

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, April 25, 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:** 4:31 PM

5 **PLEDGE OF ALLEGIANCE**

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

10 **DIRECTORS ABSENT:** Vice President Jim Morrison

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. Bullock introduced Mr. Dave Van Quest to the Board of Directors. Mr. Van Quest is the newly hired  
22 summer Administrative Clerk for the Noise Department. Mr. Smith stated that the District has also hired  
23 five seasonal employees, most of which are Operations & Maintenance Technicians.

24 **PUBLIC COMMENT:** None.

25 **CONSENT ITEMS**

- 26 • Minutes: March 28, 2018 Regular Meeting ----- TAB 1
- 27 • Monthly Service Bills and Fees ----- TAB 2
- 28 • Internal Control Review ----- TAB 3
- 29 • Adoption of Credit Card Policy Instruction ----- TAB 4
- 30 • Sale of Surplus Vehicles and Acquisition of new 100LL Refueler & Electric Veh. -- TAB 5

31 District Counsel Collinson requested to pull Tab 1, March 28, 2018 regular Meeting Minutes. District  
32 Counsel Collinson stated his changes the minutes. Ms. Lauren Tapia, District Clerk, noted the changes.

33 **PUBLIC COMMENT:** None.

34 **MOTION #1 APRIL-25-18:** Director Wallace motioned to approve Tab Items 1 – 5 with accepted changes  
35 to Tab Item 1. Director Jones seconded the motion. President Stephens, and Director Jones, O’Dette and  
36 Wallace voted in favor of the motion. The motion passed.

37 **NTPUD AGENCY PARTNERSHIP APPLICATION (TAB 6)**

38 Mr. Loren Holt, Administrative Manager of North Tahoe PUD (NTPUD), reviewed NTPUD Agency  
39 Partnership Presentation for the Board of Directors. NTPUD is requesting an Agency Partnership for two  
40 projects at the North Tahoe Regional Park that will ultimately support the Lake Tahoe Regional Bicycle  
41 and Pedestrian Plan. The longterm goal of the Plan is to connect trails from Tahoe City (via the Tahoe City

42 Public Utility District trail system) through to Northstar and Truckee and the airport. The funding will  
43 support two multi-use trailhead infrastructure improvement projects at the park, which would benefit  
44 both Districts' shared constituency. Project 1 - Located near the ball fields, (see attached map) the project  
45 includes infrastructure improvements at the park supporting future regional multi-use trailheads.  
46 Upgrades include parking and staging asphalt improvements, hardscape and site stabilization, along with  
47 site amenities including benches, bike racks, trail entry signage, and future lighting. Project 2 - A multi-use  
48 A.D.A. trail accessing the lower restrooms, tennis courts and dog park, (see attached map) includes trail  
49 asphalt improvements, erosion control mulch and site stabilization. The facility improvements will provide  
50 upgraded parking, staging, trails and other support amenities to park and trail users, which will eventually  
51 provide access to a connected network of Tahoe, Northstar, Truckee and Airport trails.

52 **PUBLIC COMMENT:**

53 Ms. Sarah Coolidge, preemptively thanked the Board for their support of the project. Ms. Coolidge  
54 believes this project is a way to connect the two communities, the North Lake Tahoe and Truckee.

55 **MOTION #2 APRIL-25-18:** Director O'Dette motioned to approve NTPUD's Agency Partnership request of  
56 \$320,000 (to be funded over two years in equal payments of \$160,000), in support of the North Tahoe  
57 Regional Park multi-use trailheads and infrastructure improvement projects. Director Wallace seconded  
58 the motion. President Stephens, and Director Jones, O'Dette and Wallace voted in favor of the motion.  
59 The motion passed.

