

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, April 24, 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 Mary Hetherington

10 **DIRECTORS ABSENT:** Director Jim Morrison

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 (Outgoing)  
14 Ms. Kelly Woo, Director of Finance and Administration (Incoming)  
15 Mr. Dave Hoffman, Director of Operations and Maintenance  
16 Mr. Brent Collinson, District Legal Counsel  
17 Mr. Marc Lamb, Community Relations Manager  
18 Mr. Mark Covey, Pilot and Passenger Outreach Coordinator  
19 Mr. David Van Quest, Noise Associate  
20 Ms. Lauren Tapia, HR Manager/District Clerk

21 **VISITORS PRESENT: 6**

22 **SPECIAL ORDERS OF BUSINESS:**

- 23 • **RESOLUTION 2019-05 EXPRESSED APPRECIATION TO ACAT MEMBER MR. PAUL “SPEEDY” FAST**  
24 **(TAB 1)**

25 President Stephens presented Resolution 2019-05 to Mr. Fast and expressed appreciation for the time he  
26 spent as an active Member of ACAT. Mr. Fast thanked the Board and District Staff.

27 **PUBLIC COMMENT:** None.

28 **MOTION #1 APRIL-24-19:** Director Wallace motioned to approve Resolution 2019-05 and read the  
29 Resolution in its entirety. Director Hetherington seconded the motion. Director Hetherington – Yes,  
30 Director Wallace – Yes, President Stephens – Yes, Vice President O’Dette – Yes. The motioned passed via  
31 roll call vote.

32 Mr. Dan Wadle, Field Director with California Special Districts Association presented Ms. Tapia with a  
33 “Recognition in Special District Governance.”

34 **PUBLIC COMMENT:**

35 Mr. Leigh Golden, Chair of ACAT and Truckee Resident, thanked Mr. Fast for his membership in ACAT, and  
36 that he would be greatly missed. Mr. Golden also noted that he would be happy to discuss ADS-B with any  
37 Director if they have questions about the project.

38 **CONSENT ITEMS**

- 39 • Minutes: March 27, 2019 Regular Meeting ----- TAB 1
- 40 • Monthly Service Bills and Fees ----- TAB 2
- 41 • Annual Report of Reimbursements and Disclosures for 2017 & 2018 ----- TAB 3

- 42 • Approval of TTSA/TTAD Real Property Exchange ----- TAB 5
- 43 • Approval of Letter of Support for General Manager to be considered for AAAE Board of Examiners
- 44 ----- TAB 6
- 45 • Approval of 2019 District Goals ----- TAB 7
- 46 • Executive Hanger Project Closeout Report ----- TAB 8

47 Director Wallace requested to pull Tab Item 5. Director Hetherington requested to pull Tab Items 3,4 & 6.

48 **PUBLIC COMMENT:** None.

49 **MOTION #2 APRIL-24-19:** Vice President O’Dette motioned to approve Tab Items 1, 2 & 7. Director  
 50 Wallace seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and  
 51 Hetherington voted in favor. The motion passed.

52 Director Hetherington stated that she pulled Tab Item 3 specifically to note that the District should have  
 53 a requirement for Staff who receive a flight training and ratings paid by the District stating a specific period  
 54 of time they are required to stay employed at the District. Mr. Smith agreed with Director Hetherington,  
 55 and stated that language has been added to all offer letters where flight ratings and licenses are a  
 56 requirement of the position. Director Hetherington expressed concern regarding a former employee  
 57 gaining high caliber type ratings and then turned around and left.

58 **PUBLIC COMMENT:** None.

59 **MOTION #2 APRIL-24-19:** Director Hetherington motioned to approve Tab Item 3. Director O’Dette  
 60 seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington  
 61 voted in favor. The motion passed.

62 Director Hetherington stated that she pulled Tab Item 5 due to her disagreement of the Real Property  
 63 Exchange between the District and TTSA. Director Hetherington noted that she thinks it’s a mistake that  
 64 the property would be used for spray fields, and instead should be a business park. Director Wallace noted  
 65 that she participated in the Non-Aeronautical Land Use Ad Hoc Committee and that the committee spent  
 66 a large quantity of time on the land exchange, and that there have been a series of agreements made over  
 67 a period of time to get to this juncture. Director Hetherington stated that she is in acknowledgement of  
 68 the process that occurred, but was voicing she is not in agreement of the exchange.

69 **PUBLIC COMMENT:** None.

70 **MOTION #3 APRIL-24-19:** President Stephens motioned to approve Tab Item 5. Vice President O’Dette  
 71 seconded the motion. President Stephens, Vice President O’Dette, and Director Wallace voted in favor of  
 72 the motion. Director Hetherington opposed. The motion passed.

73 Director Wallace stated she pulled Tab Item 6 to express support to Mr. Smith’s application to be  
 74 considered for the AAAE Board of Examiners.

75 **PUBLIC COMMENT:** None.

76 **MOTION #4 APRIL-24-19:** Director Hetherington motioned to approve Tab Item 6. Director Wallace  
 77 seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington  
 78 voted in favor. The motion passed.

