

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, March 27, 2019 in the Truckee Tahoe Airport District Community Room
3 A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

4 **CALL MEETING TO ORDER: 4:30 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 Mr. David Van Quest, Noise Associate
19 Ms. Lauren Tapia, HR Manager/District Clerk

20 **VISITORS PRESENT:** 20

21 **SPECIAL ORDERS OF BUSINESS:**

22 Mr. Smith introduced Ms. Kelly Woo, the newly hired Director of Finance and Administration to the Board
23 of Directors and members of the public. Ms. Woo’s first day will be April 15, 2019. Ms. Woo indicated that
24 she was excited to begin her new role with the Truckee Tahoe Airport District.

25 **PUBLIC COMMENT:**

26 Mr. Colin Frolich, owner of Landing, made a public comment regarding his new business’ approach to
27 resolve the area’s housing crisis. Mr. Frolich expressed interest in working with the District to further his
28 venture.

29 Mr. Leigh Golden, Truckee Resident and ACAT Chair, expressed disappointment about how the previous
30 month’s meeting was organized. Mr. Golden stated that aviation topics should be placed before any
31 community related topics on the District’s agenda. Mr. Golden stated that it took three hours before any
32 aviation topics were discussed.

33 Mr. Tom Meadows, Truckee Resident, expressed his opinion regarding the amount of total premium
34 Medical Benefit reimbursements Director Hetherington has received from the District, and requested
35 Director Hetherington to resign from her seat.

36 **CONSENT ITEMS**

- 37 • Minutes: February 27, 2019 Regular Meeting ----- TAB 1
- 38 • Monthly Service Bills and Fees ----- TAB 2
- 39 • Declaration of 100LL Truck as surplus property and authorize sale to Nevada County -- TAB 3

40 **PUBLIC COMMENT:** None.

41 **MOTION #1 MARCH-27-19:** Director Morrison motioned to approve Tab Items 1-3. Director Hetherington
42 seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison, Wallace and
43 Hetherington voted in favor. The motion passed.

44 **ACAT MEETING REPORT (TAB 4)**

45 Mr. Golden reviewed the ACAT meeting and subcommittee report for the Board of Directors.

46 **PUBLIC COMMENT:** None.

47 **INTRODUCTION OF MR. JOSH NELSON OF BBK LAW**

48 District Counsel Collinson reiterated his retirement to the Board of Directors which will be effective May
49 1, 2019. District Counsel Collinson introduced Mr. Josh Nelson, which will be filling in on an interim basis
50 for the District.

51 **PUBLIC COMMENT:** None.

52 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 5)**

53 Mr. Van Quest reviewed the February Operations and Comment Report. The airport received over ten
54 feet of snow the month of February, and the airport was closed for nine days. Operations by Aircraft type,
55 Comments by Zone & Aircraft Type and Comments vs. Households were discussed. Mr. Van Quest noted
56 that there was zero new households that commented in February, though there were three households
57 that submitted a total of four comments. Mr. Van Quest stated that Friday, February 22nd was the busiest
58 day of the month with a total of 129 operations.

59 **PUBLIC COMMENT:** Mr. Golden expressed appreciation of District staff for their tremendous efforts
60 regarding snow removal and the responsiveness to help get tenants access to and out of their hangars.

61 **MONTHLY FINANCIAL REPORT (TAB 6)**

62 Ms. Lyon reviewed the financial report for month-end January 31st.

63 **PUBLIC COMMENT:** None.

64 There was Board consensus to accept the January Monthly Financial report as presented.

65 **ANNUAL 2018 YEAR-END FINANCIAL REPORT (TAB 7)**

66 Ms. Lyon reviewed the 2018 Year End Financial report for the Board of Directors. Director Hetherington
67 inquired about the Glider purchase. Mr. Bullock indicated that Soar Truckee transitioned to an official
68 501c3 non-profit, with a focus on youth gliding and STEM. They approached ACAT regarding a partnership
69 to purchase a glider which will be used for their youth gliding program. There is a community benefit
70 offset agreement.

71 **PUBLIC COMMENT:** None.

72 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT**

73 Mr. Smith and Ms. Lyon reviewed their time they spent meeting with CalPERS at the education forum in
74 Sacramento.

75 Mr. Bullock gave a summary of his (as well as Mr. Covey and Mr. Van Quest) attendance at the UC Davis
76 Noise Symposium, which was held in Jacksonville, FL.

