

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, July 25, 2018 in the Truckee Tahoe Airport District Community Room A,
3 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 (arrived at 4:38 PM)
8 Director Lisa Wallace
9 Director John B. Jones, Jr.
10 Director Teresa O’Dette (left meeting at 5:56 PM)

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 President Stephens expressed condolences about the passing of NTPUD’s General Manager, Mr. Duane
22 Whitelaw.

23 Mr. Smith informed the Board and Public about the open house for the Lozando Property from 5:30 PM
24 – 7:00 PM on July 26th. All are invited to tour the property.

25 **SPECIAL ORDERS OF BUSINESS:**

26 President Stephens stated that the Board would like to move Agenda Item 12: Review of Possible Action
27 on Purchase of Nahas Property in Partnership with Placer County after the Consent Items.

28 **PUBLIC COMMENT:** None.

29 **CONSENT ITEMS**

- 30 • Minutes: June 27, 2018 Regular Meeting ----- TAB 1
- 31 • Monthly Service Bills and Fees ----- TAB 2
- 32 • Approval of CEQA Notice of Exemption Submittal and NEPA CATEX Submittal for Hangar 1---
33 ----- TAB 3
- 34 • Renewal of Contract with James Marta and Associates, District Auditor ----- TAB 4

35 **PUBLIC COMMENT:** None.

36 **MOTION #1 JULY-25-18:** Director Jones motioned to approve Tab Items 1 – 4. Director O’Dette seconded
37 the motion. President Stephens, and Director Jones, O’Dette and Wallace voted in favor of the motion.
38 The motion passed.

39 **REVIEW AND POSSIBLE ACTION ON PURCHASE OF NAHAS PROPERTY IN PARTNERSHIP WITH PLACER**
40 **COUNTY (TAB 9)**

41 Ms. Jennifer Merchant, Deputy CEO of Placer County – North Lake Tahoe Office, reviewed the Nahas
42 Property details, terms agreement and purchase details of the Nahas Property. Ms. Merchant reviewed
43 the aerial map of the property and disclosed that it is one of the last remaining large, vacant, and buildable
44 lots in the North Lake Tahoe Basin.

45 Vice President Morrison entered meeting at 4:38 PM.

46 Ms. Merchant stated that Placer County is currently seeking partners to help purchase the property. Mr.
47 Smith stated that the District has \$500,000 budgeted for local housing projects for CY 2018, and if the
48 District so chooses to help purchase the Nahas Property, funds would not be required until August of 2019.
49 Ms. Merchant noted the purchase price is \$3.6 Million dollars. Discussion ensued regarding the zoning
50 requirements of the property and developers being invited to meet with community members for input
51 on the property.

52 **PUBLIC COMMENT:**

53 Ms. Ashley Cooper, Communications Manager with Tahoe Truckee Community Foundation, expressed
54 support for the project and for the District to participate in the land purchase.

55 Mr. Dave Wilderotter, Owner of Tahoe Dave’s, expressed support of the project and noted that there are
56 zero “affordable or achievable” homes in Tahoe City. Mr. Wilderotter noted that it would be disappointing
57 for the Tahoe Basin community if this project is passed up.

58 Mr. Alex Mourelato, Owner of Mourelatos Lakeshore Resort and Hotel, noted the ways individuals and
59 entities/developers need to get creative to actually construct workforce housing, specifically regarding
60 tax credits.

61 Ms. Lindsay Romack, Field Representative for Placer County Supervisor Ms. Jennifer Montgomery, stated
62 that the Nahas Property is a perfect location for house, and that it would be able to provide an opportunity
63 for individuals and families to stay in the community.

64 Ms. Liz Bowling, NLTRA, noted the study conducted by the Tahoe Property Center and how it stated that
65 140 businesses in the Basin struggle to find employees, specifically due to housing.

66 Mr. Sean Barclay, General Manager of Tahoe City PUD, stated that he along with his Board of Directors
67 wished to express support towards the project and that they also support a rigorous outreach process
68 with the community. Mr. Barclay thanked the Board for their leadership in finding projects to support
69 achievable housing for the local community.

