

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, February 27, 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: 4:31 PM**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Rick Stephens  
7 Vice President Teresa O’Dette  
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 Mr. Mark Covey, Pilot and Passenger Outreach Coordinator  
18 Ms. Lauren Tapia, HR Manager/District Clerk

19 **VISITORS PRESENT:** 85

20 **SPECIAL ORDERS OF BUSINESS:**

21 Mr. Smith stated that District Counsel Brent Collinson will be retiring from Law, effective May 1, 2019.  
22 District Counsel Collinson stated that he will still be around for special questions, and that his law firm has  
23 an attorney that has been assigned to the District on an interim basis until the District decided what to  
24 do.

25 **PUBLIC COMMENT:**

26 Mr. Troy Corlis, with Tahoe Nordic Search and Rescue (TNSAR) stated that the snow cat has been  
27 purchased and delivered. It is currently being stored at the Airport until the trailer is purchased. Mr. Corlis  
28 thanked the District for their Partnership with TNSAR.

29 Ms. Silke Pflueger, Truckee Resident, stated that she is one of six candidates running for CA Senate District  
30 1. Ms. Pflueger requested the Board and Public to participate in the special election, and if elected, she  
31 would look forward to working with the Truckee Tahoe Airport down in Sacramento.

32 Mr. Leigh Golden, Truckee Resident and ACAT Chair, stated that he attended the EAA meeting where they  
33 discussed ADS-B. Mr. Golden expressed that it was the most informative meeting on the subject. Mr.  
34 Golden stated a correction to the Sierra Sun Article written on ADS-B falsely labeling ADS-B as a “radar  
35 system”.

36 **CONSENT ITEMS**

- 37 • Minutes: January 23, 2019 Regular Meeting ----- TAB 1
- 38 • Monthly Service Bills and Fees ----- TAB 2
- 39 • ACAT bylaws Amendment ----- TAB 3
- 40 • Easement for PC-3 Trail Access ----- TAB 4

41 Chair Stephens recused himself from the consent item vote due to his conflict of interest with Tab Item 4  
42 on the Consent Calendar.

43 **PUBLIC COMMENT:** None.

44 **MOTION #1 FEBRUARY-27-19:** Director Hetherington motioned to approve Tab Items 1-4. Director  
45 Morrison seconded the motion. Vice President O’Dette, Directors Morrison, Wallace and Hetherington  
46 voted in favor. President Stephens recused himself from the vote. The motion passed.

47 **AIM HIGH AGENCY PARTNERSHIP REQUEST AND ACTION (TAB 05)**

48 Ms. Katie Jamison, Truckee Site Director, gave a brief overview of AIM High and their request for  
49 Partnership totaling \$100,000 per year for three (3) years. Mr. Smith presented the item and indicated  
50 that STEM education is a key topic in the aviation industry. All sectors are looking for ways to get children  
51 and young adults excited about STEM and to consider careers in aviation. The AIM High program helps  
52 youth retain STEM learning through the summer months. There was Board consensus to support this  
53 effort.

54 Discussion ensued amongst the Directors regarding different partnership funding amounts, year  
55 commitments, long term viability of AIM High (fundraising), as well as the pending review of District Policy  
56 Instruction 311.

57 **PUBLIC COMMENT:** None.

58 **MOTION #2 FEBRUARY-27-19:** President Stephens motioned to approve an Agency Partnership request  
59 between TTAD and AIM High in the amount of \$30,000 per year for three (3) years. Director Morrison  
60 seconded the motion. President Stephens, Vice President O’Dette, and Directors Morrison, Wallace and  
61 Hetherington voted in favor. The motion passed.

62 **REVIEW OF NON-PROFIT WAREHOUSE TENANT APPLICATIONS (TAB 06)**

63 Mr. Bullock reviewed the discussion history of Warehouse Space D2 which took place in 2018. Based on  
64 adoption of PI 507 *Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community*  
65 *Benefit Requirement and Lease Process*, the Board directed staff to develop a request for proposal (RFP)  
66 advertise, and collect responses from qualified organizations who wanted to use the space. The following  
67 organizations responded to the RFP: Truckee Community Theatre, Truckee Donner Land Trust, Truckee  
68 River United Futbol Club (TRUFC), Project MANA, Sierra Senior Services, and Tahoe Cross Country Ski  
69 Education Association. Though, Tahoe Cross Country Ski Education Association decided to pull their  
70 request from consideration.

71 Truckee Community Theatre, Truckee Donner Land Trust, Truckee River United Futbol Club (TRUFC),  
72 Project MANA, and Sierra Senior Services all gave a 6 minute presentation on their organization and how  
73 they would be the best fit for the space as well as the benefits their organization brings to the community.

