

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, October 24, 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:** 4:34 PM

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Rick Stephens
7 Vice President Jim Morrison (entered meeting at 4:55 PM)
8 Director Lisa Wallace
9 Director John B. Jones, Jr.
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. Dave Hoffman, Director of Operations and Maintenance
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 Mr. Smith noted that the District was awarded the “Large Business of the Year” by the Truckee Donner
21 Chamber of Commerce.

22 **MODIFICATION OF AGENDA:**

23 Director Wallace requested an emergency topic be placed on the agenda, preferably after Public
24 Comment but before Consent Items. Director Wallace indicated that the topic would be regarding the
25 timing of campaign contributions to the Morrison/Jones campaign by the owner of Mountain Lion
26 Aviation and Board decisions made on Hangar 2 that will benefit Mountain Lion Aviation. District Council
27 Collinson stated that GC 54954.2 (b) (2): allows an Agenda item to be added. As discussed District Council
28 Collinson did not see this as an “emergency” item (sub-section (1)), but an item that came to the attention
29 of the District after the Agenda was posted and there is a need to take immediate action There was
30 consensus from the Board to make a motion to add this emergency item on the agenda.

31 **PUBLIC COMMENT:** None.

32 **MOTION #1 OCTOBER-24-18:** Director O’Dette motioned to add the Director Wallace’s **requested item,**
33 **potential conflict of interest due to timing of campaign contributions,** to the agenda proposed by Director
34 Wallace. President Stephens seconded the motion. President Stephens and Directors Wallace and O’Dette
35 voted in favor of the motion. Director Jones opposed the motion. The motion passed.

36 **PUBLIC COMMENT:** Mr. Richard Lutke, Truckee resident, stated that he is running for Town Council and
37 wanted to introduce himself to the Board. Mr. Lutke indicated that he is a huge supporter of the Airport
38 and that he would continue to support the Airport if he were to be granted the pleasure of sitting on Town
39 Council.

40 **POTENTIAL CONFLICT OF INTEREST DUE TO TIMING OF CAMPAIGN CONTRIBUTIONS**

41 Director Wallace indicated that she received an email regarding the timing of campaign contributions
42 made by the owner of Mountain Lion Aviation and the possible role it played with Board decisions

43 regarding the Hangar 2 project made at the regular August 22nd Board meeting.. Director Wallace stated
44 that she is extremely concerned about the possible relationship of the two, and is concerned about the
45 work that was done in the Hangar 2 ad hoc committee which on President Stephens and Vice President
46 Morrison sit. Director Wallace stated that the District and its Board try to be a model in the community
47 regarding transparency. Director Wallace indicated that other public entities have policies regarding
48 disclosure processes and campaign contributions and wishes staff to investigate this and possibly form a
49 policy to address it. President Stephens noted that he received a different e-mail on this same subject.
50 President Stephens asked the TTAD attorney, Brent Collison, if the donation was legal and if it was a
51 conflict. Mr. Collison informed President Stephens that the donation was legal and that GC 84308: states
52 that it does place contribution limits and disclosure requirements on some agencies, but sub-section (a)
53 (3) specifically excludes “local government agencies whose members are directly elected by the voters”,
54 so TTAD and its Board Members are specifically exempt from that section. President Stephens said that
55 the donation had the “appearance of conflict” and it did not look appropriate. Director Jones reviewed
56 how the Morrison/Jones received campaign contributions from Mr. Jim Wilkinson. Director Jones stated
57 that if there was an appearance of impropriety, he apologizes, but that isn’t the case, if anything it’s
58 coincidental. Director Jones also noted that Director Wallace has publically endorsed a candidate that is
59 running against him. Director Jones stated that if the Board wishes to use this as an example to craft a
60 policy regarding disclosures he isn’t opposed to it.

61 Vice President Morrison entered meeting at 4:55 PM.

62 The Board updated Vice President Morrison of what was previously discussed by Director Wallace.
63 Director Jones stated that all campaign donations were disclosed per the letter of the law, and that there
64 is not a campaign donation limit for Special Districts. District Council Collinson reiterated Director Jones
65 statements and that there were no government codes were violated by the Morrison/Jones Campaign.
66 Director O’Dette noted that the entire Board voted in favor of the motion made in August regarding Phase
67 II of the Hangar 2 project, and believes there is nothing indicating a conflict of interest.

