

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, November 28, 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: 4:32 PM**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Rick Stephens
7 Director Lisa Wallace
8 Director Teresa O’Dette

9 **DIRECTORS ABSENT:** Vice President Jim Morrison
10 Director John B. Jones, Jr.
11

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. Dave Hoffman, Director of Operations and Maintenance
16 Mr. Brent Collinson, District Legal Counsel
17 Mr. Marc Lamb, Community Relations Manager
18 Ms. Lauren Tapia, HR Manager/District Clerk

19 **VISITORS PRESENT:** 26

20 **SPECIAL ORDERS OF BUSINESS:**

21 President Stephens read an apology letter to the Wilkinson family.
22 Mr. Smith noted that the Santa Fly-in will be taking place on December 9, 2018, all are welcome. Mr.
23 Bullock congratulated Mr. Lamb on obtaining his AAAE Certified Manager accreditation.

24 **MODIFICATION OF ADGEDA:**

25 President Stephens requested to move the Greenhouse Gas presentation, Agency Partnership
26 presentations, Rick Lee Workforce Housing Project, Art in the Airport presentation and Gateway Mountain
27 Center Update to the front of the line. There was consensus from the Board to modify the agenda.

28 **PUBLIC COMMENT:** None.

29 **CONSENT ITEMS**

- 30 • Minutes: September 26, 2018 Regular Meeting ----- TAB 1
- 31 • Minutes: October 24, 2018 Regular Meeting ----- TAB 2
- 32 • Monthly Service Bills and Fees ----- TAB 3
- 33 • Approval of CY 2019 Budget ----- TAB 4
- 34 • Amendment to Leasing, Rents and Fees Policy – Section 2 ----- TAB 5
- 35 • Approval of Warehouse Unit D2 Availability for Non-Profit Use Applications ----- TAB 6

36 **PUBLIC COMMENT:** None.

37 **MOTION #1 NOVEMBER-28-18:** Director Wallace motioned to approve Tab Items 1-3 and 5-6. Director
38 O’Dette seconded the motion. President Stephens, and Directors O’Dette, and Wallace voted in favor of
39 the motion. The motion passed.

40 **GREENHOUSE GAS EMISSIONS REDUCTION PLAN PRESENTATION AND REPORT ACCEPTANCE (TAB 11)**

41 Mr. Jay Wintergreen, of First Environment, reviewed the Airport Greenhouse Gas Reduction Project
42 Presentation for the Board and members of the public.

43 Director Wallace noted that she is on the Ad Hoc committee and noted that the District tackled many of
44 the “low hanging fruit” with enthusiasm. Mr. Smith stated that the plan also identifies some solar projects
45 that staff is looking forward to explore, as well as studying ways to make engine block heaters more
46 “smart” as they consume a lot of energy. Mr. Smith encouraged the public to read the study, as it’s posted
47 on the District’s website.

48 **PUBLIC COMMENT:** Mr. Peter Mayfield, Truckee resident, stated that there was a study conducted for
49 Waddle Ranch, specifically regarding bio-sequestration. Mr. Smith acknowledged the statement and
50 noted that the District does in fact have that report.

51 **MOTION #2 NOVEMBER-28-18:** Director O’Dette motioned to accept the Greenhouse Gas Emissions
52 Reduction Plan. Director Wallace seconded the motion. President Stephens, and Directors O’Dette, and
53 Wallace voted in favor of the motion. The motion passed.

54 **EMERALD BAY TO STANFORD ROCK TRAIL PARTNERSHIP (TAB 7)**

55 Ms. Amy Berry, Executive Director of the Tahoe Fund reviewed the Emerald Bay to Stanford Rock Trail
56 presentation for the Board and members of the public. The application includes partnerships with the US
57 Forest Service, Tahoe Area Mountain Biking Association, Tahoe City Public Utility District, and the Tahoe
58 Fund, and they are respectfully requesting financial support in the amount of \$30,000 to be used toward
59 the anticipated \$80,000 environmental permitting of a new multi-use trail from Emerald Bay to Stanford
60 Rock. Discussion ensued on the topics of parking at Emerald Bay and the Highway 89 corridor
61 management plan.

62 **PUBLIC COMMENT:** None.