74 **PUBLIC COMMENT:**

75 Ms. Kathy Manafold, expressed her support of the Truckee Community Theatre.

76 Ms. Theresa Crimmins, expressed her support of Project MANA.

77 Ms. Carmen Carr, expressed her support of Project MANA.

78 Ms. Blakey Wilson, expressed her support of the Truckee Community Theatre.

79 Ms. Andy Roast, expressed his support of Truckee River United Futbol Club (TRUFC)

80 Ms. Karen Varkis, expressed her support of Project MANA.

81 Mr. Craig Warner, expressed his support of Project MANA.

82 Mr. Daniel Sneider, expressed his support to TRUFC.

83 Mr. Chris Liedholm, expressed his support of Truckee Community Theatre.

84 Ms. Courtney Simpson, expressed her support of Truckee Community Theatre.  
85 Ms. Kathy Longacre, expressed her support of TRUFC.  
86 Mr. Peter Henry, expressed his support of the District’s process to find a Non-Profit to utilize the available  
87 warehouse space.  
88 Mr. Kerry Hains, expressed her support of the Truckee Community Theatre.

89 Director Wallace expressed concern about the CLUP compatibility with many of the groups who wish to  
90 use the space. As well as uncertainties regarding the amount tenant improvement costs the District should  
91 absorb.

92 President Stephens noted that Warehouse D2 was built for dry storage, in order to go outside of that  
93 intended use, there is a significant monetary impact to get it there.

94 Director Hetherington expressed concern regarding the agenda document and that it was incredibly long  
95 (224 pages). Director Hetherington requested the information be aggregated into a matrix format so the  
96 Directors can better compare the applicants. Director Hetherington also shared the same concerns with  
97 Director Wallace regarding CLUP compatibility.

98 There was Board consensus to have this brought back as an action item at a later meeting date.

99 **MULTI-SITE PLANNING STUDY – PRESENTATION AND PLAN ACCEPTANCE (TAB 07)**

100 Mr. Kevin Smith reviewed his comprehensive PowerPoint presentation on the Multi-Site Planning Study.  
101 The Public Agency Partnership Multiple Site Planning Study (“Study”) is a collaboration between the  
102 Truckee Tahoe Airport District (TTAD), and Truckee Donner Recreation and Parks District (TDRPD) and the  
103 Town of Truckee (TOT) to study the feasibility of locating several new or expanded community uses on  
104 lands owned by the various public agencies. The Study determined that the primary proposed uses are  
105 feasible within the proposed land areas. These include the TDRPD corporation yard at the Riverview Site;  
106 Ice Pavilion and library/Community Building at Truckee River Regional Park; and Multi-Agency Fire  
107 Training Facility and AIS inspection station on the TTAD non-aviation site. Mr. Smith reviewed key findings  
108 for each site.

109 Director Wallace stated that when the Airport District and the Town of Truckee launched this study, it was  
110 not clear at the beginning that the multiple agencies listed would even agree to get this far. Director  
111 Wallace expressed appreciation toward Mead and Hunt as they really created the unity and consensus  
112 amongst the agencies.

113 Director Morrison expressed concern regarding the intended uses of the Town of Truckee Corp yard and  
114 heavy equipment being driving through residential communities.

115 Director Hetherington expressed appreciation for the study, and that many of the intended uses benefit  
116 the community as a whole.

117 **PUBLIC COMMENT:**

118 Ms. Carol Meagher, Executive Director of the KidsZone, commended the District and the commitment  
119 they have to the community. Ms. Meagher thanked the District for their participation in the study. And  
120 asked the District to advocate for the KidsZone to have a place within the multi-site facility plan.

121 The representative for the Friends of the Truckee Library expressed thanks to the District for their  
122 collaboration of the multi-site study which includes the Truckee Library as an “anchor” site for the  
123 proposed facilities.

124 Mr. Peter Henry, stated that it is wonderful to see interagency partnerships for this project. Mr. Henry  
125 inquired if the other Agencies had public support show up to their Board meetings regarding this project.  
126 Mr. Smith stated there was a large community showing at the Town council meeting supporting the study.

127 There was Board consensus to accept the Multi-Site Study Plan and directed staff to continue pursuing  
128 the goals outlined in the study.

129 **SIREN ARTS PRESENTATION**

130 Ms. Renee Kojane, representing Siren Arts Tahoe City Arts & Cultural Center, reviewed her presentation  
131 regarding their endeavor to create an Arts & Cultural center in Tahoe City.

132 There was board consensus to have staff work further with Siren Arts to learn more about the project and  
133 to see if it would be a viable fit within an Agency Partnership.

134 **PUBLIC COMMENT:** None.

135 **BREAK:** 7:40 PM – 7:52 PM

136 **POTENTIAL POLICY ON CAMPAIGN CONTRIBUTIONS (TAB 8)**

137 District Counsel Brent Collinson reviewed his staff report on a potential policy regarding Board of Director  
138 Campaign Contributions. Discussion ensued regarding the nature of the request and it's over all validity,  
139 the difficulty the general public has accessing campaign contributions on the State/County website, as  
140 well as a request to have an FPPC Lawyer to come and discuss campaign disclosures. Some Directors  
141 indicated the current disclosures provided and required by the State of California are sufficient.

