

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, January 23, 2019 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: 4:30**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Rick Stephens  
7 Vice President Teresa O’Dette (arrived at 4:3 PM)  
8 Director Lisa Wallace  
9 Director Jim Morrison  
10 Director Mary Hetherington

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, HR Manager/District Clerk

18 **VISITORS PRESENT:** 16

19 **PUBLIC COMMENT:**

20 Mr. Tom Meadows, Truckee Resident, made a comment regarding the status of diminishing Pilot  
21 Members on the Board of Directors. Mr. Meadow’s noted the election and how it was “interesting”,  
22 specifically the conflict of interest allegation made by current seated Board members. Mr. Meadows also  
23 expressed his opinion regarding the amount of total premium Medical Benefit reimbursements Director  
24 Hetherington receives from the District, and requested Director Hetherington to resign from her seat.

25 **BREAK TO WATCH CESSNA 172 SKY HAWK JT-A FLY: 4:40 PM – 4:50 PM**

26 Mr. Tim Ryan, Truckee Resident, stated his confusion over Mr. Meadow’s public comment, and expressed  
27 concern over Director Hetherington being singled out. Mr. Ryan noted that it is common for community  
28 elected officials to receive medical benefits from their District.

29 **SPECIAL ORDERS OF BUSINESS:**

- 30 • **ANNUAL SELECTION OF BOARD PRESIDENT, VICE PRESIDENT AND BOARD INTERNAL AUDITER**  
31 **(TAB 1)**

32 Director Jim Morrison wished to nominate Director O’Dette as President. Discussion ensued regarding  
33 whether Director O’Dette wanted to be President and the duties and time commitments required of the  
34 President. Director O’Dette wondered if other were interested in the position. Director Wallace wished to  
35 re-elect President Stephens to serve as President for another calendar year. President Stephens stated  
36 that he would accept Director Wallace’s nomination.

37 **PUBLIC COMMENT:** None.

38 **MOTION #1 JANUARY-23-19:** Director Wallace motioned to re-appoint President Stephens as President  
39 for the 2019 calendar year. Director O’Dette seconded the motion. President Stephens, Vice President  
40 Morrison, Director Hetherington, Wallace and O’Dette voted in favor. The motion passed. The motioned  
41 passed.

42 President Stephens wished to nominate Director O’Dette to be Vice President. Director O’Dette accepted  
43 President Stephens’ nomination.

44 **PUBLIC COMMENT:** None.

45 **MOTION #2 JANUARY-23-19:** President Stephens motioned to elect Director O’Dette as Vice President for  
46 the 2019 calendar year. Director Hetherington seconded the motion. President Stephens, Vice President  
47 O’Dette, Directors Morrison, Wallace and Hetherington voted in favor. The motion passed. .

48 Mr. Smith stated that the Internal Board Auditor duties was fulfilled by Mr. John Jones, and is now vacant.  
49 Mr. Smith explained the duties required of the position.

50 **PUBLIC COMMENT:** None.

51 **MOTION #3 JANUARY-23-19:** President Stephens motioned to appoint Director Wallace as Board Internal  
52 Auditor for the 2019 calendar year. Director Hetherington seconded the motion. President Stephens, Vice  
53 President O’Dette, Directors Morrison, Wallace and Hetherington voted in favor. The motion passed.

- 54 • **RESOLUTION 2019-03: Resolution of Service and Appreciation for Past Director John B Jones, Jr.**  
55 **(TAB 2)**

56 **PUBLIC COMMENT:** None.

57 **MOTION #4 JANUARY-23-19:** President Stephens motioned to approve Resolution 2019-03: Resolution of  
58 Service and Appreciation for Past Director John B. Jones, Jr. and read the Resolution in its entirety. Director  
59 Morrison seconded the motion. Director Hetherington – Yes, Director Morrison – Yes, Director Wallace –  
60 Yes, President Stephens – Yes, Vice President O’Dette – Yes. The motioned passed via roll call vote.

61 Mr. Smith informed the Board regarding the initiative to take donations (specifically gift cards) and deliver  
62 them to TSA agents at the Reno-Tahoe International Airport. If anyone is interested in participating, Mr.  
63 Smith will be delivering them later this week.