68 There was general Board consensus for the Airport District Attorney to research and possibly craft a policy
69 regarding conflict of interest disclosures and campaign contributions.

70 **PUBLIC COMMENT:** None.

71 **CONSENT ITEMS**

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

76 **PUBLIC COMMENT:** None.

77 **MOTION #2 OCTOBER-23-18:** Director Jones motioned to approve Tab Items 1 – 4. Director O’Dette
78 seconded the motion. President Stephens, Vice President Morrison, and Directors Jones, O’Dette, and
79 Wallace voted in favor of the motion. The motion passed.

80 **ACAT MEETING REPORT (TAB 5)**

81 Mr. Bullock reviewed the ACAT meeting report and Subcommittee report for the October 9th ACAT
82 Meeting. Director Wallace noted appreciation for the attendance of almost all the ACAT members.

83 **PUBLIC COMMENT:** None.

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

85 Mr. Bullock reviewed the Quarterly Operations and Comment Report on behalf for staff member Mr.
86 Cooke who is absent tonight. Mr. Bullock indicated that operations were flat and comments were pretty
87 slightly lower than Q3 in 2017. There were 337 total comments made by 79 households for 2018 Q3. Mr.
88 Bullock reviewed the SMS safety report and noted improved participation of the program and that Ms.
89 Justesen is having great success. Mr. Bullock stated that there was perfect weather for Q3, except for the
90 smoke events that occurred in July and the hailstorm event.

91 **PUBLIC COMMENT:** None.

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

93 Mr. Lamb reviewed his Quarterly Communications Report for Q3.

94 **PUBLIC COMMENT:** None.

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

96 Ms. Lyon reviewed the Monthly Financial Report, for the four months ended August 31, 2018.

97 **PUBLIC COMMENT:** None.

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

99 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

100 Mr. Bullock attended the ACI/AAAE Noise Symposium as well as the NBAA National Safety Forum. Mr.
101 Bullock reviewed what was discussed at both conferences.

102 **PUBLIC COMMENT:** None.

103 **CY 2019 PRELIMINARY BUDGET – REVIEW (TAB 9)**

104 Ms. Lyon reviewed the second draft of the CY 2019 Budget. Ms. Lyon specifically outlined the changes
105 that were made to the preliminary budget at the regular September Board meeting. Director Jones
106 requested to discuss the ADS-B project and that he wishes to place it back into the CY 2019 Budget.
107 Discussion ensued regarding the project, specifically what ADS-B is and the timeline of events that would
108 need to take place in order for it to proceed further, the increase in safety the Airport will see if it were to
109 have an ADS-B ground station installed, and the amount of staff hours that have been spent working on
110 this project thus far.

111 Director Jones motioned to place ADS-B back into the CY 2019 Budget.

112 **PUBLIC COMMENT:** Ms. Mary Hetherington, Truckee Resident, expressed trepidation regarding the
113 project and the unintended consequences ADS-B might bring to the Airport and to the Community. Ms.
114 Hetherington inquired about airspace requirements for ADS-B equipage, radio requirements of
115 antique/experimental aircraft, and ADS-B airspace and if the Airport would have to redefine their airspace.
116 Staffed answered all of Ms. Hetherington’s questions. Ms. Hetherington noted that she was in favor of
117 installing the Temporary Tower, though she noted that she believed the Tower has made no significant
118 difference to Noise and Annoyance, and doesn’t see the benefit of operating the Tower year round.

119 Mr. David Diamond, Truckee Resident and current ACAT member, stated that he is also a local pilot. Mr.
120 Diamond noted that the Temporary Tower has made a significant difference in the terms of safety at the
121 airport, and that he personally feels much safer flying in and out of the airport. Mr. Diamond stated that
122 all of the money the District spends on a wide variety of community projects, ADS-B is a very specific
123 aeronautical project that is absolutely significant to the Airport and now it is being questioned by the
124 Board of Directors?

