

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, May 23, 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 John B. Jones, Jr.

9 **DIRECTORS ABSENT:** Vice President Jim Morrison
10 Director Teresa O’Dette

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

18 **VISITORS PRESENT:** 18

19 **SPECIAL ORDERS OF BUSINESS:**

20 Mr. Smith introduced Mr. Rick Anzar’s family to the Board of Directors. President Rick Stephens read
21 Resolution 2018-07 expressing appreciation to Mr. Rick Anzar.

22 **PUBLIC COMMENT:** Mr. Smith expressed thanks to Mr. Anzar’s family on behalf of the entire staff of TTAD.
23 Mr. Smith stated that he is grateful for the wonderful service Mr. Anzar provided to the airport during his
24 employment with TTAD.

25 Ms. Shire Anzar, Mr. Anzar’s wife, thanked the Board and staff. Ms. Anzar stated that Mr. Anzar loved his
26 job and he loved his coworkers. Ms. Anzar noted that since Mr. Anzar’s passing, all of the employees at
27 TTAD have been like family supporting her through this difficult time.

28 **MOTION #1 MAY-23-18:** President Stephens motioned to approve Resolution 2018-07 expressing
29 appreciation to Mr. Rick Anzar. Director Wallace seconded the motion. President Stephens – Yes. Director
30 Jones – Yes. Director Wallace – Yes. Director O’Dette – Absent. Vice President Morrison – Absent. The
31 motion passed via Roll Call vote.

32 **PUBLIC COMMENT:**

33 Girl Scout Troop 774 reviewed a presentation of their STEM learning trip to Southern California, which
34 was partially funded by TTAD’s community sponsorship program.

35 Mr. Mark Wasley, representing AYSO, thanked the Board for the Community Sponsorship funds they
36 received from the District.

37 **CONSENT ITEMS**

- 38 • Minutes: April 25, 2018 Regular Meeting ----- TAB 1
- 39 • Monthly Service Bills and Fees ----- TAB 2
- 40 • Repeal of Outdated Policy Instructions ----- TAB 3

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

43 **PUBLIC COMMENT:** None.

44 **MOTION #2 MAY-23-18:** Director Jones motioned to approve Tab Items 1 – 3. Director Wallace seconded
45 the motion. President Stephens, and Director Jones, and Wallace voted in favor of the motion. The motion
46 passed.

47 **BGCNLT – CONSIDERATION OF CONTRACT RENEWAL FOR EDUCATION AND SPECIAL EVENT SERVICES**
48 **(TAB 4)**

49 Ms. Stephanie Arroyo, Development Director with BGCNLT, addressed the Board with a presentation that
50 reviewed the background of BGCNLT and TTAD’s relationship over the last three years, the summer
51 programs the club has slated for this summer, and the club’s desire to hire another STEM Coordinator for
52 the Truckee area, with targeted programs to service Alder Creek Middle School (Scenario B: funding
53 request for \$80,000 annually for three (3) years).

54 President Stephens thanked Ms. Arroyo for her presentation and noted that he is in favor of supporting
55 Scenario B. Director Wallace also thanked Ms. Arroyo and the support BGCNLT has provided TTAD and
56 the community for the last three years.

57 **PUBLIC COMMENT:** None.

58 **MOTION #3 MAY-23-18:** Director Wallace motioned to approve funding of Scenario B: \$80,000 annual for
59 Three (3) Years, expiring July 31, 2021 for a total of \$240,000. President Stephens seconded the motion.
60 President Stephens, and Director Jones, and Wallace voted in favor of the motion. The motion passed.

61 **PROJECT MANA AND TRU FC – WAREHOUSE NON-PROFIT LEASE DISCUSSION (TAB 5)**

62 Ms. Deidre Ledford, Executive Director of Project MANA, reviewed their presentation to the Board of
63 Directors, which included a brief history of Project MANA, their Mission Statement, current programs,
64 service area and their financial statistics for FY 16/17. Ms. Ledford reviewed food insecurity of the area
65 and the future growth of Project MANA and what the extra warehouse space would provide to the group.

66 **PUBLIC COMMENT:** None.

67 Ms. Marilyn Moon, volunteer with Project MANA, stated that she has worked with Project MANA for the
68 last 15 years, at one point she was a community member that received help from Project MANA. Ms.
69 Moon expressed appreciation for possible space at the District.

70 Mr. Tom Conk, Treasurer of Project MANA, stated that he has a deep history working for food pantries.
71 Mr. Conk expressed that if Project MANA is granted extra space, they will be able to reach more people
72 in the community.