142 **PUBLIC COMMENT:**

143 Mr. Peter Henry, Truckee Resident, stated confusion regarding the subject, especially when all past  
144 candidates complied with state law.

145 Mr. Jan Zabriskie, Truckee Resident, read his letter to the Board, expressing his support to have District  
146 candidates disclose their contributions and to enact a campaign contribution cap of \$250.

147 Mr. John Ryan, Truckee Resident, questioned why Directors wouldn't want to have an FPPC Lawyer meet  
148 with them to provide clarity on the topic.

149 Discussion ensued on various options regarding Board Direction given to staff regarding campaign  
150 contribution disclosures. Ultimately, there was no clear Board consensus on the subject and no direction  
151 was given.

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

153 Mr. Bullock reviewed the ACAT meeting for the Board of Directors.

154 Director Wallace inquired about the Communications Subcommittee. Mr. Bullock provided a brief update  
155 on the current status of the subcommittee and their communications plan project.

156 **PUBLIC COMMENT:** None.

157 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 10)**

158 Mr. Covey reviewed the January Operations and Comment Report. Operations by Aircraft type, Comments  
159 by Zone & Aircraft Type and Comments vs. Households were discussed. Mr. Covey noted that there was  
160 one new household that commented in January, that household resides in Proseer, and three new  
161 households in Olympic Heights. Mr. Covey also stated that MLK weekend coincided with a major storm  
162 system, the airport did not open up until Friday afternoon, and in a three hour window, the airport had  
163 172 operations.

164 **PUBLIC COMMENT:** None.

165 **MONTHLY FINANCIAL REPORT (TAB 14)**

166 Ms. Lyon reviewed the draft year-end financial report for 2018.

167 **PUBLIC COMMENT:** None.

168 There was Board consensus to accept the draft year-end financial report as presented.

169 **GENERAL MANAGER REPORT (TAB 16)**

- 170 • Upcoming Training and Conference Opportunities

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

- 172 • Hangar 2 Design & Programming

173 Per CMAR discussion at last Board Meeting, staff is moving forward with schematic (30%) design. The full  
174 Board will have its next check in on this project when Schematic Design is complete to decide whether to  
175 proceed or table the project. Staff anticipates the design documents will be ready for review in April or  
176 May of 2019.

- 177 • Mountain Housing Council

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

- 179 • New Director of Finance and Administration – Selection Process Update

180 Senior Staff and Director Stephens interviewed 5 candidates on February 6th, 8th, and 11th. In addition  
181 a Staff panel also interviewed the candidates. Second interviews were conducted on February 18th with  
182 3 candidates. The interview committee is pleased with the great applicants as well as finalists for this  
183 position. We hope to announce the new Director of Finance and Administration within the next 5 to 7  
184 days pending offer acceptance and successful completion of pre-employment screening requirements. Its  
185 Staffs desire to have the new Director begin employment by late March or sooner.

- 186 • Discussion on Annual Board Strategy Workshop

187 Mr. Smith reviewed the topics staff was able to drum up for discussion at a possible Spring Board Strategy  
188 Workshop. There was consensus from the Board that they would like to go forward with a workshop. Staff  
189 will issue a Doodle to finalize a date.

- 190 • Annual ACAT/Board Workshop

191 There was consensus from the Board to have the Joint meeting in May on ACAT’s regularly scheduled  
192 meeting day. President Stephens noted that he will be out of the country on May 14<sup>th</sup>, but expressed that  
193 a joint workshop still take place in his absence.

- 194 • Upcoming Board Meeting Schedule

195 Mr. Smith reviewed the Board meeting schedule which includes winter and spring dates. Mr. Smith  
196 requested that the October 23<sup>rd</sup> Board meeting be shifted to November 6<sup>th</sup> so staff and Board members  
197 can attend the NBAA Annual Conference which is being held in Las Vegas, NV.

198 **PUBLIC COMMENT:** None

199 **MOTION #3 FEBRUARY-27-19:** Director Morrison motioned to move the October 23<sup>rd</sup> Board meeting to  
200 November 6th. President Stephens seconded the motion. President Stephens, Vice President O’Dette,  
201 and Directors Morrison, and Wallace voted in favor. Director Hetherington abstained. The motion passed.

202       • Rolling Agenda

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

205 **PUBLIC COMMENT:** None

206 **BOARD MEMBER REPORTS**

207 Director Hetherington requested one of the District staff attend the Transit Center Public Advisory council  
208 meeting. Mr. Smith stated that he is already scheduled to attend.

209 **PUBLIC COMMENT:** None

210 **ADJOURN**

211 **PUBLIC COMMENT:** None

212 **MOTION #4 JANUARY-23-19:** Vice President O’Dette motioned to adjourn the meeting. President  
213 Stephens seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison, Wallace  
214 and Hetherington voted in favor. The motion passed.

215 At 9:17 PM the February 27, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors  
216 adjourned.

217 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 27, 2019 REGULAR BOARD**  
218 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING**  
219 **ARCHIVES”:** <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>