64 **CONSENT ITEMS**

- 65 • Minutes: November 28, 2018 Regular Meeting ----- TAB 3
- 66 • Monthly Service Bills and Fees – November ----- TAB 4
- 67 • Monthly Service Bills and Fees – December ----- TAB 5
- 68 • Approval of Tahoe City Golf Course Operating Agreement - Extension----- TAB 6

69 **PUBLIC COMMENT:** None.

70 **MOTION #5 JANUARY-23-18:** Director Morrison motioned to approve Tab Items 3-6. Director  
71 Hetherington seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison,  
72 Wallace and Hetherington voted in favor. The motion passed.

73 **APPROVAL OF RESOLUTION 2019-01 BANK OF THE WEST SIGNATURE CARD UPDATE (TAB 09)**

74 Ms. Lyon stated that Bank of the West is here to update the signature cards for the District’s accounts.  
75 They also need a passing of Resolution 2019-01 to make it official.

76 **PUBLIC COMMENT:** None.

77 **MOTION #5 JANUARY-23-18:** Director Wallace motioned to approve RESOLUTION 2019-01 and to waive  
78 the reading. President Stephens seconded the motion. Director Hetherington – Yes, Director Morrison –  
79 Yes, Director Wallace – Yes, President Stephens – Yes, Vice President O’Dette – Yes. The motioned passed  
80 via roll call vote.

81 **APPROVAL OF RESOLUTION 2019-02 PARTICIPATION IN BANK OF THE WEST DISTRICT REWARD CREDIT**  
82 **CARDS (TAB 10)**

83 Ms. Lyon noted to the Board that CSDA closed their rewards credit cards, and due to that, the District will  
84 be enrolling in new reward credit cards with Bank of the West.

85 **PUBLIC COMMENT:** None.

86 **MOTION #6 JANUARY-23-18:** Director Wallace motioned to approve RESOLUTION 2019-02 and to waive  
87 the reading. President Stephens seconded the motion. Director Hetherington – Yes, Director Morrison –  
88 Yes, Director Wallace – Yes, President Stephens – Yes, Vice President O’Dette – Yes. The motioned passed  
89 via roll call vote.

90 **AIRSHOW UPDATE**

91 Mr. Tim LoDolce gave an update on the 2019 Airshow. Mr. LoDolce reviewed the performers that are  
92 slated this year. Ms. Margaret Skillicorn also presented the Pinnacle Award (safety) which they won at the  
93 2019 ICAS Convention.

94 **PUBLIC COMMENT:** None.

95 **AIM HIGH – AGENCY PARTNERSHIP REQUEST (TAB 7)**

96 Mr. Alac Lee, Co-Founder and Executive Director of AIM High, reviewed his presentation about AIM High  
97 and the Tahoe-Truckee AIM High Program. AIM High is requesting \$100,000 per year for the next three  
98 years (\$300,000 total) which would help support the Tahoe-Truckee Campus at Alder Creek Middle School  
99 summer program.

100 Director Morrison inquired about AIM High’s budget and the program’s cost per pupil. Mr. Lee reviewed  
101 their funding sources and indicated that the cost per pupil at the Tahoe-Truckee Campus is approximately  
102 \$1,500 per pupil. Discussion ensued regarding how students are admitted, and how AIM High identifies  
103 “low income”.

104 **PUBLIC COMMENT:** None.

105 President Stephens thanked Mr. Lee for his presentation and his ability to answer Board questions. Mr.  
106 Lee was informed that the Board will not be taking action on the item tonight, but that they would do that  
107 at a later Board meeting.

108 **MOUNTAIN HOUSING COUNCIL – HOUSING POLICY PLATFORM APPROVAL (TAB 8)**

109 Ms. Seana Doherty reviewed the updated Mountain Housing Council Policy Platform as well as the newly  
110 created “Advocacy Tiger Team”. Ms. Doherty reviewed the objectives of the Tiger Team. Ms. Doherty  
111 explained that the Mountain Housing Council is asking the Board to accept the updates that they provided  
112 them tonight.

113 **PUBLIC COMMENT:** None.