79 Director Hetherington stated she pulled Tab Item 7 to note a desire to add stronger language regarding  
 80 support of transit. Director Hetherington stated an example: “developing strategies with other  
 81 transportation agencies...” Mr. Smith noted her suggestion and stated that he will update that particular  
 82 goal with a stronger statement as suggested by Director Hetherington.

83 **MOTION #5 APRIL-24-19:** President Stephens motioned to approve Tab Item 7 with the amended  
84 language suggested by Director Hetherington. Director Hetherington seconded the motion. President  
85 Stephens, Vice President O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

86 **SPECIAL ACTION ITEM: APPOINTMENT OF NEW ACAT MEMBER (TAB 9)**

87 Mr. Bullock reviewed the selection process for the vacant ACAT Pilot seat.

88 A video statement of Mr. Ken Aronson, pilot seat applicant, was played expressing his desire to be selected  
89 as a new ACAT member.

90 Mr. Joe Lorenz, Truckee Resident, gave a personal statement expressing his desire to be selected as a new  
91 ACAT member.

92 Mr. Bullock passed out vote ballots which will be used for the discrete poll to select the new ACAT  
93 member. District Counsel Collinson stated that since there are four Board of Directors present, if there is  
94 a tie, the selection process will be moved to the May Board meeting. District Counsel Collinson also stated  
95 that poll results are available to the public if requested.

96 **PUBLIC COMMENT:** None.

97 District Counsel Collinson disclosed the results and that it was a tie. Selection was deferred to the May  
98 Board meeting.

99 **SPECIAL ACTION ITEM: ACCEPTANCE AND APPROVAL OF TTAD ANNUAL AUDIT (TAB 10)**

100 Mr. David Becker reviewed the TTAD Annual Audit report for the Board of Directors. Director Wallace  
101 inquired about the District’s practice of having an Internal Auditor (Board member). Mr. Becker stated  
102 that it is a great practice to do on a quarterly basis and encourages all other Districts to do this. After  
103 presenting the audit Mr. Becker noted it was a clean audit with no findings and complimented the District  
104 on its efforts.

105 **PUBLIC COMMENT:** None.

106 **MOTION #6 APRIL-24-19:** President Stephens motioned to accept the 2018 Annual Audit as presented by  
107 James Marta & Company. Director Hetherington seconded the motion. President Stephens, Vice President  
108 O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

109 **AIRSHOW UPDATE**

110 Mr. Paul Fast, Air Show Committee Member, presented an update regarding the line-up of performers for  
111 the 2019 Air Show. Mr. Smith reviewed a picture slideshow of the aircraft and performers coming this  
112 year.

113 **PUBLIC COMMENT:** None.

114 **QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 11)**

115 Mr. Van Quest reviewed the Quarterly Operations and Comment Report for the months of January -  
116 March. Operations & Comments, Comments by Aircraft Type, Comments by Zone and Aircraft type and  
117 Q1 insights were reviewed.

118 Mr. Mark Covey reviewed the Pilot and Passenger outreach section of the Quarterly Operations and  
119 Comment Report.

120 Ms. Stacey Justesen reviewed the Safety Section of the Quarterly Operations and Comment report.

121 **PUBLIC COMMENT:** None.

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

123 Ms. Lyon reviewed the monthly financial report for two month ending February 28, 2019.

124 **PUBLIC COMMENT:** None.

125 There was Board consensus to accept the February Monthly Financial report as presented.

126 **QUARTERLY COMMUNICATIONS REPORT (TAB 13)**

127 Mr. Lamb reviewed the Q1 Quarterly Communications Report.

128 **PUBLIC COMMENT:** None.

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

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

132 **BREAK:** 6:06 PM – 6:11 PM

133 **TAHOE FOOD HUB TENANT IMPROVEMENT CREDIT ALLOWANCE & LEASE AMENDMENT (TAB 14)**

134 Mr. Bullock reviewed the proposed amendments and the proposed tenant improvement allowance,  
135 which includes a lease rate adjustment, for the Tahoe Food Hub (TFH) Lease Agreement. Mr. Bullock noted  
136 that The District has completed extensive plumbing, electrical, structural and mechanical work in  
137 contribution to the project which adds long term value for the District. Improvements related directly to  
138 the TFH operation were the demarcation of District investment and are solely the responsibility of TFH.  
139 The refrigerator, its systems, the office, and other structures related to the farm shop are solely the  
140 responsibility of the tenant, TFH. While originally not requested during initial lease negotiations, TFH is  
141 requesting a TI allowance in an amount not to exceed \$75,000 for their tenant improvements they are  
142 responsible for. The District has provided TI allowances to other tenants in the past in exchange for  
143 extended lease terms as tenant turnover is expensive. This proposed TI credit allowance allows TFH to  
144 pay for needed improvements, open the doors and begin serving the community.

