

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, September 26, 2018 in the Truckee Tahoe Airport District Community  
3 Room 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 Director Lisa Wallace  
8 Director John B. Jones, Jr.  
9 Director Teresa O’Dette

10 **DIRECTORS ABSENT:** Vice President Jim Morrison

11  
12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
13 Mr. Hardy Bullock, Director of Aviation and Community Services  
14 Mr. Dave Hoffman, Director of Operations and Maintenance  
15 Ms. Sally Lyon, Director of Finance and Administration  
16 Mr. Mike Cooke, Manager of Aviation and Community Services  
17 Mr. Brent Collinson, District Legal Counsel  
18 Mr. Marc Lamb, Community Relations Manager  
19 Ms. Jill McClendon, Aviation and Community Services Program Coordinator

20 **VISITORS PRESENT:** 16

21 **SPECIAL ORDERS OF BUSINESS:**

22 Mr. Smith announced that Ms. Katie Greenwood, Pilot and Passenger Outreach Coordinator, has left the  
23 Airport and moved onto other professional aviation opportunities. Staff went through an internal  
24 recruitment process to fill the position. Mr. Mark Covey with the Operations and Maintenance team  
25 accepted the position and will be stepping into the Pilot and Passenger Outreach Coordinator roll in the  
26 coming months.

27 **MODIFICATION OF AGENDA:**

28 None.

29 **PUBLIC COMMENT:** Carmen Carr, candidate for Town of Truckee Town Council. Ms. Carr is a long-time  
30 local having lived in Truckee since 1986. She has seen change in the community and wants to a part of  
31 change and solutions in the community. Ms. Carr commended the Airport for supporting housing  
32 solutions. Ms. Carr is part of the Mountain Housing Council and wants to find solutions for people who  
33 want to live and work in the community. Ms. Carr is also passionate about alternative transportation and  
34 wants to work towards renewable energy solutions for the Town of Truckee. Ms. Carr is looking forward  
35 to being a part of the solution as a potential member of the Town Council.

36 Mr. Peter Van Peborgh, candidate for Truckee Tahoe Airport District, is running for the Airport Board  
37 because of transportation. The Airport is a transportation hub and he would like the District to use funds  
38 towards transportation initiatives. There is a plan to make bus transportation in the region free, but what  
39 is needed is money. Mr. Van Peborgh would like the Airport to put more money towards transportation  
40 so that people could fly in and go to their destination and not have to rely on cars.

41 **CONSENT ITEMS**

- 42 • Minutes: August 22, 2018 Special Meeting ----- TAB 1
- 43 • Minutes: August 22, 2018 Regular Meeting ----- TAB 2

- 44           • Monthly Service Bills and Fees ----- TAB 3
- 45           • Economic Impact Study – Final Acceptance of Report ----- TAB 4
- 46           • Internal Control Review – Quarterly ----- TAB 5
- 47           • PMCD Update ----- TAB 6

48 President Stephens pulled Tab 2 Minutes: August 22, 2018 Regular Meeting as a portion of those minutes  
 49 need to be rewritten. This item will be brought back at the October Meeting for approval.

50 Mr. Hardy Bullock, Director of Aviation & Community Services, requested to pull Item 6 PMCD Update.  
 51 Mr. Brent Collinson, District Legal Counsel has recommended minor language changes to this item.

52 **PUBLIC COMMENT:** None.

53 **MOTION #1 SEPTEMBER-26-18:** Director Jones motioned to approve Items 1, 3, 4, and 5. Director O’Dette  
 54 seconded the motion. President Stephens, Director Jones, Wallace and O’Dette voted in favor. The motion  
 55 passed.

56 Mr. Collinson has recommended minor language changes to the PMCD Update and informed the Board  
 57 that they can choose to make a motion to pass the PMCD Update subject to the recommendations of the  
 58 District’s Legal Counsel.

59 **PUBLIC COMMENT:** None.

60 **MOTION #2 SEPTEMBER-26-18:** Director Jones motioned to accept Item 6 with minor language changes.  
 61 Director O’Dette seconded the motion. President Stephens, Director Jones, Wallace and O’Dette voted in  
 62 favor. The motion passed.

