

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, June 27, 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 Vice President Jim Morrison (arrived at 4:43 PM)  
8 Director Lisa Wallace  
9 Director John B. Jones, Jr.  
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 Ms. Sally Lyon, Director of Finance and Administration  
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:** 5

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Smith reviewed the “Thank You” cards that were submitted to the District by Ms. Batie’s 5<sup>th</sup> Grade  
22 Class at Glenshire Elementary. Ms. Batie’s class attended the Challenger Field Trip and thanked the Board  
23 for helping provide that opportunity for them to participate in that event.

24 Mr. Bullock reviewed the watershed restoration project (behind Ponderosa Golf Course) that the District  
25 partnered with the Truckee River Watershed.

26 Mr. Smith noted that the Airport was nominated for the “Outstanding Airport” award at the FAA Western  
27 Regional Conference.

28 **PUBLIC COMMENT:** None.

29 **CONSENT ITEMS**

- 30 • Minutes: May 23, 2018 Regular Meeting ----- TAB 1
- 31 • Monthly Service Bills and Fees ----- TAB 2
- 32 • Sierra Aero – Consent and Agreement of Sale of Interest ----- TAB 3
- 33 • Annual Review and Approval of Employee Cost of Living Adjustment (COLA) ----- TAB 4
- 34 • Approval of Property Insurance Renewal ----- TAB 5
- 35 • Approval of Revised Personnel Board Policy Instructions (PI 110, 111, & 113) ----- TAB 6

36 District Counsel Collinson requested to pull Tab 1, May 23, 2018 regular Meeting Minutes. District Counsel  
37 Collinson stated his changes to the minutes. Ms. Lauren Tapia, District Clerk, noted the changes.

38 District Counsel Collinson also noted that there is a conflict of interest with employees present at the  
39 Board Meeting regarding Tab 4, but because the item is under Consent Items, it is acceptable.

40 **PUBLIC COMMENT:** None.

41 **MOTION #1 JUNE-27-18:** Director Jones motioned to approve Tab Items 1 – 6 as amended by District  
42 Counsel Collinson. Director Wallace seconded the motion. President Stephens, and Director Jones,  
43 O’Dette and Wallace voted in favor of the motion. The motion passed.

44 **AIR SHOW UPDATE**

45 Mr. Smith updated the Board regarding the status of the 2018 Air Show. Mr. Smith noted that everything  
46 seems to be rolling into auto pilot. There will be a TFR for the entire day of July 14<sup>th</sup>, and no services will  
47 be provided that day.

48 **PUBLIC COMMENT:** None.

49 **LAZANDO HOUSING PROJECT UPDATE**

50 President Stephens stated that the Lazando Housing Project Update will be moved to be presented at 6:00  
51 PM.

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

53 Mr. Bullock reviewed the ACAT meeting which occurred on June 12th. Mr. Bullock reviewed the various  
54 topics ACAT discussed and reviewed the ACAT subcommittee updates.

55 Vice President Jim Morrison entered the meeting at 4:43 PM

56 **PUBLIC COMMENT:** None.

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

58 Mr. Cooke reviewed the monthly operations and comment report for the month of May. Mr. Cooke stated  
59 that the majority of the month was operationally, pretty slow, with peak operations occurring Memorial  
60 Day weekend. There were 2,034, which is static compared to May of 2017. There were slight declines in  
61 operations of all aircraft types, with the exception of gliders.

62 There were 59 comments made by 21 households, with three (3) new households commenting. Olympic  
63 Heights sent the most comments, with Piston Operations garnering the most comments. Mr. Cooke  
64 reviewed the new “Smart Receipt” template which is part of the new Noise Office Response Protocols.  
65 Each receipt will have a track, weather statistics, and other pertinent information that will be sent to all  
66 commenters through the Plane Noise program.

67 **PUBLIC COMMENT:** None.

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

69 Ms. Lyon reviewed the Monthly Financial Report, for the four months ended April 30, 2018.

70 Mr. Smith reviewed the re-bid results for the Taxiway Romeo project. The results were more in line with  
71 the projected budget for the project. This project will be officially transferred to CY 2019.

72 **PUBLIC COMMENT:** None.

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

74 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

75 Mr. Smith, Mr. Bullock and Ms. Tapia reviewed the conferences they attended the month of June. Mr.  
76 Smith attended the FAA Western Regional Airports Conference, Mr. Bullock attended the US Contract  
77 Tower Association Conference and Ms. Tapia attended the Annual SHRM Conference.

78 **PUBLIC COMMENT:** None.

79 **TRUCKEE TAHOE SOARING ASSOCIATION (TTSA) ADHOC COMMITTEE REPORT AND FINAL LEASE**  
80 **AGREEMENT APPROVAL (TAB 10)**

81 Mr. Bullock stated that District staff worked with the ad-hoc subcommittee members Jones and O’Dette  
82 to complete a comprehensive lease agreement. This lease aligns with the District’s Primary Management  
83 and Compliance Documents (PMCDs) that were adopted in January 2017. Staff then worked with Mr.  
84 Richard Pearl, President of the TTSA to negotiate the terms of the lease. Mr. Bullock reviewed the specific  
85 lease information for the Board of Directors.