73 This agenda topic will continue when TRU FC is in attendance.

74 **ANNUAL ARFF PRESENTATION – TRUCKEE FIRE PROTECTION DISTRICT**

75 Chief Bill Seline, Chief of Truckee Fire Protection District (TFPD), reviewed their annual ARFF Presentation
76 for the Board of Directors. The report gave an overview of the Truckee Fire Protection District, Engine 96
77 (ARFF Truck) statistics for 2017/18, and a TFPD personnel training update. The Board collectively thanked
78 Mr. Seline for his presentation.

79 **PUBLIC COMMENT:** None.

80 **PROJECT MANA AND TRU FC – WAREHOUSE NON-PROFIT LEASE DISCUSSION – CONTINUED (TAB 5)**

81 Mr. Jeff Couenhoven, Vice President of Truckee River United Futbol Club, reviewed the club's objectives
82 for the use of the indoor warehouse space. Discussion ensued regarding the total amount of youth that
83 play soccer in the area, facility hours of operation, the club's funding information, training regimens the
84 space would be able to provide for the club, as well as their relationship with other sports organizations
85 that would accommodated when the club is not using the space.

86 **PUBLIC COMMENT:**

87 Mr. Wasley, Board Member of AYSO, stated that TRU FC and AYSO are different, but a lot of the kids that
88 participate with TRU FC came from AYSO. Field space in the community is sparse, so additional space is
89 greatly needed (especially indoor space).

90 Mr. Paul Manafort, community member, stated that he has had children who play soccer, and noted that
91 athletic competitive development aids in their future. Is in support for possible indoor warehouse space
92 for the club.

93 Ms. Breanna Lopez, Teacher with TTUSD, stated that the benefit of our local children being involved in
94 sports is huge. Expressed support for the possible indoor warehouse space for the club.

95 Mr. Bullock reviewed the floor plan of the warehouse space. As well as the permitting process and needs
96 regarding the uses that were reviewed tonight. Mr. Bullock discussed a potential issue that may come up
97 with the county regarding the shared bathroom.

98 Director Wallace indicated that she would like further information brought back regarding the forgoing
99 revenue of this particular warehouse space. Director Jones agreed with Director Wallace, and noted that
100 the District needs to run a healthy airport, the Board needs to know how much this would impact the
101 Warehouse revenue. The Board indicated that they like the concepts as presented. As they become for
102 fully developed, the Board encouraged the groups to come back and present again.

103 **AIR SHOW UPDATE**

104 Mr. Smith stated that the Air Show lost the commitment of the Red Bull Helicopter, but it was replaced
105 with a different performer. The Committee is continuing to see a lot of good energy from military aircraft.
106 Mr. Smith noted the Emergency Management meeting which will be taking place on June 5th. It was also
107 noted that the show is on budget and on schedule.

108 **PUBLIC COMMENT:** None.

109 **ACAT MEETING REPORT**

110 Mr. Bullock stated that the ACAT committee did not have a quorum for the month of April. There is no
111 report to give this month.

112 **PUBLIC COMMENT:** None.

113 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 6)**

114 Mr. Cooke reviewed the monthly operations and comment report for the month of April. Mr. Cooke stated
115 that only 4 days in the month of April was affected by weather. There were 1,519 operations. Piston
116 Operations were up and helicopter operations were down. The Pilatus, Cessna, and Cirrus continue to be
117 the most frequent operators by model.

118 There were 45 comments for the month of April, which are up by 24 comments compared to April of 2017.
119 There were 13 households that made comments from seven neighborhoods. There was one new
120 commenter. Mr. Cooke noted that one commenter made 15 comments. There were zero complaints
121 associated to night operations.

122 Director Jones expressed concern over the increase in public commenters.

123 **PUBLIC COMMENT:** None.

124 **MONTHLY FINANCIAL REPORT (TAB 7)**

125 Mr. Sean Holmes, Staff Accountant, reviewed the Quarterly Financial Report, for the three months ended
126 March 31, 2018. President Stephens requested that the Warehouse Office Building (WOB) have their own
127 income statement, and requested to have an income statement developed for the Warehouse Space as
128 well for 2017. Director Jones mentioned that performance for these facilities is included in the monthly
129 financial report and wondered if that is unnecessary busy work for staff. Mr. Smith inquired if you also
130 want Statements for Hangar 1, Warehouse, Care Flight, etc. President Stephens stated that he felt these
131 reports would be useful but was fine with income statements for the WOB only and to start with 2017
132 performance and would like to see them quarterly. Mr. Smith indicated that annual reports would not be
133 a problem and that they can provide the 2017 Statement before the next Board Meeting.