70 Vice President Morrison noted that in his opinion, it will be a difficult project to complete. But, as a Board
71 Member, he is in support of helping to fund the purchase of the Nahas Property. Discussion ensued
72 regarding the District’s budget specifically allocating funds for the project, as well as the amount of
73 proposed units for the projects.

74 **MOTION #2 JULY-25-18:** President Stephens motioned to approve the proposed \$500,000 participation
75 with Placer County in the purchase of the Nahas Property in Tahoe City pending finalization of the details
76 of the purchase agreement. Vice President Morrison seconded the motion. President Stephens, Vice
77 President Morrison and Director Jones, O’Dette and Wallace voted in favor of the motion. The motion
78 passed.

79 President Stephens requested to move Agenda Item 13: Hangar Use, Waitlist and Tenant Transfer Policy
80 Review ahead on the agenda.

81 Director O’Dette left meeting at 5:56 PM

82 **HANGAR USE, WAITLIST, AND TENANT TRANSFER POLICY REVIEW (TAB 10)**

83 Mr. Smith introduced the topic and noted that the conversation that will take place tonight is to make
84 sure the Board and Staff are aligned on the current policies and procedures regarding the hangar use,
85 waitlist and tenant transfers of District's Hangars.

86 Ms. Jill McClendon, Project Coordinator, reviewed her presentation which expanded on the Hangar
87 Waitlist and Hangar Assignment, Hangar Transfers and Reassignments, and Hangar Compliance.

88 Mr. Bob Trimborn, Aviation Management Consulting Group (AMCG), reviewed his presentation which
89 discussed AMCG's relationship with TTAD and the development of the PMCD's which were adopted by
90 the Board of Directors January of 2017. Mr. Trimborn and AMCG played a key role in developing the
91 District's Hangar Policies based on the following principals: Follow Industry best practices for hangar use,
92 Avoid pitfalls and nefarious use of hangars that can become common at airports, and align the District's
93 hangar policy with "FAA's Final Policy on the Non-Aeronautical Use of Airport Hangars" which went into
94 effect on July 1, 2017.

95 **PUBLIC COMMENT:** None.

96 Discussion ensued regarding various hangar transfer scenarios and issues that have arisen in the last year,
97 there was Board consensus to not change any of the District's policies regarding Hangar Use, Waitlist and
98 Tenant transfers.

99 **UPDATE ON RYAN NAVION AIRCRAFT INCIDENT OF JULY 17, 2018**

100 Mr. Smith reviewed the general details of the aircraft incident that occurred off field on July 17, 2018. Mr.
101 Smith commend staff and their participation in effectively implementing the District's emergency
102 response procedures.

103 **PUBLIC COMMENT:** None.

104 **AIR SHOW UPDATE**

105 Mr. Smith gave a brief update on the 2018 Air Show. Mr. Smith stated that full Air Show review will be
106 presented by the Air Show Committee at the regular August Board meeting.

107 **PUBLIC COMMENT:** None.

108 **ACAT SELECTION PROCESS AND ACAT MEETING REPORT (TAB 5)**

109 Mr. Bullock reviewed the ACAT meeting which occurred on July 10th. Mr. Bullock reviewed the various
110 topics ACAT discussed and reviewed the ACAT subcommittee updates.

111 Mr. Bullock reviewed the ACAT selection process for 2018. Mr. Bullock noted that Member Polverari is
112 not wishing to be selected for another term, but Member Rohlf is.

113 **PUBLIC COMMENT:** None.

114 **QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 6)**

115 Mr. Cooke reviewed the quarterly operations and comment report for Quarter 2 (April – June 2018).
116 Growth was flat compared to last year. 7,678 total operations equals 26 operations more than Q2 2017.
117 Mr. Cooke noted that powered aircraft operations dropped by 250, so the small gain in overall growth
118 was from glider activity which rose about 30%. While there were small spikes in operations around Easter
119 and Memorial Day, Peak activity occurred in late June when the weather warmed up and schools let out,
120 which follows typical trends.