86 Mr. Pearl reviewed a presentation regarding TTSA’s vision, mission and strategic plan, as well as TTSA’s  
87 youth soaring academy.

88 **PUBLIC COMMENT:** None.

89 **MOTION #2 JUNE-27-18:** Vice President Morrison motioned to adopt and accept the lease agreement  
90 between TTSA and the Truckee Tahoe Airport District with an expiration date of June 30, 2022. Director  
91 Jones seconded the motion. President Stephens, Vice President Morrison, and Director Jones, O’Dette  
92 and Wallace voted in favor of the motion. The motion passed.

93 **FEDERAL CONTRACT TOWER PROGRAM AND ADS-B SURVEILLANCE - UPDATE (TAB 11)**

94 Mr. Bullock stated that staff was directed to proceed with an application to the Federal Contract Tower  
95 Program administrated by the FAA to gain long-term annual funding for our air traffic control tower. The  
96 Senate Appropriations Committee passed its FY ’19 DOT/FAA appropriations bill that includes \$168 million  
97 in statutory bill language for the FAA contract tower program (\$3 million more than the final FY 2018  
98 spending for the program). This dedicated and guaranteed funding will fund all current 254 FAA contract  
99 towers, including the 16 cost share towers, four new towers expected to be added to the program in FY  
100 ’18. Also, the Senate funding bill includes important statutory language that removes the FAA-imposed  
101 moratorium on new contract tower applicants. Mr. Bullock expressed that this is very important and that  
102 this allows the Airport to apply for entry to the program, receive an application package and develop its  
103 benefit cost ratio (b/c ratio) argument for funding. Most experts agree that the FAA reauthorization will  
104 pass with support from both Democrats and Republicans. The House and Senate bills differ slightly but  
105 the goal is to pass the full authorization by the end of the August Congressional session.

106 TTAD has officially expressed interest and the FAA is aware of its intentions to apply for entry to the  
107 Federal Contract Tower Program. Within the reauthorization there is statutory language lifting the  
108 moratorium on entry allowing the District to receive a full application package and submit this to the FAA.  
109 Staff will work with our consultant team to complete the required submission items in the meantime.

110 Mr. Bullock noted that staff has met with Congressman McClintock’s transportation staff, AAAE support  
111 staff, the FAA and other airports while at the AAAE US Contract Tower Association meeting. Staff is in  
112 process of formulating and disseminating a letter which follows guidance published within the FAA Policy  
113 7210.78 New Start and Replacement Tower Process. The letter will be delivered to the FAA outlining our  
114 initial desire to receive an application and begin the program entry phase. Next steps include a full b/c  
115 ratio development by our contractor Dr. Dave Byers with Quadrex Aviation and additional meetings with  
116 decision makers within the FAA facilitated by our congressional support team at Rosemont Strategies.

117 Mr. Bullock stated that the FAA’s Next-Generation mandate takes effect on January 1, 2020. It is the  
118 District’s goal to work with the FAA and Harris Corporation (FAA Prime Contractor) to install a cost shared  
119 ADS-B flight tracking station(s) covering the Airport traffic pattern and the associated approach and  
120 departure airspace volume.

121 The FAA requires an agreement with TTAD prior to working on any deployment engineering or contracting  
122 activity. This agreement is called a Reimbursable Agreement. The reimbursable agreement is a contract  
123 between the FAA and the District, it accomplishes the following:

- 124 • It allows TTAD to pay for cost associated with the engineering that assures our ADSB station(s)
- 125 will cover the required airspace volume to provide benefit to the FAA, other system stakeholders,
- 126 our airport, and the national airspace system users.
- 127 • It allows TTAD to pay for cost associated with integrating the data from the stations into the main
- 128 air traffic control systems within Oakland Center called the Enroute Automation & Modernization
- 129 Framework (ERAM).
- 130 • It allows TTAD to pay for cost associated with completing contract details between the FAA and
- 131 its prime contractor Harris Corporation that allow a contract modification to deploy an ADSB
- 132 station network, maintain the data feed and create required redundancy.

133 The cost of this agreement is not expected to exceed \$50,000. The installation of ADS-B could exceed  
134 \$1,000,000. The agreement has been reviewed by our legal counsel and it is under review by FAA legal  
135 counsel. Expect the final copy by late June.

136 Mr. Bullock reviewed the current status of the District's flight procedures that are still under development.  
137 Mr. Bullock stated that he flew with Net Jets in their Citation Jet to test each variant of the Lake Tahoe  
138 Visual RNAV. Additional work is needed and Net Jets, Staff, and ABCX2, the District's airspace consultants  
139 are working together to refine the procedures for FAA submission. Another wide and high left downwind  
140 procedure for Runway 29 was developed and tested. Staff believes it may reduce impact for Net Jets  
141 arrivals. Current discussions regarding a signatory incentive contract are progressing. This will allow Net  
142 Jets and other operators to receive discounted fees and fuel in exchange for flying certain community  
143 friendly routes.