63 **SPECIAL ACTION ITEM: ACAT Member Selection (Tab7)**

64 Director Wallace discussed the value of ACAT and noted how the District has struggled with the volume  
 65 of work and attendance of ACAT members over the last few years. Director Wallace understands that  
 66 other airports also struggle with their advisory committees making progress. What Director Wallace would  
 67 like to see from ACAT is more solutions understanding that the Board, ACAT and Staff will all have to work  
 68 together to achieve those. Director Wallace supports all three candidates who have come forward and is  
 69 optimistic about what ACAT can do going forward.

70 Mr. Bullock outlined the open positions – one incumbent and two new members. President Stephens  
 71 appreciates the service of current ACAT member Kathryn Rohlf and is pleased that she has chosen to re-  
 72 volunteer to be a member.

73 Lynne Larson, ACAT candidate not in attendance at the meeting submitted a letter expressing her interest  
 74 in serving as a member of ACAT. The letter was read by Mr. Bullock.

75 Stacy Caldwell, CEO of the Tahoe Truckee Community Foundation, expressed her interest in offering her  
 76 service as a member of ACAT. The District and the Community Foundation are involved in a lot of meetings  
 77 and discussions together in the community and Ms. Caldwell looks forward to sharing resources,  
 78 knowledge and expertise going forward. The Foundation’s Board is supportive of Ms. Caldwell being a  
 79 member of the committee. Ms. Caldwell noted that she sees the Airport as a key institution in the  
 80 community and will commit to understanding the issues the Airport faces and finding solutions for those  
 81 issues. Ms. Caldwell looks forward to tapping into the Foundation’s depth of knowledge and exploring  
 82 ways engagement can be increased.

83 **PUBLIC COMMENT:** None.

84 **MOTION #3 SEPTEMBER-26-18:** Director Jones motioned to approve the three members to ACAT. Director  
 85 Wallace seconded the motion. President Stephens, Director Jones, Wallace and O’Dette voted in favor.  
 86 The motion passed.

87 **ACAT MEETING REPORT (TAB 8)**

88 Mr. Leigh Golden reported a summary of the September 11, 2018 ACAT Meeting. At the meeting ACAT  
89 approved an expenditure of \$35,000 to assist the Tahoe Truckee Soaring Association with the purchase of  
90 a training glider to support their youth programs. Additionally, ACAT discussed AWOS and that it may be  
91 more prudent to look at the option of an ATIS (Automatic Terminal Information Service) if it would be  
92 more accurate. Mr. Golden noted that the AWOS currently does not report smoke and this past summer  
93 that was a safety issue with the smoke the region experienced. ACAT discussed the Communications  
94 Master Plan and how to enhance communication to conduct more outreach to the community. ACAT also  
95 discussed notational flight procedure development. Director Jones asked staff to look into an instrument  
96 approach to Runway 20 and if the FAA changed the angle of approach to that procedure. Mr. Bullock  
97 indicated he would look into the issue.

98 **PUBLIC COMMENT:** None.

99 **MONTHLY OPERATIONS AND COMMENTS REPORT (TAB 9)**

100 Mr. Mike Cooke, Aviation & Community Services Manager, presented the Operations and Comments  
101 Report for August 2018. August was a very busy month and Friday, August 31 was one of the busiest days  
102 of the summer. Mr. Cooke noted that the Labor Day Holiday rivals the Fourth of July in operations and  
103 traffic. Mr. Cooke noted that in regards to noise comments, overall August was quiet. Mr. Bullock noted  
104 that he and other Staff members visited Olympic Heights and met with several of the frequent noise  
105 commenters from that neighborhood. This gave Airport Staff the chance to hear the biggest concerns of  
106 these residents and also to provide them with information on how the Airport addresses those concerns.  
107 Director Wallace asked about the process for ideas that were generated from the meeting. Mr. Bullock  
108 noted that land use and forest mitigation were discussed as well as discussing different times of day and  
109 different route options. President Stephens asked if there was any thought about doing the same thing  
110 for Martis Estates. Mr. Bullock noted that Staff has reached out to a number of the regular commenters  
111 and offered the same type of meeting, but there are no takers yet. Staff indicated that they will follow up  
112 with neighbors on the issues they raised.

113 **PUBLIC COMMENT:** None.

