

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, August 22, 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
8 Director Lisa Wallace
9 Director John B. Jones, Jr. (Via Teleconference, left meeting at 6:45 PM)
10 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. 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:** 5

19 **SPECIAL ORDERS OF BUSINESS:**

20 None.

21 **MODIFICATION OF ADGEDA:**

22 President Stephens stated that the Board would like to move Agenda Item 12: Hangar 2 Concept, Budget
23 and Feasibility Report to after Agenda Item 5: Air Show Update.

24 **PUBLIC COMMENT:** None.

25 **CONSENT ITEMS**

- 26 • Minutes: July 25, 2018 Regular Meeting ----- TAB 1
- 27 • Monthly Service Bills and Fees ----- TAB 2
- 28 • Approval of Annual CPI Adjustment for District Hangars ----- TAB 3
- 29 • Annual Renewal of Policy Instruction 204 – TTAD Conflict of Interest Code ----- TAB 4

30 **PUBLIC COMMENT:** None.

31 **MOTION #1 AUGUST-22-18:** Director O’Dette motioned to approve Tab Items 1 – 4. President Stephens
32 seconded the motion. President Stephens – Yes, Vice President Morrison – Yes, Director Jones - Yes,
33 Director O’Dette – Yes, and Director Wallace - Yes. The motion passed via roll call vote.

34 **AIR SHOW RECAP**

35 Mr. Time LoDolce, Executive Director of the Truckee Tahoe Airshow and Family Festival, and Ms. Margaret
36 Skillcorn, Director of Communications/Sponsorship, reviewed their 2018 Annual Air Show Recap for the
37 Board of Directors, District Staff and general public.

38 **PUBLIC COMMENT:** None.

39 **HANGAR 2 CONCEPT, BUDGET AND FEASIBILITY REPORT (TAB 9)**

40 Mr. Smith reviewed the Hangar 2 Concept, Budget and Feasibility report for the project's District Ad Hoc
41 Committee. Mr. Smith noted that Staff as well as the Ad Hoc Committee recommend proceeding with
42 Phase II of the project, which authorizes the project team (lead by Mead & Hunt with Ad Hoc Committee
43 oversight) to complete final drawings and bid replacement Hangar 2 building, and return to the Board with
44 the final bid price. Mr. Smith noted that Phase II's cost would be approximately \$650,000. Mr. Smith
45 reviewed the fiscal impact of the project and the funding timeline which spans across three budget years.
46 Mr. Smith noted that the project is included in the District's 5 Year Budget Forecast.

47 President Stephens noted that the biggest unknown is the total cost of the project, and that the District
48 will continue to not know the cost until it's put out to bid.

49 **PUBLIC COMMENT:**

50 Mr. Tim LoDolce, EAA President, stated that EAA is in support of this project, specifically the
51 recommended Option (3C). Mr. LoDolce stated that the new Hangar 2 will help remove vehicles off the
52 airfield, which is a noted safety hazard.

53 Mr. Pat McDonough, Commander of Civil Air Patrol (CAP), believes the new Hangar 2 will be a good fit for
54 CAP, which will help keep minors off the airfield. Mr. McDonough noted that the shared space for CAP
55 will be smaller than what they currently have, but CAP will make it work.

56 **MOTION #2 AUGUST-22-18:** Director Wallace motioned to approve the Ad Hoc Committee and Staff
57 recommendation of proceeding with Phase II of the Hangar 2 Replacement Project authorizing the project
58 team, led by Mead & Hunt with Ad Hoc Committee oversight, to complete final design drawings and bid
59 the Hangar 2 replacement building and return to the Board with final bid price and Hangar 2 construction
60 costs. Director O'Dette seconded the motion. President Stephens – Yes, Vice President Morrison – Yes,
61 Director Jones - Yes, Director O'Dette – Yes, and Director Wallace - Yes. The motion passed via roll call
62 vote.

63 **ECONOMIC IMPACT STUDY – FINAL DRAFT PRESENTATION (TAB 5)**

64 Mr. Smith introduced the topic and noted that the District contracted with EPS in December of 2016 to
65 provide an Economic Impact Study. The Ad Hoc committee, at the time, consisted of Past Directors Ms.
66 Mary Hetherington and Mr. Tom Van Berkem. Both Ms. Hetherington and Mr. Van Berkem worked
67 extensively with EPS as well as District Staff to formulate the scope of work for the project. Current ad hoc
68 committee members, Directors Lisa Wallace and Teresa O'Dette have worked with EPS over the past year
69 to help complete the study. Mr. Smith noted that Mr. David Schwartz of EPS is in attendance and will be
70 present and review the final draft study. Mr. Smith stated that tonight's presentation is only for review,
71 and staff will be taking questions, comments and clarifications that will be considered before the study is
72 finalized at the September 26th Board Meeting.