144 The FAA is reviewing the Runway 11 arrival. Other procedures will be handled through an alternative (.41  
145 FAA) process. No timeline is present for the initiation of this process. Staff is working with our  
146 congressional support team to identify the barriers.

147 **PUBLIC COMMENT:** None.

#### 148 **LAZANDO HOUSING PROJECT UPDATE**

149 Mr. Rick Lee, with Lazando Housing, gave an update regarding the housing project. Mr. Lee stated that he  
150 is nearing the completion of the first unit, and is hoping to beat the finalization date of July 10, 2018. Mr.  
151 Lee stated that he is working with a property management team and is ready to start vetting potential  
152 renters. Mr. Lee noted that the District has 30 days after the Certificate of Occupancy is issued to see if  
153 any District employees are interested in the available units. Mr. Smith requested that the property  
154 management team information be forwarded to him, so that correct information be relayed to staff.

155 **PUBLIC COMMENT:** None.

#### 156 **GENERAL MANAGER REPORT (TAB 15)**

- 157 • Upcoming Training and Conference Opportunities

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

- 159 • Non-Aeronautical Land Use Committee

160 Mr. Smith noted that staff and legal counsel are in the process of drafting a letter of agreement between  
161 TTAD and TTS-A regarding the land swap per the instructions received at the May 2018 Board meeting.  
162 Staff and Town of Truckee along with multiple other public agencies are working on the Truckee Tahoe –  
163 Public Agency Partnership Multi-site Planning Study, Mr. Smith updated the Board on that.

- 164 • GHG Inventory Study Committee

165 Mr. Smith stated that an update presentation will be given to the Board in early Fall of 2018.

- 166
- Economic Impact Study

167 Mr. Smith stated that the AdHoc committee will receive the final draft study on July 12, 2018 and will  
168 review the draft with the consultant on July 23, 2018. A presentation will be given to the Board and the  
169 general public at the August 22<sup>nd</sup> regular Board Meeting.

- 170
- Hangar 2 Design & Programming

171 Staff will be discussing this item during closed session tonight.

- 172
- Regional Housing

173 President Stephens reviewed information regarding a potential development of the Nahas property on  
174 Dollar Hill in the Tahoe Basin. Mr. Smith stated that this will be the last report of the formal Regional  
175 Housing AdHoc committee as project specific work has been completed. Any new information will be  
176 addressed under the Housing Council report.

- 177
- Soar Truckee Ad Hoc Committee

178 This item was discussed earlier in the meeting.

- 179
- Ponderosa Golf Course Lease Update and Irrigation System Replacement

180 TTAD and the Truckee Donner Parks and Recreation District signed a 10 year lease on June 12, 2008.  
181 TDPRD have indicated a desire to renew the lease for an additional 10 years. Staff plans to bring the Lease  
182 Renewal to the Board at the July 25, 2018 Meeting. On a separate note, the TDPRD has asked TTAD for  
183 consideration of a request to potentially participate on the repair of the aging golf course irrigation  
184 system. Mr. Smith reviewed the email request sent by Mr. Steve Randall, GM of TDPRD. The Board of  
185 Directors requested further information regarding the Irrigation System Replacement be sent to them.

- 186
- Mountain Housing Council Year One Report

187 The Mountain Housing Council has produced its year one report. Mr. Smith reviewed the comprehensive  
188 report which also includes a financial report.

- 189
- Upcoming Board Meeting Schedule

190 Mr. Smith reviewed the Board meeting schedule which includes fall and winter dates.

- 191
- Rolling Agenda

192 Mr. Smith reviewed upcoming items and planed agendas for future meetings as reflected in the Rolling  
193 Agenda.

194 **PUBLIC COMMENT:** None

195 **BOARD MEMBER REPORTS**

196 Director Jones announced that Vice President Morrison and he will be running again for the November  
197 2018 election. Director Jones also congratulated Vice President Morrison for summiting Mount Everest in  
198 May.

199 **CLOSED SESSION**

- 200
- GOVERNMENT CODE SECTION 54954.5. - CONFERENCE WITH REAL PROPERTY NEGOTIATORS
    - Property: Proposed site of Hangar 2; 10356 Truckee Airport Road, Truckee, CA 96161
    - Agency negotiator: Kevin Smith, General Manager
    - Negotiating parties: Truckee Tahoe Airport District and Mountain Lion Aviation
    - Under negotiation: Price and Terms of Payment
- 201  
202  
203  
204

205 **PUBLIC COMMENT:** None

206 **ADJOURN TO CLOSED SESSION – 6:27 PM**

207 Direction was given to staff.

208 **PUBLIC COMMENT:** None

209 **ADJOURN**

210 **PUBLIC COMMENT:** None

211 **MOTION #3 JUNE-27-18:** Director Jones motioned to adjourn the meeting. Director Wallace seconded the  
212 motion. President Stephens, Vice President Morrison, and Director Jones, O’Dette and Wallace voted in  
213 favor of the motion. The motion passed.

214 At 6:50 p.m. the June 27, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

215 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JUNE 27, 2018 REGULAR BOARD MEETING. TO**  
216 **WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**  
217 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>