60 **ANNUAL AUDIT PRESENTATION FY 2016/17 (TAB 7)**

61 Ms. Lyon stated that the audit work was completed in late March of 2018 by James Marta & Company.  
62 The auditor's report is of a "clean" opinion. Ms. Lyon noted that the District changed the financial year  
63 end from September 30 to December 31. Accordingly, the financial statements are prepared for 15  
64 months, from October 1, 2016 – December 31, 2018. Mr. David Becker, with James Marta & Company  
65 reviewed his Annual Audit Presentation.

66 **PUBLIC COMMENT:** None.

67 Discussion ensued regarding CalPERS and the District's unfunded liability. Director Wallace went on to  
68 stated that there was a two hour discussion on internal controls and fraud at the Special District  
69 Leadership Academy. Director Wallace expressed appreciation to the finance department for the great  
70 controls the department has, as well as another "clean" audit report.

71 **MOTION #3 APRIL-25-18:** Director Jones motioned to accept the Draft Financial Statements and the  
72 independent Audit Report for the fifteen-month year ended December 31, 2017 as prepared and  
73 presented by James Marta & Company, and recommend issuance of the final report. Director O'Dette  
74 seconded the motion. President Stephens, and Director Jones, O'Dette and Wallace voted in favor of the  
75 motion. The motion passed.

76 **AIR SHOW UPDATE**

77 Mr. Smith noted that the Air Show is approximately 77 days away. As of now, none of the performers have  
78 dropped out. Mr. Smith stated that the highlight of the show this year is the Red Bull Team, which now  
79 includes the aerobatic helicopter! There is good military presence again this year, there will be two F18's,  
80 two ospreys, and a C130. The Air Show Committee is being very strict this year regarding the departure  
81 times of the military aircraft. Also, the Airport is extending the TFR until 6:00 PM Saturday evening of the  
82 airshow, District employees will not be providing any ramp services on the day of the Air Show. The Air  
83 Show is on July 14, 2018.

84 **PUBLIC COMMENT:** None.

85 **ACAT MEETING REPORT (TAB 8)**

86 Mr. Bullock reviewed the ACAT meeting which occurred on April 10th. Mr. Bullock reviewed the various  
87 topics ACAT discussed and reviewed the ACAT subcommittee updates.

88 **PUBLIC COMMENT:** None.

#### 89 **QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 9)**

90 Mr. Cooke expressed thanks to Ms. Jill McClendon as we have taken on designing this report in-house.  
91 Mr. Cooke stated that it was an unusual 1st quarter for the region: the bulk of snowfall waited until March.  
92 It was the 4th wettest March since 1903. Flying weather was reasonably good in January and February  
93 and operations grew. That changed in March - the field saw four days with zero operations and seven  
94 additional with fewer than tent, so March storms impacted at least 11 days of the month. In Q1 of last  
95 year weather played a major role in reducing operations on 26 days.

96 Mr. Cooke noted that 5,792 operations for first quarter made by 953 aircraft. Piston aircraft = 50% of  
97 fleet mix, and growth in all categories except helicopters. Utility services and infrastructure needs in Q1  
98 of 2017 was due to the severe weather placed a higher demand on helicopter operations, as result we  
99 saw about a 20% decline in helicopter ops during Q1 of 2018.

100 By percentage, jets over 50k lbs saw the most growth - likely a result of wingspan restrictions in Q1 of  
101 2017 that limited their visits. Mr. Cooke stated that there were no wingspan restrictions this year despite  
102 heavy snow in March. Turboprops continued with steady growth. They represent 30% of the fleet mix  
103 and the Pilatus PC12 led the pack (ops/model) and represents about 50% of the Turboprop operations for  
104 Q1.

105 Mountain Lion, Sierra Aero and Surf Air made the most operations by operator for the quarter. There  
106 were 19 operations between 10 PM and 7 AM: 12 were between 6:00 AM - 7:00 AM and 7 were between  
107 10:00 PM - 11:00 PM. Transients made seven night ops and 12 were made by locally-based aircraft flying  
108 within Fly Quiet terms. There were 11 total EMS flights after hours during not included the 19 reported,  
109 one King Air patient transport near midnight received two comments.