121 Nationally, June showed a similar pattern with near flat numbers. Turboprops were down almost 2%, light
122 jets were down .50% and mid to large jets were up about 1.5%. While the 2nd quarter was comparable
123 to last year, operations is still up year over year. Overall through the end of June the airport is showing
124 about a 12% increase in powered aircraft. In addition to gliders, piston and large jet operations remain in

125 the black, showing increases of 15% to 29%. The forecast for operations nation-wide for July is 3.6%
126 growth over last July according to one aviation research firm.

127 Operations during the voluntary curfew grew by 18 vs Q2 2017 with 51 total. The majority of these, 41
128 were near the bookend hours and most were after 6:30 AM. One jet arrival and departure near 1:00 AM
129 on June 25th that generated comments and staff has spoken with that operator. Any transient aircraft
130 operating during the curfew hours received outreach and there were no fly quiet incentives revoked in
131 Q2 for home-based operators.

132 The operational data gathering systems were functioning normally – there was no system down times.
133 Staff did an annual maintenance cycle on the flight tracking system in May and system health is good at
134 near half of the expected life of the equipment. Tower counts vs. tracking system totals were closer than
135 ever before and we've made a few upgrades to other systems to ensure District stakeholders are well-
136 served.

137 As for comments, the District showed growth both for the quarter over Q2 2017 and year over year. Staff
138 fielded 201 comments for the quarter which represent 11 residential areas. About 40% of the comments
139 came from Olympic Heights which sent in 77 comments. Other residential zones peaked at around 20
140 comments. Prosser Lakeview had the highest increase by percentage and sent in 23 comments for Q2 vs
141 4 last year. The largest decrease in comments came from Martis Valley Estates, which is near the end of
142 Runway 29 and sent in 14 comments for the quarter – almost 70% less than last year.

143 In terms of households, 49 households sent in comments. The top 5 commenting households sent in half
144 of the overall total. Nine households which sent in 10 or more comments for the quarter were responsible
145 for 75% of the overall comments. There were 10 new commenters for the quarter but there wasn't a
146 specific neighborhood which stood out as generating more new commenters than another.

147 June had the most comments by month and Fridays and Sundays continue to be the days which generate
148 the most calls. Runway 29 continues to be the runway which is associated to the majority of calls. Piston
149 aircraft received the most calls by aircraft type.

150 Mr. Cooke noted that comments have risen over last year. Overall operations are up as well. In analyzing
151 the comments for the quarter, Mr. Cooke stated that he saw no indication that the flight paths of aircraft
152 are responsible for the growth in comments. Traffic is better managed now with the Tower than ever
153 before and pilots are receiving noise abatement instruction consistently. As the communications report
154 will likely illustrate, staff is reaching out to, conversing with and engaging with more people than ever
155 before in the Airport's history and there is a willingness of the District to invite the community in, which
156 fosters higher levels of communication with constituents. So as long as the District keeps the lines of
157 communication open and operations remain strong, the volume of comments will likely continue on the
158 same course. Staff will continue to engage the community and make outreach to pilots in support of the
159 Airport's mission.

160 **PUBLIC COMMENT:** None.

161 **QUARTERLY COMMUNICATIONS REPORT (TAB 7)**

162 Mr. Lamb reviewed the Quarterly Communications Report for Quarter 2 (April – June 2018).

163 Director Wallace indicated that she attended the July Open House and brought two friends who are
164 effected by noise and annoyance. Director Wallace stated that the friends left the meeting with a more
165 positive outlook of the airport even though their noise impacts would not be resolved.

166 **PUBLIC COMMENT:** None.

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

168 Ms. Lyon reviewed the Monthly Financial Report, for the four months ended May 31, 2018.

169 **PUBLIC COMMENT:** None.

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

171 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

172 None to report.

173 **PUBLIC COMMENT:** None.