73 Mr. Schwartz introduced himself and then proceeded to review EPS's final draft presentation of the
74 Economic Impact Study.

75 There was consensus from the Board that the report is substantially complete and accurate. The Board
76 asked for a few corrections and that the report be brought back for final acceptance at the regular
77 September Board meeting.

78 **PUBLIC COMMENT:** None.

79 **TTAD COMMUNITY OUTREACH PRESENTATION – SUMMER 2018 (TAB 6)**

80 Mr. Marc Lamb, Community Relations Manager reviewed the two summer outreach meetings that took
81 place in June and July of 2018. Mr. Lamb noted that District Staff as well as all of the District's Specialized
82 Aviation Service Operations (SASO's) were present at both meetings. A FreshTracks communication's

83 consultant was present and helped conduct three brief surveys with willing attendees. Mr. Lamb stated
84 that the meetings were considered a success.

85 **PUBLIC COMMENT:** None.

86 **ACAT MEETING REPORT**

87 Nothing to report. There was no August ACAT Meeting.

88 **PUBLIC COMMENT:** None.

89 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 7)**

90 Mr. Cooke reviewed the monthly operations and comment report for July of 2018. Mr. Cooke noted that
91 July typically has more operations than first or last quarters of the year. This July was no different even
92 with one fewer Saturday than 2017. Independence Day fell during the middle of the week; Mr. Cooke
93 noted that it's debatable how mid-week holidays affect tourism. There was no significant construction or
94 extended adverse weather impacting air travel in July, but intermittent days of smoke reduced visibility
95 to MVFR may have deterred some air traffic. The Airport closed during the Air Show practices, during the
96 Air Show and in an unprecedented July closing for long enough to plow the runway after the heavy hail
97 event on July 23rd.

98 Mr. Cooke stated that the hail storm dropped up to 3 inches of frozen marbles around the airfield, bringing
99 severe wind gusts and some flooding. Multiple aircraft and vehicles were damaged. The locally-based
100 EMS Helicopter incurred some of the heaviest damage tolls, going into the hundreds of thousands of
101 dollars to repair the A-star and leaving the station out of service for several weeks during peak season.

102 There were 6,397 ops for July, which is very close to the tower counts. Compared to last year, July was
103 flat, but for the year, operations are up by about 9%.

104 By aircraft type, Jets, Turboprops, and Gliders were all up while Helicopters and Piston aircraft operations
105 were down. Although there weren't any numerically huge swings, operations by larger jets grew and for
106 the smaller jets, they dropped. Helicopters were down 32%, but the EMS helicopter was out of service
107 the last nine days of the month and the Airport did have more firefighting helicopters here last July with
108 the Farad fire that closed I-80 on July 10th last year.

109 Compared to last year the Airport did not have the huge peak days like it saw in 2017. This year, our peak
110 day was 378 operations. Last year, we had 10 days with over 200 operations in July, this year we had five
111 days. Many of those operational decreases have to be credited to better traffic management. Learning
112 from last year, the Air Traffic Management got in front of Young Eagle's flights and the Glider competition
113 and set time limits which operators agreed to, and that helped to make our busiest days far more
114 manageable. Also, Airport and Airshow management took similar measures. They moved the Airshow
115 back a week, increased closure times for airshow practices, had a longer closure for the air show itself,
116 and there was more effective management of the after-air show departures. So while the operations
117 aren't dramatically different than last July, overall, traffic flow is better managed now and peak periods
118 and special events seems to run more smoothly than ever before.

119 Mr. Cooke stated that comments for July did not remain flat, they grew. The District went from 118 last
120 July to 162 this year. Last year, the significant events which generated high numbers of calls focused
121 squarely on the Air Show and departures afterward, this year there were more attention-getting events.
122 The 4th of July parade generated calls: four comments related to the C130 participating in the Incline
123 Village events and one comment about Careflight and CHP helicopters. The District also received three
124 comments about the helicopter operated by Washoe Co sheriff assisting in search and rescue in what is
125 suspected to have been a suicide from the bypass bridge on July 11th. The Airshow generated 17
126 comments between the practice sessions and the actual event. And a locally-based Cirrus doing night

127 training generated 10 comments. We also had a two community outreach meetings this summer and a
128 slew of events to which brought additional focus on the airport.