125 Director Wallace expressed an opinion that the Board and the general public needs to gain more
126 knowledge on ADS-B (it’s potential benefits and consequences) before staff pursues further action on the

127 project and placing it in the budget would be irresponsible. Vice President Morrison takes exception to
128 Director Wallace’s opinion, and that he believes it would be irresponsible to not put it into the CY 2019
129 budget. Vice President Morrison reviewed the District’s mission statement and stated that the ADS-B
130 completely fits within the District’s mission.

131 **MOTION #3 OCTOBER-23-18:** Director Jones motioned to place the ADS-B project back in the CY 2019
132 budget. Director O’Dette seconded the motion. Vice President Morrison, and Directors Jones, O’Dette
133 voted in favor of the motion. Director Wallace opposed the motion. President Stephens abstained. The
134 motion passed.

135 **POLICY 507 – DISCOUNTED RENT FOR TTAD WAREHOUSE (TAB 10)**

136 Mr. Bullock sated that staff developed PI 507 which outlines the use of non-aviation lease spaces for the
137 purposes of community benefit. This policy gives the District a documented process for vetting
138 appropriate uses and organizations that provide airport and community wide benefit to District
139 constituents. Mr. Bullock noted the fiscal impact this could make to the District and referred to the
140 detailed pro-forma that is attached to the agenda item regarding the fiscal impact.

141 **PUBLIC COMMENT:** None.

142 **MOTION #4 OCTOBER-23-18:** President Stephens motioned to approve the adoption of PI 507 as
143 submitted by District Staff. Director Wallace seconded the motion. President Stephens, Vice President
144 Morrison, and Directors Jones, O’Dette and Wallace voted in favor of the motion. The motion passed.

145 **LOA BETWEEN TTS-A AND TTAD REGARDING PROPOSED LAND EXCHANGE (TAB 11)**

146 Mr. Smith stated that both agencies have agreed in principle to a land for land exchange. No cash will
147 change hands. Approving this LOA will allow both agencies to employ the services of surveyors and
148 appraisers to assist the agencies in preparing the final land exchange map and final Land Exchange
149 Agreement. It is anticipated that the final Agreement and Land Exchange Map will be brought before the
150 TTS-A and TTAD Board(s) for final approval by Spring/early summer of 2019.

151 **PUBLIC COMMENT:** Ms. Hetherington noted the idea of pushing the business off the river and on to the
152 Old 40 land. Director Jones stated that TTS-A would have significant pushback regarding any non-aviation
153 use, specifically due to their spray fields.

154 **MOTION #5 OCTOBER-23-18:** President Stephens motioned approve the recommendation of Staff and
155 the Non-Aviation Land Use Ad Hoc Committee to approve the attached LOA between TTS-A and TTAD
156 setting forth agreements and understandings for the future potential land exchange and easements of
157 properties north of the Airport. Vice President Morrison seconded the motion. President Stephens, Vice
158 President Morrison, and Directors Jones, O’Dette and Wallace voted in favor of the motion. The motion
159 passed.

160 **SIGNATURE AUTHORITY POLICY INSTRUCTIONS – REVIEW (TAB 12)**

161 Mr. Smith stated that as requested by Director Wallace this agenda item is to review policy and procedures
162 for signing and signature authority for staff and the Board of Directors. Staff agrees that this is a relevant
163 topic and worthy of periodic Board of Director and Staff review. Mr. Smith reviewed the various policy
164 instructions that touch on the subject and found them to be consistent across policy instructions and
165 appropriate for meeting financials controls. No changes are recommended. Director Wallace thanked staff
166 for the information and agrees with staff that the policies should be reviewed periodically.

167 **PUBLIC COMMENT:** None.

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

- 169
- Upcoming Training and Conference Opportunities

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

- 171 • Non-Aeronautical Land Use Committee

172 Mr. Smith noted that an Ad Hoc Committee last met on August 31st. The Multi-Agency Planning Study is
173 completed in its draft form. The Town of Truckee and TTAD are reviewing the draft in preparation of
174 presenting it to the Board and Town Council. Mr. Smith stated that he met with Nevada County and the
175 Town of Truckee to review land use change options on Soaring Way and land use changes on the west
176 side of the Airport along Joerger Road. A comprehensive update will be provided on both items at the
177 November/December meeting.