174 **GENERAL MANAGER REPORT (TAB 11)**

- 175 • Upcoming Training and Conference Opportunities

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

- 177 • Non-Aeronautical Land Use Committee

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

- 182 • GHG Inventory Study Committee

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

- 184 • Economic Impact Study

185 Mr. Smith stated that the AdHoc committee will receive the final draft study on July 12, 2018 and will
186 review the draft with the consultant on July 23, 2018. A presentation will be given to the Board and the
187 general public at the August 22nd regular Board Meeting.

- 188 • Hangar 2 Design & Programming

189 Mr. Smith indicated that the District and Mountain Lion Aviation were unable to come to terms regarding
190 the term shee presented to the Board in June. Mountain Lion Aviation is still very much interested in a
191 long term relationship with the District regarding leasing office and hangar space as presented in Option
192 3 Hangar floor plan. The Ad Hoc committee will be getting together to discuss finalizing the concept and
193 budget report with the smaller building. The Concept and Budget Report will be presented to the Board
194 in early fall.

- 195 • Mountain Housing Council

196 President Stephens provided an update on the Mountain Housing Council.

- 197 • Hangar/Lease Tenants Consumer Price Index (CPI) Adjustments

198 Mr. Smith stated that on September 1st the annual CPI adjustments will go into effect. Staff will have the
199 final percentage increase for the Board to review at the August Board Meeting. Based on current trending
200 with the Bureau of Labor Statistics CPI indexes, staff expects a 3.0% to 3.5% CPI adjustment.

- 201 • Multisite Feasibility Planning Study – Update

202 Mr. Smith stated that the District is participating in the Multisite Feasibility study in partnership with the
203 Town of Truckee. The Town and TTAD are sharing the cost (\$35,638) for the study. The study will assist
204 the District in outlining various requirements related to State and Federal agencies along with FAA for the
205 use of our non-aviation lands along Joerger Road. This study will help inform the District’s long term
206 planning decision making for lands on Soaring Way and Joerger Drive. The 2018 Budget allocated funds to

207 study these properties as well as update the Airport Layout Plan. Staff and the Non-Aviation Land Use Ad
208 Hoc Committee are leveraging the funds to look at a more holistic community wide land use needs
209 assessment designed to assist staff at the Town and TTAD as well as other public agencies to get the most
210 out of public lands owned by various agencies. Some non-profit use is also being considered. Agencies
211 involved with the study include TTAD, Town of Truckee, TDPUD, TSD, TFPD, and TDRPD. This is a highly
212 collaborative effort that should result in some interesting findings. The Study will be completed early fall.

213 • FAA Enplanement Reporting – Update

214 Mr. Smith stated that the District has received its preliminary 2017 Enplanement Data to determine fiscal
215 2019 AIP Funding. Staff was successful in confirming 6492 enplanements. In order for the District to
216 receive the \$1,000,000 AIP entitlement, it needs to be over 10,000. Last year the District had over 11,000
217 enplanements. The difference between this year and last year is that Surf Air has not submitted their
218 numbers which staff estimates to be over 6000. We have had multiple conversations with them about
219 reporting and they have failed to do so. Staff discussed a few possible options to help encourage Surf Air
220 to complete this important reporting request. Final numbers are due to FAA by the end of September.
221 Staff is still optimistic the District will achieve its 10,000 enplanement goal.

222 • Executive Hangar Project – Update

223 Mr. Smith gave an update on the status of the Executive Hangar Project. All utilities are installed, concrete
224 pads are poured and the steel erection has begun. Staff anticipates completion of the project by the end
225 of the year.

226 • Upcoming Board Meeting Schedule

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

228 • Rolling Agenda

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

231 **PUBLIC COMMENT:** None

232 **BOARD MEMBER REPORTS**

233 Director Jones announced the addition of a new puppy to his family.

234 **PUBLIC COMMENT:** None

235 **ADJOURN**

236 **PUBLIC COMMENT:** None

237 **MOTION #3 JULY-25-18:** Director Jones motioned to adjourn the meeting. Director Wallace seconded the
238 motion. At 7:31 p.m. the July 25, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors
239 adjourned.

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