

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 and at 65600 Pronghorn  
4 Club Drive, Bend, Oregon 97701 (Director Jones via Teleconference).

5 **CALL MEETING TO ORDER: 4:31 PM**

6 **PLEDGE OF ALLEGIANCE**

7 **DIRECTORS PRESENT:** President Rick Stephens  
8 Vice President Jim Morrison  
9 Director Lisa Wallace  
10 Director John B. Jones, Jr. (Via Teleconference, left meeting at 6:45 PM)  
11 Director Teresa O’Dette

12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
13 Mr. Hardy Bullock, Director of Aviation and Community Services  
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 None.

22 **MODIFICATION OF ADGEDA:**

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

25 **PUBLIC COMMENT:** None.

26 **CONSENT ITEMS**

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

31 **PUBLIC COMMENT:** None.

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

35 **AIR SHOW RECAP**

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

39 **PUBLIC COMMENT:** None.

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

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

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

50 **PUBLIC COMMENT:**

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

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

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

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

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

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

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

79 **PUBLIC COMMENT:** None.

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

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

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

86 **PUBLIC COMMENT:** None.

87 **ACAT MEETING REPORT**

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

89 **PUBLIC COMMENT:** None.

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

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

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

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

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

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

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

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

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

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

138 **PUBLIC COMMENT:** None.

#### 139 **MONTHLY FINANCIAL REPORT (TAB 9)**

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

141 **PUBLIC COMMENT:** None.

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

#### 143 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

144 None to report.

145 **PUBLIC COMMENT:** None.

#### 146 **RAMP ACCESS PROGRAM (TAB 10)**

147 Ms. Stacey Justesen, Safety Coordinator, reviewed TTAD's Ramp Access Program.

148 **PUBLIC COMMENT:** None.

149 Director Jones left meeting at 6:41 PM.

#### 150 **GENERAL MANAGER REPORT (TAB 11)**

- 151 • Upcoming Training and Conference Opportunities

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

- 153 • Non-Aeronautical Land Use Committee

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

- 159 • GHG Inventory Study Committee

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

- 162 • Economic Impact Study

163 Discussed earlier in the meeting.

- 164 • Hangar 2 Design & Programming

165 Discussed earlier in the meeting.

- 166       • Mountain Housing Council

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

- 168       • FAA Grant Update

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

- 174       • Employee Evaluation Software Implementation - Trakstar

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

- 179       • Upcoming Board Meeting Schedule

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

- 181       • Rolling Agenda

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

184 **PUBLIC COMMENT:** None

185 **BOARD MEMBER REPORTS**

186 None.

187 **PUBLIC COMMENT:** None

188 **CLOSED SESSION**

- 189       • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE  
190 REVIEW

191 **PUBLIC COMMENT:** None

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

193 The Board reported that they are pleased with the performance of the General Manager, and District Staff  
194 overall.

195 **PUBLIC COMMENT:** None

196 **ADJOURN**

197 **PUBLIC COMMENT:** None

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

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