- 178 • GHG Inventory Study Committee

179 The final GHG Reduction plan will be presented at the November/December Board meeting.

- 180 • Hangar 2 Design & Programming

181 Mr. Smith stated that per the CMAR discussion at the September Board meeting, staff is moving forward
182 with a schematic design. The next check in on this project will be when the design is completed. Mr. Smith
183 noted that staff has moved construction funding for this project out of the CY 2019 Budget. Should the
184 Board decide to move forward with final design and construction, unrestricted net assets can be allocated
185 to begin construction.

- 186 • Mountain Housing Council

187 President Stephens provided an update on the Mountain Housing Council, as well as an update on the
188 Nehas property, specifically the four RFPs that were received by contractors.

- 189 • Executive Hangar Project - Update

190 Mr. Smith noted that The Executive Hangar Project is progressing on time and on budget. All paving and
191 striping is complete. Crews are finishing assembly of the doors, final utility work, and building finishes.
192 Staff anticipates final construction by Nov. 15st. Hangars will be made available to tenants by Dec. 1st or
193 possibly sooner.

- 194 • ACIP Meeting with FAA - Update

195 Mr. Smith stated that he is pleased to announce that the District successfully logged 12,792 enplanements
196 from its nonscheduled/on demand air carriers. This puts the Airport in to the "Primary" general aviation
197 airport category and makes the Airport eligible with for the \$1,000,000 FAA Entitlement in lieu of the
198 \$150,000 Non-Primary category. The FAA is currently working on apportionments of funding but staff
199 expects to receive our full "Primary" Entitlement. Mr. Smith stated that he and District Engineer had a
200 good meeting with the FAA on October 2, 2018 in San Francisco. Staff expects funding to complete the
201 new Wash Rack, Blast pads on Runway 11/29, as well as the J&K Saw and Seal Projects.

- 202 • Winter Season Park & Ride Lease Agreement

203 Mr. Smith noted that Staff has permitted the Truckee North Tahoe Transportation Management
204 Association (TNT-TMA) in partnership with local public transit and bus service operators to use a portion
205 of South Ramp for a weekend public Park & Ride for the winter of 2018/2019. They will be using a portion
206 of the District's south ramp for vehicle Park-n-Ride parking in an effort improve traffic flow on area
207 highways during peak ski season. TNT TMA with assistance from TART will provide Saturday and Sunday
208 bus service starting mid-December to the end of March (weekends only) to the resort triangle. This is a
209 License Agreement at no cost to TNT TMA as they are providing a public services with tangible public
210 benefit to the District. The District will be charging \$150 an hour for snow removal during this time period.
211 It's our hope this effort will assist in reducing traffic congestion during peak winter season weekends
212 particularly for Hwy-267.

213 • General Manager Annual Performance Review Timeline

214 Each January the Board conducts its annual review of the performance of the District General Manager.
215 This year this process has been automated through the Districts new employee evaluation software called
216 Trackstar. Board President Stevens and District HR Manager Luran Tapia will meet in early November
217 with GM to convert and finalize the previous GM Evaluation into Trackstar. The Board will receive a web
218 link to login to the software and complete their review. This will be provided to the Board in mid-
219 December. Trackstar will provide a final consolidated report for the Board to review. After the Board has
220 reviewed the Annual GM Performance Evaluation, a final copy will be provided to the GM by January 18,
221 2019 for review in closed session on January 23, 2019. More information will be provided at the
222 November 28, 2018 Board of Directors Meeting.

223 • Upcoming Board Meeting Schedule

224 Mr. Smith reviewed the Board meeting schedule which includes winter and spring dates.

225 • Rolling Agenda

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

228 **PUBLIC COMMENT:** None

229 **BOARD MEMBER REPORTS**

230 None.

231 **PUBLIC COMMENT:** None

232 **ADJOURN**

233 **PUBLIC COMMENT:** None

234 **MOTION #6 OCTOBER-23-18:** Director Jones motioned to adjourn the meeting. Director O’Dette
235 seconded the motion. President Stephens, Vice President Morrison, and Directors Jones, O’Dette and
236 Wallace voted in favor of the motion. The motion passed.

237 At 7:14 p.m. the October 24, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors
238 adjourned.

239 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE OCTOBER 24, 2018 REGULAR BOARD MEETING.**
240 **TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**
241 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>