129 Olympic Heights had the most comments by neighborhood: 55 coming from 8 households. 108 comments
130 about departures. Piston and Jet aircraft led in comments by aircraft type. 60% of total comments for
131 the month came from top 10 households. The frequency of operations was mentioned in at least 41
132 comments. Seven of eight callers who complained about the F18, expressed gratitude to have military at
133 the airshow. Callers regarding the search and rescue helicopter were understanding about the recovery
134 mission. A handful of people came in to discuss their concerns in person and all others received either
135 calls back, emails, or the smart receipt which identified the details of the event which annoyed them.

136 Mr. Cooke noted that August is trending similarly to last year.

137 **PUBLIC COMMENT:** None.

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

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

140 **PUBLIC COMMENT:** None.

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

142 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

143 None to report.

144 **PUBLIC COMMENT:** None.

145 Director Jones left meeting at 6:41 PM.

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

- 147 • Upcoming Training and Conference Opportunities

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

- 149 • Non-Aeronautical Land Use Committee

150 Mr. Smith noted that an Ad Hoc Committee meeting is scheduled for August 31st. Staff anticipates a Letter
151 of Agreement to come before both Boards (TTSA and TTAD) regarding the land Swap in September. Staff
152 is also working with JMA on an SCIP proposal. The airport is interested in utility lines on Joerger Road
153 which may be needed for future Non-Aero land development. Staff is waiting for final determination and
154 SCIP creation by JMA, the Town of Truckee, along with applicable PUD's.

- 155 • GHG Inventory Study Committee

156 Mr. Smith stated that an update presentation will be given to the Board at the November/December
157 Board meeting.

- 158 • Economic Impact Study

159 Discussed earlier in the meeting.

- 160 • Hangar 2 Design & Programming

161 Discussed earlier in the meeting.

- 162 • Mountain Housing Council

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

- 164 • FAA Grant Update

165 The District has received confirmation of FAA AIP funding for FY2018. Staff is pleased to announce that
166 the District has a signed FAA Grant Agreement for \$1,981,723 for Taxi lane Romeo project and the Saw
167 and Seal Joint Project at Mike and Lima rows and the warehouse. This is about \$700,000 more than
168 anticipated. The Saw and Seal Project is anticipated to begin fall of 2018. The Taxi lane Romeo project will
169 begin April 2019 and be completed before the Air Show.

- 170 • Employee Evaluation Software Implementation - Trakstar

171 Ms. Lauren Tapia, HR Manager reviewed the new Employee Evaluation Program which will be
172 implemented this fall for District Staff. The program is an online rating and appraisal system which would
173 provide a much more dynamic and relevant system for employees to be appraised each year. Mr. Smith
174 noted that this program can integrate the GM's annual review.

- 175 • Upcoming Board Meeting Schedule

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

- 177 • Rolling Agenda

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

180 **PUBLIC COMMENT:** None

181 **BOARD MEMBER REPORTS**

182 None.

183 **PUBLIC COMMENT:** None

184 **CLOSED SESSION**

- 185 • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE
186 REVIEW

187 **PUBLIC COMMENT:** None

188 **ADJOURN TO CLOSED SESSION – 6:56 PM**

189 The Board reported that they are pleased with the performance of the General Manager, and District Staff
190 overall. The Board proposed and approved a safety and performance award for all staff, including the GM
191 of \$1,000 each to recognize their diligent efforts towards safety and the robust revenue performance over
192 the summer regarding TU and fuel sales.

193 **PUBLIC COMMENT:** None

194 **ADJOURN**

195 **PUBLIC COMMENT:** None

196 **MOTION #3 AUGUST-22-18:** Vice President Morrison motioned to adjourn the meeting. Director O'Dette
197 seconded the motion. President Stephens, Vice President Morrison, and Director O'Dette and Wallace
198 voted in favor of the motion. The motion passed. At 7:40 p.m. the August 22, 2018 regular meeting of the
199 Truckee Tahoe Airport Board of Directors adjourned.

200 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 22, 2018 REGULAR BOARD MEETING.**
201 **TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD MEETING ARCHIVES":**
202 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>