is slated to be a welcoming space for youth to connect with caring and skilled adult
41 and peer support, and access to fantastic programming. The Center will provide stress reduction,
42 substance abuse treatment, leadership and development, adventure recreation, creative expression and

43 job skills development. Requested funding would be used to make tenant improvements in it's space and
44 to provide kick start funding for youth requested programing and increased caseload. The Gateway
45 Mountain center is requesting \$75,000. If funding is approved, the District will be recognized by the GMC
46 with a permanent banner in their center and, whenever and wherever appropriate, verbally, online and
47 in print. The District will itself market the partnership support in its standard media venues and when and
48 wherever appropriate.

49 **PUBLIC COMMENT:**

50 Mr. Greg Wohlman, Principal of Sierra Continuation High School, stated that he is completing his fourth
51 year as Principal for Sierra Continuation High School and that he believes that everything should be done
52 to come together and to help GMC. Mr. Wohlman noted that impact GMC has had on his pupils, both
53 emotionally and academically. Much of his staff leans on GMC for mentorship support and other various
54 activities they provide for their pupils.

55 Ms. Dana Adams, School Psychologist for Tahoe Truckee Unified School District (TTUSD), stated that she
56 has been working with GMC for several years now and that it should be noted that it takes a village to
57 support the youth that GMC takes in, and that GMC is an integral part of said village. Ms. Adams thanked
58 the Board for their potential support of GMC.

59 An individual from Placer County Office of Education stated that GMC takes in students who are expelled
60 or have chronic truancy issues. GMC provides and teaches these students valuable techniques such
61 meditation and tools that help improve their interpersonal skills.

62 Ms. Alison Schwedner, Director of the Community Collaborative of Tahoe Truckee, stated that youth
63 mental health has been a long term topic that the Collaborative has been trying to help solve. Providing
64 mental health services to a rural community is very challenging. Ms. Schwedner noted that GMC has been
65 helping bridge this gap for the community.

66 Ms. Stacey Bluestein, Special Education Teacher for TTUSD, reviewed the types of students that circulate
67 through her classroom, and the working relationship she has with the GMC and her students. Ms.
68 Bluestein noted the increase in family involvement of those students, as well as the improved social skills
69 the student's acquire. Ms. Bluestein fully endorses the GMC for the local youth.

70 Ms. Gail Stephens, Truckee Resident and Family Counselor, noted that the families are helped because
71 the children are helped. The schools are helped because the children are helped. The community is helped
72 because the children are helped. Ms. Stephens urged the Board to approve the agency partnership with
73 Gateway Mountain Center.

74 Director Wallace expressed appreciation to everyone that works with GMC and their public comments.
75 Director Wallace noted that the GMC had the Hospital District be their application co-sponsor. Director
76 Jones requested further information regarding the amount of students GMC works with and if the
77 students "graduate" from their programs. Mr. Mayfield stated that GMC has a caseload of 27 students,
78 they have a waitlist of 5 students, and that last year they peaked at 37 students. Mr. Mayfield noted that
79 GMC usually has long term relationships with the students, on average about 4 years. They do have a
80 "graduation" process with the students. Vice President Morrison stated that he has had a long relationship
81 with Mr. Mayfield and fully supports the work they do at GMC.

82 Mr. Smith reviewed the District's history and current support they provide to various youth programs. Mr.
83 Smith noted that supporting the GMC fits easily into the District's portfolio of youth programs. Director
84 Wallace reviewed the Agency Partnership request process.

85 **MOTION #1 MARCH-28-18:** Director Jones motioned to approve the Gateway Mountain Center Agency
86 Partnership request of \$75,000 with agency sponsor Tahoe Forest Hospital District in support of GMC and
87 its youth, with additional funding of \$50,000 to make a total amount of \$125,000. Vice President Morrison

88 seconded the motion. President Stephens, Vice President Morrison and Director Jones, and Wallace voted
89 in favor of the motion. The motion passed.