114 **MONTHLY FINANCIAL REPORT (TAB 10)**

115 Ms. Sally Lyon, Director of Finance & Administration, presented the financial statements ending July 31,  
116 2018. Ms. Lyon noted that year-to-date sales continue to be strong compared to the budget as well as the  
117 previous year. Ms. Lyon noted that Operating Revenue is tracking higher than budget. Director Jones  
118 noted that he is trying to compare the increase in gas sales with the traffic numbers for each month i.e.  
119 jet traffic also up in July. Ms. Lyon noted that because we rely on outside parties to provide us with some  
120 of our data like tax and interest earned it would be difficult to have the monthly data for operations and  
121 sales finalized to report to the board in the same month. Director Jones wondered why gas sales are going  
122 up despite operations numbers being consistent. Mr. Smith noted that we are looking into that in more  
123 detail as the rate that the Airport is selling gas is not necessarily commensurate with operations. Ms. Lyon  
124 noted that we are now part of the Contract Fuel Program which may have an effect. Director Wallace  
125 requested that Staff assess this in further detail and bring back information to the January Board Meeting  
126 regarding fuel sales breakdowns and where that increase may be coming from. Mr. Smith noted that when  
127 the Airport looks at the Transient Use (TU) revenues those are tracking well above budget as well. Director  
128 Wallace said she appreciates the narrative that comes with the financial reports each month.

129 **PUBLIC COMMENT:** None.

130 **DISTRICT CAMPS AND FIELDTRIPS REPORT (TAB 11)**

131 Mr. Marc Lamb, Aviation & Community Services Manager, presented a summary of summer events and  
132 youth program support by the District. Mr. Lamb highlighted how the Airport supports youth aviation  
133 education and STEAM (Science, Technology, Engineering, Arts, and Math) programs throughout the  
134 District boundaries. These efforts include on-field school tours, Truckee Thursday outreach events,  
135 Aviation Academies, programs like Pathways to Aviation and events like the Airshow. Airport Staff is also  
136 present at local career fairs providing students with opportunities to learn about aviation and to fly the  
137 simulators. Through the Community Sponsorship program, the Airport contributes directly to youth  
138 programs and year to date a total of \$21,300 has been provided to qualified youth groups. Staff estimates  
139 that approximately 53% of the total student population is reached through these various programs. Staff  
140 expects to see continued impact in the future with additional program support.

141 Mr. Ken Aronson, Civil Air Patrol Commander, presented on the three Mission to Mars summer camps  
142 that he coordinates and spearheads each summer. Mr. Aronson thanked the Airport Board for all the  
143 support and resources that are offered. Mr. Aronson noted that the goal of each camp is for the kids to  
144 go to Mars and failure is not an option. Mr. Aronson outlined the program and some of the 32 hands-on  
145 activities that the camp attendees complete throughout the week. Each summer the camps fill up and  
146 there is generally a wait list for additional spots. In the future, Mr. Aronson hopes to do a five month  
147 Mission to Mars space camp pilot program in one of the local fourth grade classrooms in addition to three  
148 more camps at the Airport next summer. Director Wallace is pleased to see the amount of support and  
149 funding that is being provided to these various programs and STEAM initiatives. Director Stephens  
150 thanked both Mr. Lamb and Mr. Aronson for their presentations and efforts.

151 **PUBLIC COMMENT:** None.

152 **STAFF AND BOARD MEMBER CONFERENCE REPORT(S)**

153 Mr. Bullock noted that he, Ms. Stacey Justesen and Ms. Jill McClendon attended the General Aviation  
154 Issues Conference in Fort Myers, Florida. Mr. Bullock presented at the conference on behalf of the District  
155 regarding airport owned FBO's (Fixed Based Operator) and the business offerings that airport owned  
156 FBO's contend with.

157 **PUBLIC COMMENT:** None.