77 **POLICY UPDATE AND REVIEW OF PI 311 – COMMUNITY SPONSORSHIPS AND AGENCY PARTNERSHIPS**
78 **(TAB 8)**

79 Mr. Smith reviewed the history of PI 311 and Mr. Lamb reviewed the ten amendments staff recommends
80 adding to PI 311. Discussion ensued regarding the thought of having a 3rd party be contracted to “vet out”

81 agency partnership applications, with final funding decisions still be made by the Board, as well as
82 changing the requests from a “rolling” schedule to a specific date. Statements were made regarding the
83 amount of staff time spent during the partnership application process, and that the process should be
84 switched to an entity that specializes in this activity. There was Board consensus to approve the proposed
85 amendment changes to PI 311 and to hold future conversations about having a 3rd party assume the
86 “vetting” responsibilities of the Agency Partnership applications.

87 **PUBLIC COMMENT:** Ms. Stacy Caldwell, Executive Director of the Tahoe Truckee Community Foundation,
88 Ms. Kat Rohlf, TTCF Grant Allocation Volunteer, expressed support to the idea of having an entity assume
89 the vetting responsibility of the Agency Partnership Program. Ms. Caldwell and Ms. Rohlf discussed past
90 interactions from various community groups that have approached the foundation regarding the District’s
91 partnership program, and that they believe it would be valuable to discuss this program at a higher level
92 with the Board of Directors.

93 **MOTION #2 MARCH-27-19:** President Stephens motioned to approve the staff recommended redlined
94 changes to Truckee Tahoe Airport District’s Policy Instruction 311 as presented, to extend further
95 conversation regarding a 3rd Party assuming vetting responsibilities of the Agency Partnership Program at
96 the June Board Workshop, as well as minor terminology corrections made by Director Hetherington.
97 Director O’Dette seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison,
98 Wallace and Hetherington voted in favor. The motion passed.

99 **ACAT APPOINTMENT DISCUSSION AND POSSIBLE ACTION (TAB 9)**

100 Mr. Bullock reviewed his presentation regarding the stepping down of ACAT member Mr. Paul Fast, and
101 the various options for selecting another candidate to fill that seat’s term. There was board consensus to
102 query previous applicants or interested parties and produce candidates from that list. And to have those
103 candidates present to the Board, poll the Board and select a new member and the April Board meeting.
104 Director Hetherington requested to have the Community and Pilot seats’ terms be staggered again.

105 **PUBLIC COMMENT:** None.

106 **2019 DISTRICT GOALS DISCUSSION AND REVIEW (TAB 10)**

107 Mr. Smith reviewed the District Goals for 2019. Several Directors had suggested additions to the goals.
108 Director Hetherington requested to add “Transit” to bullet 6, and a new goal centered on support for
109 “transit connectivity” as the last bullet. Director Morrison requested the first bullet to contain the
110 District’s mission statement. Mr. Smith stated that he will include these additions to the Goals and will
111 return with an updated list at the April Board meeting as a consent item.

112 **PUBLIC COMMENT:** None.

113 **ANNUAL APPROPRIATIONS LIMIT RESOLUTION 2019-04 (TAB 11)**

114 Ms. Lyon stated that The District is required by Senate Bill 1352 to establish an Appropriations Limit for
115 each fiscal year. It must be established by resolution, at a regularly scheduled and noticed meeting. The
116 Appropriations Limit is calculated based on the prior year’s Appropriations Limit adjusted for the change
117 in population and the change in the cost of living.

118 **PUBLIC COMMENT:** None.

119 **MOTION #3 MARCH-27-19:** Director Hetherington motioned to approve Resolution 2019-04: Annual
120 Appropriations Limit and to waive the reading. Director Morrison seconded the motion. Director
121 Hetherington – Yes, Director Morrison – Yes, Director Wallace – Yes, President Stephens – Yes, Vice
122 President O’Dette – Yes. The motioned passed via roll call vote.

123 **APPROVAL OF AMENDED PI 309 – UNRESTRICTED NET ASSETS (TAB 12)**

124 Ms. Lyon reviewed the amended PI 309 with proposed CY 2019 designations.
125 Director Hetherington requested further conversation regarding land acquisition to take place at a future
126 meeting.

127 **PUBLIC COMMENT:** None.

128 **MOTION #4 MARCH-27-19:** President Stephens motioned to approve the proposed allocations and
129 designations of the District's Unrestricted Net Assets for CY 2019 and move to approve the revised PI 309
130 as presented. Director Hetherington seconded the motion. President Stephens, Vice President O'Dette,
131 Directors Morrison, Wallace and Hetherington voted in favor. The motion passed.