90 **CONSENT ITEMS**

- 91 • Minutes: February 28, 2018 Regular Meeting ----- TAB 1
- 92 • Minutes: March 7, 2018 Special Meeting ----- TAB 2
- 93 • Monthly Service Bills and Fees ----- TAB 3
- 94 • Sierra Aero Lease Amendment ----- TAB 4

95 District Counsel Collinson requested to pull Tab 2, March 7, 2018 Special Meeting Minutes. District
96 Counsel Collinson stated his changes to lines 96 and 97. Ms. Lauren Tapia, District Clerk, noted the
97 changes.

98 **PUBLIC COMMENT:** None.

99 **MOTION #2 MARCH-28-18:** Director Jones motioned to approve Tab Items 1 – 4 with accepted changes
100 to Tab Item 2. Director Wallace seconded the motion. President Stephens, Vice President Morrison and
101 Director Jones, and Wallace voted in favor of the motion. The motion passed.

102 **TRUCKEE ROUNDHOUSE ANNUAL PRESENTATION (TAB 5)**

103 Mr. Bullock gave a brief introduction and history of the Truckee Roundhouse for the Board of Directors.
104 Ms. Karen Stanley, General Manager of the Truckee Roundhouse, reviewed their annual presentation.

105 **PUBLIC COMMENT:** None.

106 **TRUCKEE ROUNDHOUSE LEASE AMENDMENT (TAB 6)**

107 Ms. Jill McClendon, TTAD Project Coordinator, reviewed the proposed amended lease agreement
108 between the District and the Truckee Roundhouse which now includes warehouse space E2. Ms.
109 McClendon noted that The Truckee Roundhouse will be responsible for all work and modifications to E-2
110 to meet occupancy standards and to bring it into compliance with all county code requirements. They will
111 also be responsible for permitting and all associated costs. As outlined in the lease, rent for E-2 will be
112 waived for a period of nine months from the start date of the lease. Consistent with the first lease
113 executed between the Truckee Roundhouse and the District, this lease outlines a graduated rent scale
114 throughout the course of the lease. Rent for this lease starts at \$0.22 per square foot. Current market rent
115 for Warehouse space is \$0.89 per square foot.

116 **PUBLIC COMMENT:** None.

117 **MOTION #3 MARCH-28-18:** Director Wallace motioned to adopt and accept the amended lease
118 agreement between the District and the Truckee Roundhouse. Director Jones seconded the motion.
119 President Stephens, Vice President Morrison and Director Jones, and Wallace voted in favor of the motion.
120 The motion passed.

121 **SELECTION OF ACAT VACANT MEMBER SEAT (TAB 7)**

122 Mr. Bullock reviewed the ACAT member selection process for the Board of Directors as well as the vacancy
123 advertising process staff has done over the past month and a half. Mr. Bullock noted that staff received
124 one application for the vacancy, and introduced that applicant Mr. David Diamond.

125 Mr. Diamond, Prosser resident, gave a three minute presentation on who he is and why he believes he
126 should be selected to fill the vacant ACAT seat.

127 President Stephens noted that Mr. Diamond is a current pilot, and is concerned about appointing him to
128 a declared community member seat. Director Jones noted that Member Polverari applied as a community
129 member and past board members appointed him to a designated pilot seat. Director Jones requested that

130 the current Board remedy this issue and switch Member Polverari's designation to a community member
131 and appoint Mr. Diamond as a pilot member. Director Wallace shares President Stephen's concern but
132 agrees with Director Jones' proposed solution.

133 **PUBLIC COMMENT:** None.

134 **MOTION #4 MARCH-28-18:** Director Jones motioned to switch Member Polverari's designation to
135 community member and to appoint Mr. Diamond to ACAT as a pilot member. President Stephens
136 seconded the motion. President Stephens, Vice President Morrison and Director Jones, and Wallace voted
137 in favor of the motion. The motion passed.

138 **PI 309 DESIGNATION OF UNRESTRICTED NET ASSETS (TAB 9)**

139 Mr. Smith noted that both Ms. Lyon and he work on designating the District's unrestricted net assets on a
140 yearly basis. Mr. Smith noted that the District has never held any debt before (Executive Hangar Loan) so
141 that is noted in the Policy Instruction.

142 **PUBLIC COMMENT:** None.