158 **CY 2019 PRELIMINARY BUDGET – PRESENTATION (TAB 12)**

159 Mr. Smith highlighted some budget discussion bullet points. The draft budget has a lot of high-ticket items  
160 that the Board and Staff can discuss. The draft budget will be reviewed again in October and then adopted  
161 at the November Board meeting. If the budget is approved as proposed, the Airport will be left with a  
162 reserve of \$2.5 million. The Airport is expecting to end the year with \$11.8 million in reserves. Mr. Smith  
163 highlighted the projects in the current budget, the estimated costs, and how each one would impact the  
164 budget and noted that the discussion from the Board tonight will guide staff in developing the second  
165 draft of the budget that will be brought back to the Board in October. President Stephens stated that \$2.5  
166 million in reserves is not acceptable. Mr. Stephens thinks the H Row Hangar roof is necessary to complete,  
167 would like to see the Hangar 1 project move forward, but is not sold on Hangar 2 at this time. Director  
168 Jones noted that while something may be in the budget that does not necessarily mean that money will  
169 be spent. Many of the projects are still in initial phases and may not receive ultimate approval from the  
170 Board. Mr. Smith noted that a couple of the projects will be more refined in the October budget  
171 presentation and asked the Board if they are okay going into 2019 with flagged items. Director O'Dette  
172 stated that she is not willing to go that low in our reserves especially when we do not know what the  
173 economy is going to do. President Stephens does not like the idea of slimming down some projects in  
174 order to boost the reserves. Director O'Dette noted that she would be okay with the reserves if Hangar 2  
175 is removed or postponed. Mr. Smith noted that the Board has approved a \$650,000 expenditure for the  
176 design of Hangar 2. Director Wallace expressed that she is wary of approving ADS-B or implying that it will

177 be approved as a budget item and feels that we are ahead of the needed public process for that project.  
178 President Stephens wants to have an agenda item at a future meeting to discuss ADS-B and the pros and  
179 cons prior to a Board vote. Director O’Dette suggested postponing the budget line items for Hangar 2 and  
180 ADS-B and keep them in unrestricted assets. Director O’Dette would also like to see what Agency  
181 Partnerships have already been committed for upcoming budget cycles. Staff discussed current agency  
182 partnerships.

183 **PUBLIC COMMENT:** Ms. Mary Hetherington stated that during her tenure as a member of the Airport  
184 Board one of the projects that was discussed as helping with aircraft traffic in the community was the  
185 tower and she has not noticed a difference now that it is in operation. Ms. Hetherington was a proponent  
186 of the tower but now she experiences both arrivals and departures in her neighborhood. Ms. Hetherington  
187 has concerns about the money being spent on the tower. Ms. Hetherington has concerns about ADS-B  
188 and the three-legged stool and fears that it may open up the community to night flights. Ms. Hetherington  
189 thinks the board needs to be studious with the money they spend. Additionally, Ms. Hetherington has  
190 concerns about Martis Valley West and the 700 homes that will be built under a flight path as part of that  
191 project. Finally, Ms. Hetherington discussed transportation issues and how the Airport can be a driver of  
192 free transportation in the community.

193 Mr. Peter Van Peborgh complemented the overall budget in that it seems to be conservative and well  
194 thought out. Mr. Van Peborgh thinks transportation and the idea of free transportation would be a huge  
195 benefit to the community. Mr. Van Peborgh wants to get more people using busses and thinks the Airport  
196 can be a transportation hub in the community.

197 Ms. Lyon asked if the Board had any additional comments regarding the budget. Director Wallace asked  
198 about the Multi-Agency Land Use plan and if there is anything that needs to be in the 2019 budget  
199 regarding any projects that may come out of that committee/process.

200 **ANNUAL PAVEMENT PROJECTS AND FAA ACIP REVIEW AND APPROVAL (TAB 13)**

201 Mr. Smith announced that he is working towards securing the 10,000 enplanement numbers for 2019.  
202 Luis Loarte, Aviation Planning Specialist with the FAA, is calculating the final numbers. Surf Air did provide  
203 the information that was needed and the District is confident that the number is going to be where it  
204 needs to be to secure the additional funding. Mr. Smith outlined the projects that will be put forth to the  
205 FAA for approval. The resolution that is part of the agenda item, if approved by the Board, gives the  
206 General Manager permission to apply for the funds. Mr. Smith and Mr. Reinard Brandley, engineering  
207 consultant for the District, are scheduled to meet with the FAA in October to discuss the proposed  
208 pavement projects.

209 **PUBLIC COMMENT:** None.

210 **RESOLUTION 2018-08 OF THE TRUCKEE TAHOE AIRPORT DISTRICT:** President Stephens motioned to  
211 approve the Resolution 2018-08 of the Truckee Tahoe Airport District to acknowledge and approve the  
212 Airport Capital Improvement Project for 2018-2019 and waive the reading of the entire resolution.  
213 Director Jones seconded the motion. Director Jones – Yes, Director O’Dette – Yes, Director Wallace – Yes,  
214 President Stephens – Yes, Vice President Morrison – Absent. The motioned passed via roll call vote.

215 **PUBLIC COMMENT:** None.