110 Regarding comments, runway 29 got 53 of the 79 comments. 31 comments regarding departures, 25  
111 regarding arrivals, 18 about touch and goes, and 5 about overflights. Three commenters sent a dozen or  
112 more comments. Two of them reside in Olympic Heights which represents about 40% of the comment  
113 volume. Eight residents of Olympic Heights sent in comments, two of them were first-time commenters.

114 One event generated the most comments was a group of 3 US Marine Corps helicopters that visited the  
115 field near 6 PM at end of January. One of the aircraft remained at TRK practicing night maneuvers which  
116 generated six comments between Sierra Meadows and Olympic Heights.

117 **PUBLIC COMMENT:** None.

#### 118 **MONTHLY FINANCIAL REPORT (10)**

119 Ms. Lyon reviewed the Monthly Financial Report, for the one months ended February 28, 2018.

120 **PUBLIC COMMENT:** None.

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

#### 122 **QUARTERLY COMMUNICATIONS REPORT (TAB 11)**

123 Mr. Lamb reviewed the Quarterly Communications Report.

124 **PUBLIC COMMENT:** None.

125 There was consensus from the Board of Directors to accept the Quarterly Communications Report as  
126 presented.

127 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

128 Director Wallace stated that she went to the CSDA Leadership Academy. She stated that the Academy has  
129 been significantly reformatted since the last time she attended. She noted that when best practices were  
130 discussed at the Academy she recognized the District performing all of the practices.

131 Mr. Lamb noted his attendance as well as two other employees attending the AAAE Conference in San  
132 Diego.

133 **PUBLIC COMMENT:** None.

134 **APPROPRIATIONS LIMIT – RESOLUTION 2018-06 (TAB 12)**

135 Ms. Lyon noted that the District is required by Senate Bill 1352 to establish an Appropriations Limit for  
136 each fiscal year. It must be established by resolution, at a regularly scheduled and noticed meeting. The  
137 Appropriations Limit is calculated based the prior year's Appropriations Limit adjusted for the change in  
138 population and the change in the cost of living. The State Constitution states in Article XIII B, Section 8 that  
139 the: *"Change in the cost of living" for an entity of local government, other than a school district or a*  
140 *community college district, shall be either (A) the percentage change in California per capita personal*  
141 *income from the preceding year, or (B) the percentage change in the local assessment roll from the*  
142 *preceding year for the jurisdiction due to the addition of local nonresidential new construction. Each entity*  
143 *of local government shall select its change in the cost of living pursuant to this paragraph annually by a*  
144 *recorded vote of the entity's governing body."*

145 Ms. Lyon stated that she calculated the Appropriations Limit based on population growth and assessed  
146 valuation information provided by Placer and Nevada Counties. The cost of living factor (also called the  
147 price factor) used in the calculation is the percentage change over prior year in per capita personal income  
148 as provided by the California Department of Finance. This is consistent with the prior year calculation. As  
149 this is the factor that is provided by the state, and the District is well within the appropriations limit  
150 calculated by this method. The District has not pursued the alternative cost of living factor mentioned in  
151 the Constitution. James Marta & Company has reviewed the calculation and has found no exceptions.

152 **PUBLIC COMMENT:** None.

153 **MOTION #4 APRIL-25-18:** President Stephens motioned to approve Resolution 2018-06 establishing an  
154 Appropriations Limit for Calendar Year 2018. Director O'Dette seconded the motion. President Stephens  
155 – Yes. Director Jones – Yes. Director O'Dette – Yes. Director Wallace – Yes. The motion passed via Roll Call  
156 vote.