143 **MOTION #5 MARCH-28-18:** Director Jones motioned to approve the proposed allocations and
144 designations of the District's Unrestricted Net Assets for CY 2018. Director Wallace seconded the motion.
145 President Stephens, Vice President Morrison and Director Jones, and Wallace voted in favor of the motion.
146 The motion passed.

147 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 10)**

148 Mr. Cooke stated that there were big gains in operations over Feb 2017 based on major weather
149 improvements this year. Better flying weather this February over last allowed for more flights, especially
150 VFR flights. Piston aircraft had highest numerical gains over last year. Activity up 96% which equals 989
151 operations. Mr. Cooke noted that that's about 100 operations off of Feb 2017 total.

152 Weather a factor in what would have likely been the busiest weekend but strong surface winds gusting
153 40's and scattered snow showers for 2nd half of President's Day weekend likely reduced those numbers
154 for typically the busiest weekend in Feb. Truckee Police issued a traffic advisory via the Nixle system due
155 to congestion on west bound I-80 and DPRD near the west end of town based on the volume of departing
156 vehicle traffic.

157 Mr. Cooke stated that category leaders were Single-Engine Piston and Jets under 12,500 lbs - both aircraft
158 types over doubling versus last year. Piston twins were only aircraft type decline, down 5%, that's in line
159 with national trends.

160 Mr. Cooke noted that In terms of who was flying here in February, Local operators had the most
161 operations: Mountain Lion and Sierra Aero. While locally-based aircraft operators had highest overall
162 volume of operations, the top transient airfield operators to visit in February was SurfAir, Wheels Up,
163 Netjets, Jato Aviation, and Jetsuite.

164 Night ops, excluding 1 EMS flight, 9 total. 6 locally based operators flying within the terms of their lease
165 incentives & 3 transient aircraft. All night ops close to 7 AM or 10 PM hours.

166 Comments were up 5 or 50% in February. Last year with lower traffic the District had ten comments, this
167 year the District had 15. Half of all comments in February came from Olympic Heights regarding piston
168 aircraft departing runway 29. Eight calls on piston aircraft, four on jets; rest were helicopters, turboprops,
169 or unknown aircraft. 8 of the 15 calls were on departures and two comments were in reference to aircraft
170 transitioning airspace and not operating at KTRK.

171 Lastly, the District is advertising a new noise hotline number which is on the website and will be in the
172 phone tree soon. Calls to the hotline are recorded and transcribed into the comment database. Intent is

173 to reduce time spent on clerical duties required to manage data and increase staff's bandwidth to engage
174 with callers and pilots.

175 **PUBLIC COMMENT:** None.

176 **MONTHLY FINANCIAL REPORT (TAB 11)**

177 Ms. Lyon reviewed the Monthly Financial Report, for the one months ended January 31, 2018.

178 **PUBLIC COMMENT:** None.

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

180 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

181 Ms. Lyon reported on her attendance at the AAAE Finance Conference held in Florida. Ms. Lyon stated
182 that it was informative and that she attended many session associated with General Aviation, as well as a
183 session regarding funding major aviation projects.

184 **PUBLIC COMMENT:** None.

185 **WINTER TEMPORARY TOWER – OPERATIONS UPDATE (TAB 12)**

186 Mr. Bullock reviewed his six (6) remarks found on his highly detailed staff report:

- 187 1. The Board has currently funded the tower through June 15, 2018 and directed staff to negotiate
188 a long-term agreement with Midwest ATC. Midwest ATC executive staff was onsite March 26,
189 2018 developing agreements and meeting with airport staff. Staff anticipates agreement(s) will
190 be ready for Board review in April 2018.
- 191 2. Peak traffic volumes for the winter period were above average based on good weather.
- 192 3. Staff, Midwest ATC, and Oakland Center worked daily to assure the safe and orderly flow of
193 traffic. The orchestration of this three way relationship is being aided by pending agreements
194 for data and communication lines, operating protocol, and procedure development.
- 195 4. Staff measured the tower service level continuously. Adjustments took place daily throughout
196 the winter to ensure the flying public was receiving the level of service commensurate with the
197 highest levels of safety and industry best practice while attempting to reduce community
198 annoyance wherever possible.
- 199 5. Staff measured the tower's impact on the community continuously. Adjustments took place
200 daily throughout the winter to ensure Midwest ATC was responsive to the needs of the
201 community while following operational agreements with the District.
- 202 6. The airspace surrounding the airport has been changed from E2 to D. This allows the tower to
203 enforce directives of the controlling staff within 4.2 NM up to a height of 8500 feet MSL.