216 **WAREHOUSE PRO FORMA (TAB 14)**

217 Mr. Bullock reminded the Board that at the beginning of summer they heard from two groups interested  
218 in the vacant warehouse space for non-profit use. The two groups that expressed interest in the space are  
219 Project MANA and the Truckee River United Football Club. At that meeting the Board asked staff to put  
220 together a Pro Forma for the warehouse so that Board members could see the current space allocations

221 within the building. Mr. Bullock noted that the warehouse was originally designed for storage use and  
222 discussed the various challenges with occupancy and improvements within the warehouse building.

223 President Stephens is a huge proponent of community benefit and for the vacant space being used by a  
224 local non-profit. Director Wallace agreed, but feels that we may need to have established criteria for how  
225 the space is filled. Mr. Smith noted that Staff could develop a policy whereby interested groups could  
226 apply and show their need for the space. Director O’Dette is in favor to allowing the space to be used for  
227 community benefit and agreed that a policy would be helpful in assigning non-profit tenants.

228 **PUBLIC COMMENT:** Diedre Ledford, Executive Director for Project MANA, expressed her continued  
229 interest in the warehouse space. Project MANA is the primary regional provider of hunger relief services  
230 in ensuring every member of our community has adequate food. Project MANA’s space needs remain the  
231 same in that they need to relocate to a larger location in order to increase food storage capacity and to  
232 serve more members of the community. A functional space for food storage and volunteer contributions  
233 is critical in Project MANA meeting its mission. Project MANA is in negotiations to merge with the Family  
234 Resource Center of Truckee, the Tahoe Safe Alliance and through this would ultimately serve even more  
235 members of the community.

236 Tom Conk, member of the Project MANA board, wanted to complement the Board on agreeing that the  
237 space could be used for community benefit and hopes that Project MANA is the one chosen to use it. Mr.  
238 Conk reiterated the need for the space that Ms. Ledford discussed.

#### 239 **GENERAL MANAGER’S REPORT (TAB 15)**

240 Mr. Smith highlighted the various upcoming training opportunities available to Board members. Mr. Smith  
241 noted that there is lots going on with the Non-Aeronautical Land Use Committee and there may be an  
242 agreement with TTSA that is close to having the first step completed. The Multi-Agency Site Planning Study  
243 is being drafted and being put together and will come before the ad-hoc committee. Mr. Smith outlined  
244 the Construction Management at Risk (CMAR) approach for the design of Hangar 2. Once the 30% design  
245 that Mead & Hunt is currently working on is completed, the Airport would put out a request for  
246 qualification (RFQ) for interested contractors. Mr. Smith sees benefit to this approach and how it may  
247 allow the Airport to control the value engineering and ultimate cost of the building. There was consensus  
248 to move forward with the CMAR process.

249 President Stephens provided an update on housing initiatives. Rick Lee is working with the Town of  
250 Truckee to submit a parcel map for his project and is also exploring modular housing options trying to  
251 solve some of the challenges he encountered in building the first two units. A Request for Proposal (RFP)  
252 for the Nahas Property has been posted and awaiting proposals to be submitted. A committee to review  
253 the proposals has been established

254 At the November Board Meeting, the Board will hear a presentation and Agency Partnership request for  
255 the environmental assessment of a multi-use trail from Emerald Bay to Stanford Rock. Mr. Smith would  
256 like to sign a Memorandum of Understanding with the Sustainable Energy & Economic Development  
257 (SEED) Fund about options for various solar projects around the Airport. SEED would do the full analytics  
258 of a solar project and would put out a bid with other projects in the region.

259 **PUBLIC COMMENT:** None.

#### 260 **BOARD MEMBER ANNOUNCEMENTS**

261 None

262 **PUBLIC COMMENT:** None.

#### 263 **ADJOURN**

264 **PUBLIC COMMENT:** None.

265 **MOTION #4 SEPTEMBER-26-18:** Director O’Dette motioned to adjourn the meeting. Director Jones  
266 seconded the motion. President Stephens, Director Wallace, O’Dette, and Jones voted in favor of the  
267 motion. The motion passed. At 7:50 p.m. the September 26, 2018 regular meeting of the Truckee Tahoe  
268 Airport Board of Directors adjourned.

269 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE SEPTEMBER 26, 2018 REGULAR BOARD**  
270 **MEETING. TO WATCH THE MEETING IN ITS ENTIRETY, IT CAN BE FOUND HERE UNDER “BOARD MEETING**  
271 **ARCHIVES”:** <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>