



**TRUCKEE TAHOE AIRPORT DISTRICT**  
**10356 Truckee Airport Rd.**  
**Truckee, CA 96161**  
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**DIRECTORS**

JOHN B. JONES, JR.  
 JAMES W. MORRISON.  
 TERESA O'DETTE  
 RICK STEPHENS  
 LISA WALLACE

**AGENDA  
 FOR  
 OCTOBER 24, 2018**

A meeting of the Truckee Tahoe Airport District will be held on **Wednesday, October 24, 2018 at 4:30 p.m. in the Truckee Tahoe Airport District Community Room A, 10356 Truckee Airport Road, Truckee, California.** No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. With a few exceptions, all meetings are recorded and Broadcast online and local television. The meeting room is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the Truckee Tahoe Airport District office at (530) 587-4119, at least three days prior to the meeting.

The Board of Directors may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will be heard at or after the time noted, but the Directors may interrupt or defer discussion in order to deal with other matters.

**REGULAR MEETING:** 4:30 pm

**STANDING ORDERS:** Call the Meeting to Order

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**SPECIAL ORDERS OF BUSINESS**

- Truckee Donner Chamber of Commerce Annual Awards – Large Business of the Year Winner!

**MODIFICATION OF AGENDA:** The Board President reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Board of Directors; Items may be pulled or removed from the agenda at any time.

**PUBLIC COMMENT:** Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board and ACAT. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board or ACAT on any issue brought forth under Public Comment. Comments relating to items on today’s agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board President; however, comments will generally be limited to five minutes.

**CONSENT ITEMS**

1. Minutes: August 22, 2018 Regular Meeting----- **TAB 1**
2. Monthly Service Bills and Fees ----- **TAB 2**
3. Applicability of Annual Staff Safety and Performance Award to GM – Confirmation----- **TAB 3**
4. Application of Non-Aviation Event Revenue to Sponsorship Program & Airshow----- **TAB 4**

**PRESENTATIONS AND REPORTS**

5. ACAT Meeting Report----- **TAB 5**
6. Quarterly Operations and Comment Report----- **TAB 6**
7. Quarterly Communications Report----- **TAB 7**
8. Monthly Financial Report----- **TAB 8**

9. Staff and Board Member Conference Attendance Report(s)

**ACTION ITEMS**

- 10. CY 2019 PRELIMINARY BUDGET - REVIEW ----- **TAB 9**  
Staff will present the 2<sup>nd</sup> draft of the preliminary Budget for CY2019.
- 11. POLICY INSTRUCTION 507 FOR DISCOUNTED RENT FOR TTAD WAREHOUSE-----**TAB 10**  
Staff will present a draft of PI 507 providing policy guidance on graduated or modified rent for Non-Profit use for District lease space.
- 12. LETTER OF AGREEMENT (LOA) BETWEEN T-TSA AND TTAD REGARDING PROPOSED LAND EXCHANGE --**TAB 11**  
Staff will present a letter of agreement between T-TSA and TTAD setting forth agreements and understandings for the future potential land exchange and easements of properties north of the Airport.

**BOARD GUIDANCE AND INFORMATION ITEMS**

- 13. SIGNATURE AUTHORITY POLICY INSTRUCTIONS - REVIEW -----**TAB 12**  
Staff will review the signatory authority for the District agreements, contracts, purchases and documents. These current polices are periodically reviewed by the board of directors for consistency and relevance.
- 14. GENERAL MANAGER’S REPORT ----- **TAB 13**
  - UPCOMING TRAINING OPPORTUNITIES
  - AD HOC COMMITTEES STATUS UPDATE AND BOARD ASSIGNMENTS
    - Non-Aeronautical Land Use Plan
    - GHG Inventory Study
    - Hangar 2 Design & Programming
  - MOUNTAIN HOUSING COUNCIL COMMITTEE MEMBER REPORT
  - EXECUTIVE HANGAR PROGECT - UPDATE
  - ACIP MEETING WITH FAA - UPDATE
  - WINTER SEASON PARK & RIDE LEASE AGREEMENT
  - GM ANNUAL PERFORMANCE REVIEW - TIMELINE
  - UPCOMING MEETING SCHEDULE
  - ROLLING AGENDA AND DISTRICT GOALS REVIEW

**BOARD MEMBER ANNOUNCEMENTS:** Pursuant to Government Code Section 54954.2, Board members may make a brief announcement or report on activities. Board members may also provide a reference to staff or other resources for factual information, or request staff to report back to the Board at a subsequent meeting concerning any matter.

**SCHEDULE FOR UPCOMING MEETINGS:** The Board President and Airport Manager shall determine the agenda. Scheduled meetings of the Truckee Tahoe Airport Board of Directors are as follows:

- **Regular Board Meeting** – November 28, 2018, **4:30 PM** Truckee Tahoe Airport Community Rm. A., 10356 Truckee Airport Rd. Truckee, CA
- **Regular Board Meeting** – January 23, 2018, **4:30 PM** Truckee Tahoe Airport Community Rm. A., 10356 Truckee Airport Rd. Truckee, CA
- **Regular Board Meeting** – February 27, 2018, **4:30 PM** Truckee Tahoe Airport Community Rm. A., 10356 Truckee Airport Rd. Truckee, CA

**ADJOURNMENT OF MEETING**

**NOTE:** A copy of the agenda packet and all documents related to this agenda are available for public review at the Airport Administration Office, 10356 Truckee Airport Road, Truckee, California 96161. Agenda items that are not able to be addressed at today’s meeting may be placed on the next regularly scheduled Board meeting agenda. Requests for agenda items and/or supporting background information must be submitted in writing to the Airport Manager or the Board President ten days prior to the next meeting.

*I declare a copy of this agenda was posted at the Truckee Tahoe Airport District Administration Office, 10356 Truckee Airport Road, Truckee, CA, and mailed on October 19, 2018.*

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**Lauren Tapia, District Clerk**