63 **MOTION #3 NOVEMBER-28-18:** President Stephens motioned to approve the Tahoe Fund’s Agency
64 Partner request of \$30,000 for an environmental assessment of a proposed 24 mile multi-use trailhead
65 from Emerald Bay to Stanford rock on the west shore of Lake Tahoe. Director O’Dette seconded the
66 motion. President Stephens, and Directors O’Dette, and Wallace voted in favor of the motion. The motion
67 passed.

68 **TAHOE NORDIC SEARCH AND RESCUE SNOW CAT AND TRANSPORT PARTNERSHIP (TAB 8)**

69 Mr. Smith opened the discussion by stating the ongoing discussion between the District and Tahoe Nordic
70 Search and Rescue (TNSAR) the past several years regarding this partnership request. Mr. Smith noted
71 that TNSAR are usually the first people on the mountains to search for downed aircraft that occur around
72 the Airport.

73 Mr. Troy Corliss, Member of TNSAR introduced himself as well as several other volunteer searchers
74 present for the partnership request. Mr. Corliss went on to present TNSAR’s agency partnership request
75 presentation to the Board and members of the public. The TNSAR is requesting partnership funding in
76 support of acquiring a Piston Bully 100 Tier 4 3.1 Meter (10 person cabin) at a cost of \$275,500 and an
77 International 7300 SFA 4x4 at a cost of \$120,000. TNSAR would be contributing to miscellaneous
78 equipment, insurance, and ongoing operational and maintenance expenses of the vehicles once
79 purchased. Discussion ensued amongst Board Members, Staff and Members of TNSAR regarding partial
80 funding scenarios, fundraising abilities of the organization, matching funding options, and lease back deals
81 with Piston Bully.

82 **PUBLIC COMMENT:** Mr. Curtis Crooks, Truckee resident, reviewed his history of being on the search and
83 rescue team. Mr. Cooks believes that the new Piston Bully would be amazing for the team.

84 Ms. Carol Sesko, Truckee resident, inquired if the team has approached the community foundation for
85 possible funding grants. Mr. Corliss stated that they have been awarded three grants with the Tahoe
86 Truckee Community Foundation that was used for other equipment purchases.

87 The TNSAR group stated that the organization has been working to expand their garage in anticipation for
88 the new snowcat, coverage was purchased at their own cost as well as all construction costs of the garage.

89 Mr. Smith noted much community support for this organization and that the District would directly benefit
90 from this partnership, as TNSAR would be used to recover downed aircraft as well as deliver District saff
91 to remote beacons in the winter months.

92 **MOTION #4 NOVEMBER-28-18:** Director O’Dette motioned to approve all of Tahoe Nordic Search and
93 Rescue’s agency partnership funding request for the purchase of the Piston Bully Snowcat and the Truck
94 Hauler in the amount of \$395,500. Director Wallace seconded the motion. President Stephens, and
95 Directors O’Dette, and Wallace voted in favor of the motion. The motion passed.

96 **AIRPORT ART PROGRAM – ANNUAL UPDATE**

97 Ms. Carol Sesko, Airport Art Coordinator, reviewed her presentation of her attendance at the AAAE Art in
98 the Airport Conference which was held in Philadelphia, PA.

99 **PUBLIC COMMENT:** Mr. Troy Corliss, Truckee Resident, thanked Ms. Sesko for the Art Instillation program
100 she coordinates at the District.

101 Mr. Leigh Golden, Truckee resident, thanked Ms. Sesko for the Art Instillation program at the District.

102 **BREAK:** 6:16 PM – 6:21 PM

103 **GATEWAY MOUNTAIN CENTER – SIX MONTH UPDATE (TAB 10)**

104 District Council Collinson disclosed that he had incorporated Gateway Mountain Center, but that the
105 incorporation process was now completed and he is no longer doing any work for them. He stated that
106 he did not consider this a conflict of interest but wanted to disclose it.

107 Mr. Peter Mayfield, Executive Director of the Gateway Mountain Center reviewed his six month update
108 presentation for the Board and members of the public. Mr. Mayfield noted that Gateway Mountain Center
109 obtained their official 501c3 status and believes they have met all stipulations for the remaining \$50,000
110 of their funding partnership agreement. Directors O’Dette and Wallace both thanked Mr. Mayfield for his
111 presentation and his organization’s acquisition of their 501c3 status.