204 Director Wallace stated her respect for the Controllers in the Temporary Tower, but noted that it took a
205 large amount of effort from staff to get them to understand and implement the airport's desire to reduce
206 noise and annoyance on the community. Mr. Smith stated that having consistency in staffing the
207 controllers is a big deal in providing that consistent message of noise and annoyance mitigation.

208 **PUBLIC COMMENT:** None.

209 **LAND USE OPTIONS DISCUSSION SPECIFIC TO PROPERTIES NOTH OF THE AIRPORT BOARDING T-TSA**

210 Mr. Smith noted that T-TSA stated that they are not opposed to solar projects on/near their properties.
211 Further discussion of this will occur in closed session later in the evening.

212 **PUBLIC COMMENT:** None.

213 **GENERAL MANAGER REPORT (TAB 13)**

214 • Upcoming Training and Conference Opportunities
215 Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.

216 • Non-Aeronautical Land Use Committee
217 Mr. Smith noted that T-TSA/TTAD land transfer discussions continue. More information to come at the
218 April Board meeting.

219 • GHG Inventory Study Committee
220 The GHG Reduction Plan Contract has been signed and work has begun on the project. Staff anticipates a
221 mid to late summer Board presentation.

222 • Economic Impact Study
223 Due to delays in receiving information from the State of California, the contractor has not been able to
224 finalize the Economic Impact Study. Staff anticipates final report and presentation at the May 2018 Board
225 Meeting.

226 • Hangar 2 Design & Programming
227 Staff has met with Mountain Lion Aviation on programming and budget needs for their business.
228 Significant progress has been made on two (2) viable hangar options that are within the District's
229 programed budget. Staff anticipates a concept and budget report to be ready to present at either the April
230 or May Board meeting.

231 • Regional Housing
232 The Lazando property is in vertical construction. Progress should pick up as we move later in the spring.
233 There is an anticipated completion date for the month of June. More information to come.

234 • Regional Air Service Corporation (RASC) Update
235 Mr. Smith reviewed the highlights from the March 5, 2018 RASC Board Meeting.

236 • Soar Truckee Ad Hoc Committee Creation
237 Mr. Smith reviewed the possibility of creating a Soar Truckee Ad Hoc committee. Mr. Smith noted that it
238 would be a short term committee, only about two or three meetings will be required to complete and
239 review the requested tasks (modifications to their engine and prop agreements as well as a review of their
240 lease as they have made changes to their corporate structure and their recent transition to a non-profit
241 designation). There was Board consensus to have Director Jones and O'Dette be on the proposed Ad Hoc
242 committee.

243 • Final Review of 2018 District Goals
244 Staff reviewed the final District Goals for 2018. There was Board consensus to accept the goals as they
245 were presented.

246 • 2019 Budget Workshop/Timeline
247 There was Board consensus to have the Budget Workshop to take place prior (1:30 PM – 3:30 PM) to the
248 August 22nd Board meeting.

249 **PUBLIC COMMENT:** None
250 **BOARD MEMBER ANNOUNCEMENTS**
251 President Stephens noted that the Board will be adjourning into Closed Session.

252 **ADJOURN TO CLOSED SESSION – 6:45 PM**

- 253 • GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS
254 ○ Property: APN 19-440-81, APN 49-040-24 and 25, APN 49-040-11
255 ○ Agency negotiator: Kevin Smith, General Manager
256 ○ Negotiating parties: Truckee Tahoe Airport District and Tahoe-Truckee Sanitation
257 Agency
258 ○ Under negotiation: Price and Terms of Payment

259 Direction was given to staff regarding the price and terms of the proposed land transfer. Mr. Smith will
260 meet with the General Manager of T-TSA.

261 **MOTION #6 MARCH-28-18:** Director Jones motioned to adjourn the meeting. Director Wallace seconded
262 the motion

263 At 7:15 p.m. the March 28, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors
264 adjourned.

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