157 **MIDWEST ATC CONTRACT APPROVAL (TAB 13)**

158 Mr. Bullock reviewed the Midwest ATC Service Contract with the Board of Directors. The execution of the  
159 contract details such as staffing levels, service offerings, hours of operation, equipment maintenance,  
160 training, certification, safety, and alike are outlined within the contract. The operational behavior of the  
161 tower is outlined in greater detail through memorandums between Midwest ATC and the District. These  
162 outline protocol for noise abatement procedures, glider operations, skydiving, and other special  
163 conditions. These have been developed prior to opening and they are routinely updated as new  
164 procedures are identified and implemented.

165 Mr. Bullock noted that it is staff's opinion that Midwest ATC, the Tower Manager, and the entire control  
166 staff are willing to continue operation of the tower in the current manner with care and responsive  
167 attention to the needs of the District, the flying public, and the surrounding community. Staff does not  
168 foresee any negative implications for executing a three-year contract and is confident that continued  
169 improvement and refinement will occur as a result of a longer term agreement.

170

171 Discussion ensued regarding the MOU between Midwest ATC and the District, and if modifications to the  
172 MOU are permitted. Mr. Bullock responded that staff can make changes, at any time, to the MOU if need  
173 be. President Stephens expressed support of signing a three year contract with MidWest ATC.

174 **PUBLIC COMMENT:** None.

175 **MOTION #5 APRIL-25-18:** Director Jones motioned to authorize the Board President and the General  
176 Manager, on behalf of the District to negotiate a contract with Midwest ATC for an amount not to exceed  
177 \$862,204 for a period of three years. Director O’Dette seconded the motion. President Stephens, and  
178 Director Jones, O’Dette and Wallace voted in favor of the motion. The motion passed.

179 **CALLING GENERAL ELECTION IN NEVADA AND PLACER COUNTY – RESOLUTION 2018-04 & 05 (TAB 14)**

180 **PUBLIC COMMENT:** None.

181 **MOTION #6 APRIL-25-18:** Director Jones motioned to approve Resolution 2018-04 calling a General  
182 Election in Nevada County and to waive the reading. Director O’Dette seconded the motion. President  
183 Stephens – Yes. Director Jones – Yes. Director O’Dette – Yes. Director Wallace – Yes. The motion passed  
184 via Roll Call vote.

185 **MOTION #7 APRIL-25-18:** Director Jones motioned to approve Resolution 2018-05 calling a General  
186 Election in Placer County and to waive the reading. Director O’Dette seconded the motion. President  
187 Stephens – Yes. Director Jones – Yes. Director O’Dette – Yes. Director Wallace – Yes. The motion passed  
188 via Roll Call vote.

189 **GENERAL MANAGER REPORT (TAB 15)**

- 190
  - Upcoming Training and Conference Opportunities

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

- 192
  - Non-Aeronautical Land Use Committee

193 Mr. Smith noted that the committee is scheduled to meet the week of May 6<sup>th</sup>. They will be discussing the  
194 T-TSA Land Transfer and some discussions with Town of Truckee, JMA & the Joergers regarding a potential  
195 assessment district. Next steps will be discussed regarding our zone change applications and the Town  
196 General Plan update.

- 197
  - GHG Inventory Study Committee

198 The GHG Reduction Plan Contract has been signed and work has begun on the project. A committee  
199 meeting will be scheduled mid to late May for a project check-in and update. Staff anticipates a mid to  
200 late summer Board presentation.

- 201
  - Economic Impact Study

202 The project has had movement with the State of California and EPS is currently receiving the much  
203 anticipated tax data. This is the last step to finish the draft study in preparation for committee review.  
204 Staff anticipates the final report and presentation at the June 2018 Board meeting.

- 205
  - Hangar 2 Design & Programming

206 Staff has met with Mountain Lion Aviation on programming and budget needs for their business.  
207 Significant progress has been made on viable hangar options that are within the District’s programed  
208 budget. Staff anticipates a concept and budget report to be ready to present at either the May or June  
209 Board meeting.

- 210
  - Regional Housing

211 The Lazando property is in vertical construction. Active construction is currently taking place. There is an  
212 anticipated completion date for the month of June. More information to come.