112 **PUBLIC COMMENT:** None.

113 **MOTION #5 NOVEMBER-28-18:** Director Wallace motioned to approve the GMC Agency Partnership final
114 funding payment of \$50,000 in continued support of the GMC and its youth programs. Director O’Dette
115 seconded the motion. President Stephens, and Directors O’Dette, and Wallace voted in favor of the
116 motion. The motion passed.

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

118 Mr. Leigh Golden, ACAT Chair reviewed the ACAT meeting report and Subcommittee reports for the
119 November 13th ACAT Meeting. Director Wallace noted appreciation for the documented annual workplan,
120 and requested to have this included in the monthly report each month.

121 **PUBLIC COMMENT:** None.

122 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 6)**

123 Mr. Cooke indicated that operations were down 12% October of 2018 vs October of 2017, though
124 operations are up YTD 4%. There were 22 comments made from 10 households for the month of October..

125 Mr. Cooke noted that there were no major weather occurrences for the month of October, which allowed
126 for decent flying experiences.

127 **PUBLIC COMMENT:** None.

128 **QUARTERLY FINANCIAL REPORT (TAB 9)**

129 Mr. Holmes, Accounting Clerk, reviewed the Quarterly Financial Report, for the nine months ended
130 September 30, 2018.

131 **PUBLIC COMMENT:** None.

132 There was Board consensus to accept the Quarterly Financial Report as presented by Mr. Holmes.

133 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS**

134 None to report.

135 **PUBLIC COMMENT:** None.

136 **CY 2019 BUDGET (TAB 4)**

137 Director Wallace stated that she pulled this tab item from Consent Calendar to discuss further regarding
138 one specific budget item, the ADS-B project. Director Wallace requested removing the ADS-B project from
139 the budget. Discussion ensued regarding the topic. Mr. Smith reviewed the “flagging” process in the
140 budget. President Stephens noted that if ADS-B is not pulled from the budget there is not enough votes
141 to pass the budget, and noted that it should be removed though instruction is still given to staff to study
142 the project and continue to work on it, but implementation would have to wait for a Board vote.

143 **PUBLIC COMMENT:** Mr. David Diamond, Truckee Resident and ACAT Member, questioned what the
144 removing of the ADS-B project entails, and if staff can continue working on the project. Director O’Dette
145 stated that it doesn’t halt working progress on the project and that staff can bring the project back to the
146 Board for funding approval. Mr. Diamond noted that the Board spent almost \$400,000 on a funding
147 partnership agreement to purchase a snow cat, and that will be used to help recover a plane (and crew)
148 after it crashes. Mr. Diamond stated that ADS-B is designed to help aircraft not crash, and expressed
149 confusion of the Board’s rationale.

150 Mr. Paul Fast, Carnelian Bay Resident and ACAT Member, expressed disappointment in the possible
151 removal of the project from the CY 2019 Budget, but understands the reasons of removing it in order to
152 go into the new year with a passed budget. Mr. Fast noted that this subject has been discussed multiple
153 times over the past six years, with no real consensus from the Board. Mr. Fast expressed that it seems the
154 “wrong rock” is continuing to be brought forth to the Board. Mr. Fast noted that as a pilot and tax payer
155 it seems that staff keep responding to the questions (the rocks) being brought forth by the board, and the
156 Board keeps responding nope those are the wrong rocks. Mr. Fast requests the Board give concrete finite
157 questions to the staff that can be answered so this project can be voted on.

158 Director O’Dette stated that she is in favor of the project, but to remain productive, she will allow for it to
159 be removed from the budget so the District can have an approved budget into the new year.

160 **MOTION #6 NOVEMBER-28-18:** President Stephens motioned to approve the CY 2019 Budget with the
161 removal of the ADS-B budget item. Director Wallace seconded the motion. President Stephens, and
162 Directors O’Dette, and Wallace voted in favor of the motion. The motion passed.

163 **ADS-B DISCUSSION, FAA STATUS AND REVIEW OF INFORMATIVE VIDEO (TAB 15)**

164 Mr. Bullock reviewed his presentation explaining the technical nature of ADS-B, status of KTRK’s
165 surveillance capabilities, the unintended consequences of ADS-B and the next steps for the potential ADS-

166 B project. Full presentation is posted on the TTAD Website as a Board Document for the November 28,
167 2018 Board Meeting.