132 **POTENTIAL POLICY ON CAMPAIGN CONTRIBUTIONS (TAB 13)**

133 Discussion ensued regarding the term "contractor" and that it shouldn't include a person or entity that
134 leases a T, Super T or Executive hangar, monetary contribution value (\$250 or more) that would trigger a
135 disclosure, when/how a Board member discloses a campaign contribution, and that the policy should not
136 limit any campaign contributions or expenditures as it is not intended to supersede FPPC regulations or
137 state law. Director Hetherington noted that she would be in favor of a workshop with an FPPC Lawyer
138 regarding the topic, but there was not consensus from the rest of the Board to proceed down that road.
139 Director Morrison expressed concern that without highly detailed definitions and instructions it would be
140 easy for individuals to politicize the policy and cause confusion.

141 **PUBLIC COMMENT:**

142 Mr. Jan Zabinski, Truckee resident, re-read his public comment which was sent prior to the Board meeting
143 and was posted in the Board meeting materials.

144 Ms. Jessica Fay, Truckee resident and co-owner of Sierra Aero, stated that she would not want to go
145 through what happened in the fall again. Ms. Fay stated that she believes the policy is a good thought,
146 but doesn't believe it's really warranted.

147 District Counsel Collinson stated that many ideas were expressed by the Board, but none of the ideas
148 received any consensus from the Board. The Board discussed various options to tailor a policy that could
149 gain Board consensus. After discussion took place, direction was given to District Counsel Collinson to
150 return with a new version at the April Board meeting.

151 **GENERAL MANAGER REPORT (TAB 14)**

- 152 • Upcoming Training and Conference Opportunities

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

- 154 • Hangar 2 Design & Programming

155 Per Board discussion at the November 2018 meeting, staff is moving forward with schematic (30%) design.
156 The full Board will have its next check in on this project when Schematic Design is complete to decide
157 whether to proceed or table the project. Staff anticipates the design documents will be ready for review
158 in April or May of 2019. The Ad Hoc Committee met earlier today.

- 159 • Mountain Housing Council

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

- 161 • Hangar 1 Status – Update

162 Sierra Nevada Construction will begin (weather permitting) installation of the Hangar 2 Sewer Line in April.
163 Sewer line installation is a 4 to 6 week project. The SNC contracted price for the sewer work is \$238,007

164 which was less than our engineers estimate. The office building is also close to commencing construction.
165 After a thorough procurement process including bidding to our local contractor community, reviewing
166 bids of modular/manufactured office options as well as manufactured home/office conversions, staff has
167 determined best value is to contract with Mr. Peter Beaupre of PBD to construction the office building.
168 PBD has indicated they can build the proposed office for \$570,000 plus a \$30,000 contingency. This is
169 \$130,000 cheaper than the next closest option for permanent construction. The PBD bid is roughly the
170 same price as the “all in” modular options. California prevailing wage for public agencies has a dramatic
171 effect on costs over what the private sector can achieve. The 2019 Budget approved \$850,000 for the
172 Hangar 1 projects (sewer and building). Staff plans to move forward with this project this summer.

173 • Truckee Transit Center Relocation Committee - Update

174 Mr. Smith updated the Board regarding a Town of Truckee project to consider alternatives to relocate the
175 regional transit center in downtown Truckee. The District is on the Planning Advisory Committee for this
176 project. The Town received a Cal Trans grant to study this issue. The plan is looking for ways to increase
177 the current 51,000 one-way passenger trips to meet a projected need of 383,000 trips annually. Various
178 locations around Truckee are under consideration. The Airport has one parcel which has been identified
179 as a potential site. This site is mentioned in the Airport Master Plan as a potential future Transit Hub.

180 • Zagster Bike Program Expansion to Tahoe City/Placer County

181 Mr. Smith stated that he recently attended a meeting on the regional bike share programs organized by
182 TNT-TMA. It appears there is new interest in a Zagster expansion in Tahoe City. Placer County is currently
183 evaluating the possibilities of participating with the District on a 3 or 4 station Zagster bike share program
184 in Tahoe City. In past years the District has made tentative commitments to the basin communities that
185 we would offer the same commitment on Bike Share as we do in Truckee. If Placer County funded a
186 station, staff proposes using \$18,000 of our Agency Partnership funds to facilitate implementation of Bike
187 Share in Tahoe City. This is still a work in progress but could be a great community benefit we can assist
188 with in the Tahoe Basin.

189 • Upcoming Board Meeting Schedule

190 Mr. Smith reviewed the Board meeting schedule which includes Spring and Summer dates.

191 **PUBLIC COMMENT:** None

192 **ADJOURN**

193 **PUBLIC COMMENT:** None

194 **MOTION #5 MARCH-27-19:** Director Hetherington motioned to adjourn the meeting. Director O’Dette
195 seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison, Wallace and
196 Hetherington voted in favor. The motion passed.

197 At 7:16 PM the March 27, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors
198 adjourned.

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