- 213 • Soar Truckee Ad Hoc Committee

214 Mr. Smith noted that the committee will have its first meeting on May 3<sup>rd</sup>. Staff anticipates to bring a  
215 revised lease agreement with Soar Truckee at the July 2018 Board meeting.

- 216 • Hangar 1 Project Update

217 Staff is proposing to change course a bit on this project and desires to provide the Board an update. After  
218 meeting with both modular office vendors and considering product and cost, staff has decided to move  
219 to a wood frame construction. Cost for this structure is estimated at \$360,000 to \$375,000. This is similar  
220 to the price of the modular trailers when sales tax is included (The State considers modular offices to be  
221 vehicles). Staff feels confident we can remain within the already approved budget. This path only slightly  
222 modifies the project timeline. The new building will be a simple wood framed structure with completion  
223 estimated no later by December of 2018. Office demo in the hangar will occur in January/February of  
224 2019. The only budget risk is the bidding environment. Should bids come in high, we always have the  
225 option to return to the modular office trailer option or budget for the Hangar 1 office demo in 2019. While  
226 the modular office trailer concept is still very viable, we feel a permanent wood frame structure will  
227 provide a more aesthetically pleasing, higher quality product, and better value to the District for just about  
228 the same cost. There was Board consensus to move forward with the option presented.

- 229 • Re-appointment of Brent Collinson to Truckee Tahoe Airport Land Use Commission

230 Mr. Smith noted that he intends to re-appoint Brent Collinson as the Placer County Airport Manager's  
231 representative on the TTALUC. Mr. Collinson was last appointed on May 7, 2014. Mr. Collinson has served  
232 faithfully on the TTALUC since its inception in May of 2010. TTALUC is administered and staffed by the  
233 Nevada County Transportation Commission. Other than influence regarding appointments of some of the  
234 Commissioners, the TTALUC and TTAD run independently of each other. Mr. Collinson volunteers his time  
235 to serve on the Commission independent of his position as General Counsel for TTAD. Mr. Smith stated  
236 that he has been reappointed by the Nevada County Airport Managers to an additional 4 year seat.

- 237 • Review and Follow-Up after 7:00 PM Fueling Policy and Customer Service Complaint of April 9,  
238 2018

239 Mr. Smith reviewed his follow-up of the customer service complaint regarding an after 7:00 PM fueling  
240 request. Mr. Smith believes a resolution to the complaint has been reached.

- 241 • Confirmation of 2018 Budget Workshop Date and Timeline

242 Mr. Smith stated that the Board is confirmed for August 22<sup>nd</sup> from 1:30 PM – 4:00 PM. Mr. Smith reviewed  
243 the possible follow up dates for the CY 2019 Budget.

- 244 • Summer Board Meeting Schedule

245 Mr. Smith reviewed the summer Board meeting schedule. Director Wallace stated that she is about 50%  
246 certain she will be attending the August Board meeting.

- 247 • Rolling Agenda

248 Mr. Smith reviewed upcoming items and planned agendas for future meetings as reflected in the Rolling  
249 Agenda.

250 **PUBLIC COMMENT:** None

251 **ADJOURN TO CLOSED SESSION – 6:59 PM**

252                   • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE  
253                   REVIEW

254           Direction was given to the General Manager.

255           **PUBLIC COMMENT:** None

256           **ADJOURN**

257           **PUBLIC COMMENT:** None

258           **MOTION #8 APRIL-25-18:** Director Jones motioned to adjourn the meeting. Director O’Dette seconded  
259           the motion

260           At 7:30 p.m. the April 25, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.  
261           President Stephens, and Director Jones, O’Dette and Wallace voted in favor of the motion. The motion  
262           passed.

263           **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE APRIL 25, 2018 REGULAR BOARD MEETING. TO**  
264           **WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**  
265           **<http://ktrk-live.s3-website-us-west-2.amazonaws.com/>**