114 **MOTION #7 JANUARY-23-19:** President Stephens motioned to accept the Mountain Housing Council  
115 Policy Platform and authorizes the Mountain Housing Council to advocate on state and federal policies  
116 consistent with the objectives identified in the “Mountain Housing Council Policy Platform.” Director  
117 Hetherington seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison,  
118 Wallace and Hetherington voted in favor. The motion passed.

119 **ACAT MEETING REPORT (TAB 11)**

120 Mr. Leigh Golden, ACAT Chair reviewed the ACAT meeting for the Board of Directors.

121 **PUBLIC COMMENT:** None.

122 **ANNUAL OPERATIONS AND COMMENT REPORT (TAB 12)**

123 Mr. Cooke reviewed the 2018 Q4 and Annual Operations and Comment Report Dashboard. Operations by  
124 Aircraft type, Comments by Zone & Aircraft Type and Comments vs. Households were discussed. Director  
125 Wallace inquired about comments made by Tahoe Basin residents. Mr. Cooke stated that staff cannot get  
126 accurate tracks made by Tahoe Basin commenters specifically due to lack of coverage. Mr. Cooke noted  
127 that if the District installed ADS-B, staff would be able to respond to those commenters at a higher  
128 complex level.

129 **PUBLIC COMMENT:** None.

130 Director Morrison requested that staff switch to only reporting households (comments) and to not place  
131 as much influence into individual comments on their reports. Mr. Smith noted that both metrics are  
132 valuable, but that it's important to know the difference between the two. Director Hetherington stated  
133 her concerns about missing year over year data if that change is made.

134 Director Wallace made a request to have the Safety Section highlighted when the report is presented next  
135 time. Director Wallace also indicated that in response to Director Morrison's request, she believes the  
136 District is presenting the metrics appropriately by highlighting both individual comments and number of  
137 households.

### 138 **ANNUAL COMMUNICATIONS REPORT (TAB 13)**

139 Mr. Lamb reviewed the District's Quarter 4 and Annual Communications Report.

140 **PUBLIC COMMENT:** None.

### 141 **QUARTERLY FINANCIAL REPORT (TAB 14)**

142 Ms. Lyon, reviewed the monthly Financial Report for eleven months ended November 30, 2018.

143 Vice President O'Dette inquired why Land Management was under budget. Director Hoffman indicated  
144 the reasons why certain projects couldn't be completed this year.

145 Director Morrison requested that staff relook at other fuel vendors, which could help the District lower  
146 its fuel costs.

147 **PUBLIC COMMENT:** None.

148 There was Board consensus to accept the Quarterly Financial Report as presented by Ms. Lyon.

### 149 **STAFF AND DIRECTOR CONFERENCE ATTENDANCE REPORTS (TAB 15)**

150 Mr. Smith reviewed President Stephens and his time spent at the AAAE Aviation Issues Conference, which  
151 was held January 6-11 in Maui, Hawaii. The following topics were reviewed, in depth, by Mr. Smith: 2019  
152 State of the Industry, Washington Update 2019, Infrastructure Investment, FAA Reauthorization, Aviation  
153 Workforce Development, Customer Service Focus, Emerging Technologies, and Aviation Safety and  
154 Security.

155 **PUBLIC COMMENT:** None.

### 156 **GENERAL MANAGER REPORT (TAB 16)**

- 157 • Upcoming Training and Conference Opportunities

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

- 159 • Non-Aeronautical Land Use Committee

160 Much of the work for this Ad Hoc Committee has been complete, however there are 3 specific items  
161 remaining which staff request assistance from the Ad Hoc Committee. These are Final Property Alignment  
162 of TTSA & TTAD Land Transfer Project, Multi-Agency Site Planning Study Review and Recommendation to

163 full Board, PC-3/TTAD Infrastructure Upgrade Participation and Recommendation to full Board. This Ad-  
164 Hoc committee will most likely sunset after the above three items are completed. Mr. Smith stated that  
165 he committee needs an additional Board Member to sit on the committee. There was consensus from the  
166 Board to have Staff take over the three projects remaining, and for the Ad Hoc committee to official  
167 sunset.

168       • Hangar 2 Design & Programming

169 Per CMAR discussion at last Board Meeting, staff is moving forward with schematic (30%) design. The full  
170 Board will have its next check in on this project when Schematic Design is complete to decide whether to  
171 proceed or table the project. Staff has also moved construction funding for project out of 2019 Budget.  
172 Should the Board decided to move forward with final design and construction, unrestricted net assets can  
173 be allocated to begin construction. Staff anticipates Schematic Design documents for review in March  
174 2019.