134 **PUBLIC COMMENT:** None.

135 There was Board consensus to accept the Monthly Financial Report as presented by Mr. Holmes.

136 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

137 None to report.

138 **PUBLIC COMMENT:** None.

139 **SUMMER PAVEMENT AND CAPITAL PROJECTS - UPDATE (TAB 8)**

140 Mr. Dave Hoffman, Director of Operations and Maintenance, reviewed the list of Summer Pavement and
141 Capital Projects for the Board of Directors.

142 **PUBLIC COMMENT:** None.

143 There was Board consensus to accept the list of Summer Pavement and Capital Projects as presented by
144 Mr. Hoffman.

145 **REVIEW OF NEW NOISE OFFICE PROTOCOLS FOR SUMMER OF 2018 (TAB 9)**

146 In preparation for the summer peak operational period, Mr. Bullock reviewed the new Noise Office
147 protocols for the Summer of 2018. Mr. Bullock highlighted the deliverables of the noise office as well as
148 the new comment process that will be conducted this summer. There was Board consensus to accept the
149 protocols as presented by Mr. Bullock.

150 **PUBLIC COMMENT:** None.

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

- 152 • Upcoming Training and Conference Opportunities

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

- 154 • Non-Aeronautical Land Use Committee

155 Mr. Smith noted that the committee met on May 6th. They discussed the T-TSA Land Transfer as well as
156 pros and cons of the proposed SCIP Assessment District to fund Soaring way and Joerger Drive
157 improvements. There was agreement that the SCIP proposal had merit. Next steps will be discussed
158 regarding the zone change applications and the Town General Plan.

- 159 • GHG Inventory Study Committee

160 Mr. Smith stated that an update will be given in June.

- 161 • Economic Impact Study

162 The project has had movement with the State of California and EPS is currently receiving the much
163 anticipated tax data. This is the last step to finish the draft study in preparation for committee review.
164 Staff anticipates the final report and presentation mid-summer.

165 • Hangar 2 Design & Programming

166 Staff met with Mountain Lion Aviation on May 11th to discuss programming and budget needs. Significant
167 progress has been made on viable options. Staff will be discussing price and terms during closed session
168 tonight.

169 • Regional Housing

170 The Lazando property is in vertical construction with exterior framing and sheeting. The first units should
171 be complete by late summer or early fall. Director Stephens updated the Board regarding some activity
172 on potential projects in the Tahoe Basin.

173 • Soar Truckee Ad Hoc Committee

174 Mr. Smith noted that the committee had its first meeting on May 3rd. Staff anticipates to bring a revised
175 lease agreement with Soar Truckee at the June 2018 Board meeting.

176 • Employee COLA Adjustment Update

177 Mr. Smith briefly discussed the upcoming COLA which will be presented at the June Board meeting.

178 • Tenant CPI Adjustment Update

179 Mr. Smith stated that CPI adjustments are due per the District's lease agreements for hangar tenants on
180 September 1st. More information on the subject will be discussed later in the summer.

181 • Summer Board Meeting Schedule

182 Mr. Smith reviewed the summer Board meeting schedule.

183 • Rolling Agenda

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

186 **PUBLIC COMMENT:** None

187 **ADJOURN TO CLOSED SESSION – 7:49 PM**

188 • GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- 189 ○ Property: APN 19-440-81, APN 49-040-24 and 25, APN 49-040-11
- 190 ○ Agency negotiator: Kevin Smith, General Manager
- 191 ○ Negotiating parties: Truckee Tahoe Airport District and Tahoe-Truckee Sanitation
- 192 Agency
- 193 ○ Under negotiation: Price and Terms of Payment

194 • GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- 195 ○ Property: Proposed site of Hangar 2; 10356 Truckee Airport Road, Truckee, CA 96161
- 196 ○ Agency negotiator: Kevin Smith, General Manager
- 197 ○ Negotiating parties: Truckee Tahoe Airport District and Mountain Lion Aviation
- 198 ○ Under negotiation: Price and Terms of Payment

199 Director was given to staff.

200 **PUBLIC COMMENT:** None

201 **ADJOURN**

202 **PUBLIC COMMENT:** None

203 **MOTION #4 MAY-23-18:** President Stephens motioned to adjourn the meeting. Director Wallace
204 seconded the motion

205 At 8:32 p.m. the May 23, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

206 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MAY 23, 2018 REGULAR BOARD MEETING. TO**
207 **WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD MEETING ARCHIVES":**
208 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>