168 Director Wallace expressed appreciation for the informative presentation given by Mr. Bullock.

169 **PUBLIC COMMENT:** Mr. Leigh Golden, ACAT Chair and Truckee Resident, stated that the presentation
170 given by Mr. Bullock was very informational. Mr. Golden noted that having an ADS-B ground station
171 installed would be able to provide the much needed safety the crews in our airspace need.

172 Ms. Mary Hetherington, Truckee resident, stated her concerns regarding night operations and if ADS-B
173 would help encourage more night operations to the airport. Ms. Hetherington indicated that she could,
174 in the future support the project, but right now there are unanswered questions regarding unintended
175 consequences to the District's constituents.

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

- 177 • Upcoming Training and Conference Opportunities

178 Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.
179 Mr. Smith reminded staff that Director Stephens and himself will be attending the Aviation Issues
180 conference in Hawaii in January.

- 181 • Non-Aeronautical Land Use Committee

182 Mr. Smith noted that an Ad Hoc Committee last met on August 31st. The final LOA between TTAD and
183 TTSA on the land exchange was signed and completed. TTSA and TTAD Gm's are now working on
184 appraisals and survey work. The multiagency site planning study is completed in draft form. Mr. Smith
185 stated that he met with Nevada County and the Town of Truckee to review land use change options on
186 Soaring Way and land use changes on the west side of the Airport along Joerger Road.

- 187 • GHG Inventory Study Committee

188 The final report was reviewed earlier in the meeting.

- 189 • Hangar 2 Design & Programming

190 Mr. Smith stated that per the CMAR discussion at the September Board meeting, staff is moving forward
191 with a schematic (30%) design. The next check in on this project will be when the design is completed. Mr.
192 Smith noted that staff has moved construction funding for this project out of the CY 2019 Budget. Should
193 the Board decide to move forward with final design and construction, unrestricted net assets can be
194 allocated to begin construction. Staff anticipates the schematic design documents for review at the
195 February or March 2019 meeting.

- 196 • Mountain Housing Council

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

- 198 • Executive Hangar Project - Update

199 Mr. Smith noted that staff conducted a tour earlier in the day and that the project is substantially
200 complete. The contractor is working on final punch list items and that the project was finished on time
201 and on budget.

- 202 • Discussion on Housing Joint Powers Authority (JPA) Concept

203 The intent would be to form a JPA with other local Special Districts to incentivize private development of
204 workforce housing on behalf of a JPA. This idea is still in the conceptual phase. If the concept is agreeable
205 to the Board a funding request and Memorandum of Understanding will be reviewed by the Board at a
206 future Board meeting

207 • General Manager Annual Performance Review Timeline

208 Each January the Board conducts its annual review of the performance of the District General Manager.
209 This year this process has been automated through the Districts new employee evaluation software called
210 Trakstar. Board President Stevens, General Manager Kevin Smith, and District HR Manager Luran Tapia
211 have meet to convert and finalize the previous GM Evaluation into Trackstar. The Board will receive a web
212 link to login to the software and complete their review. This will be provided to the Board in early
213 December. Trackstar will provide a final consolidated report for the Board to review. After the Board has
214 reviewed the Annual GM Performance Evaluation, a final copy will be provided to the GM by January 18,
215 2019 for review in closed session on January 23, 2019. General Manager Annual Performance Review
216 Timeline

217 • Upcoming Board Meeting Schedule

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

219 • Rolling Agenda

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

222 **PUBLIC COMMENT:** None

223 **BOARD MEMBER REPORTS**

224 None.

225 **PUBLIC COMMENT:** None

226 **ADJOURN**

227 **PUBLIC COMMENT:** None

228 **MOTION #7 NOVEMBER-28-18:** President Stephens motioned to adjourn the meeting. Director O’Dette
229 seconded the motion. President Stephens, Directors O’Dette and Wallace voted in favor of the motion.
230 The motion passed.

231 At 8:19 p.m. the November 28, 2018 regular meeting of the Truckee Tahoe Airport Board of Directors
232 adjourned.

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