175 Director Hetherington requested to form an Ad Hoc Committee designed to improve the District's Budget,  
176 specifically how it's reported and presented. Discussion ensued on the subject regarding the difference  
177 between community benefit and aeronautical benefit, and who should sit on the ad hoc committee. There  
178 was Board consensus to have Director Hetherington and staff come back to the Board with additional  
179 ideas regarding Director Hetherington's suggestion at a future meeting.

180       • Mountain Housing Council

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

182       • Hangar 1 Project Update

183 Mr. Smith reviewed the status update on the sewer line upgrade, as well as the struggle in finding a  
184 solution with the office building construction. There is a modular option available, but there are concerns  
185 regarding aesthetics of the structure which staff is currently mitigating. Also, Mr. Beaupre, TTAD  
186 Construction Manager, is preparing a bid for PBD to build a permanent attractive structure within the  
187 \$400,000 building budget.

188       • New Director of Finance and Administration – Selection Process Update

189 Staff is currently reviewing applicants and will be selecting 4 to 6 individuals for the preliminary 1st  
190 interview. While it is not common for the Board of Directors to be involved in staff interviews other than  
191 the General Manager. The GM would like to invite the Board President to participate in the initial selection  
192 process of this important position as there is significant Board/Staff interaction with the Director of  
193 Finance and Administration. It's the District's goal to finalize the selection process and have a new  
194 Director working with Ms. Lyon by mid-April 2019. There was Board consensus to have President Stephens  
195 participate on the interview panel.

196       • Regional Air Service Corporation - Update

197 Mr. Smith provided a brief update on the activities of RASC.

198       • Discussion on Annual Board Strategy Workshop

199 There was consensus from the Board to have staff draft potential meeting ideas and bring them back at  
200 the next Board meeting. This will allow the Board members to determine whether or not they wish to  
201 hold a strategy workshop in the spring.

202       • Annual ACAT/Board Workshop

203 There was consensus from the Board to have the Joint meeting in May on ACAT's regularly scheduled  
204 meeting day. Staff will approach ACAT and see if May 14th works for them.

- 205 • Upcoming Board Meeting Schedule

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

- 207 • Rolling Agenda

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

210 **PUBLIC COMMENT:** None

## 211 **BOARD MEMBER REPORTS**

212 Director Morrison expressed concern and frustration regarding the emergency agenda item that was  
213 discussed at the October board meeting, what ensued afterwards, and the lack of sincere apologies made  
214 by individuals who participated in the inaccurate accusatory statements directed at him, past Director  
215 Jones and Jim Wilkinson. Director Morrison requested to discuss (at the February meeting) the underlying  
216 reasons and desired outcome behind the accusations made by his fellow Board members at that October  
217 meeting. Director Morrison noted that he is also very much looking forward to discussing the potential  
218 Disclosure Policy that would be pending before the Board and that this should be discussed in February.

219 **PUBLIC COMMENT:** None

## 220 **CLOSED SESSION**

- 221 • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW

222

223 **PUBLIC COMMENT:** None

## 224 **ADJOURN TO CLOSED SESSION – 8:15 PM**

225 The Board of Directors reported that they continue to be pleased with the performance of the General  
226 Manager. The Board authorized a 4% merit increase and a \$5,000 performance Award. The Board also  
227 raised the GM Vehicle Allowance to \$600 per month from the previous \$500 per month which had not  
228 been adjusted since May of 2010.

## 229 **ADJOURN**

230 **PUBLIC COMMENT:** None

231 **MOTION #8 JANUARY-23-19:** Director Wallace motioned to adjourn the meeting. Vice President O'Dette  
232 seconded the motion. President Stephens, Vice President O'Dette, Directors Morrison, Wallace and  
233 Hetherington voted in favor. The motion passed.

234 At 8:40 p.m. the January 23, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors  
235 adjourned.

236 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JANUARY 23, 2019 REGULAR BOARD MEETING.**  
237 **TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD MEETING ARCHIVES":**  
238 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>