145 Staff has had several meetings with the TFH to ensure the organization has adequate capital reserves to  
146 handle pending move in and operational costs. TFH has stated, in meetings and through email dialogue,  
147 it is prepared to complete the TI's, open the doors in late May and begin paying rent on October 1, 2019.  
148 Deferred rent until October 1, 2019 provides additional needed working capital and is similar to the  
149 deferred rent agreement the District provided to Truckee Roundhouse.

150 Director O'Dette inquired if District Staff is recommending the proposed amendments and tenant  
151 improvement credit allowances. Mr. Bullock stated that it is indeed staff's recommendation. Discussion  
152 ensued regarding taking the initiative to investigate non-profit's financial wellness beforehand so that the  
153 District can make better informed decisions in the future.

154 **PUBLIC COMMENT:** None.

155 **MOTION #7 APRIL-24-19:** Vice President O'Dette motion to approve the requested lease amendments  
156 and tenant improvement allowance, in an amount not to exceed \$75,000, and authorize the Board  
157 President to sign a lease addendum with changes outlined herein following appointed District Counsel  
158 review. Director Wallace seconded the motion. President Stephens, Vice President O'Dette, Directors  
159 Wallace and Hetherington voted in favor. The motion passed.

160 **POLICY INSTRUCTION 119 CAMPAIGN CONTRIBUTIONS TO BOARD MEMBERS (TAB 15)**

161 President Stephens stated that this item will be moved to the May Meeting since Director Morrison is  
162 absent.

163 **PUBLIC COMMENT:** None.

164 **ADS-B PROJECT UPDATE (TAB 16)**

165 Mr. Bullock reviewed the ADS-B project update presentation. Mr. Bullock specifically outlined the ADS-B  
166 Community Dialogue, the information that is specifically available to the community, the “players”  
167 involved with the ADS-B Project, the unintended consequences of the project, and the next steps  
168 (deliverables) that need to take place prior to the June Meeting.

169 Director Wallace reviewed the control initiatives, as they are important factors for her to make a decision  
170 on the project. Director Wallace noted that she would like to see “ranges of success” (I.e.: error bars) for  
171 each control initiative (Tower, Tower + ADS-B, and Tower +ADS-B + Procedures). There was Board  
172 consensus to have the cost estimate sent directly to them prior to the June Board meeting.

173 Director Hetherington expressed concern about Harris owning the system, and the FAA buying the data.  
174 Director Hetherington also inquired about maintenance costs and the concern about it being potentially  
175 very costly. Discussion ensued regarding the status of procedures, ADS-B out vs. ADS-B in, and if pilots  
176 really want to be seen by ATC and Oakland Center.

177 **PUBLIC COMMENT:** Mr. David Diamond, Truckee resident and ACAT member, express concern regarding  
178 the noted unintended consequences in the presentation. Is confused how night operations is related to  
179 ADS-B, and it increasing night operations. Mr. Diamond also stated confusion regarding weather, as  
180 currently, operators have access to an incredibly better weather application (for a nominal monthly fee)  
181 compared to what ADS-B provides. Mr. Diamond stated that he believes listing night operations and  
182 weather as unintended consequences places a bias on the conversation.

183 Mr. Leigh Golden, stated that the mandate is for ADS-B out, ADS-B in is not mandated. If Pilots do not  
184 have ADS-B in they cannot see ADS-B planes.

185 Mr. Joe Lorenz, Truckee Resident, thanked Mr. Bullock for his presentation. Mr. Lorenz noted that he has  
186 received a lot of comments from non-pilots as to why this project hasn’t been implemented already, as it  
187 seems pretty straight forward.

188 Director Hetherington requested a runway utilization report for before the tower and one for after the  
189 tower.

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

- 191
  - Upcoming Training and Conference Opportunities

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

- 193
  - Hangar 2 Design & Programming

194 Per Board discussion at the November 2018 meeting, staff is moving forward with schematic (30%) design.  
195 The full Board will have its next check in on this project when Schematic Design is complete to decide  
196 whether to proceed or table the project. Staff anticipates the design documents will be ready for review  
197 in May or June of 2019.

- 198
  - Mountain Housing Council

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

- 200
  - General Counsel of Legal Services Contract - Discussion

201 Staff inquired if the Board would like to stay with BBK law (our current counsel) or issue an RFP for legal  
202 Services. There was Board consensus to stay with BBK for the next year and address if there is a need for  
203 an RFP at the end of that year.

- 204
  - 2018 Revenue Passenger Enplanement Report Update

205 Staff noted, that as of the end of April, it does not appear the District will reach the numbers necessary to  
206 secure the \$1,000,000 FAA funding entitlement. This is primarily due to a sharp decline in Surf Air  
207 enplanement numbers for 2018.

- 208 • Discussion of Annual Board Strategy Workshop

209 Mr. Smith reviewed the potential items that would be discussed at the strategy workshop. Potential dates  
210 were discussed, with a contingency plan of sending a doodle for the entire summer if a date cannot be  
211 settled. It was determined that a strategy workshop would not be held if all board members could not be  
212 present.

- 213 • Upcoming Board Meeting Schedule

214 Mr. Smith reviewed the Board meeting schedule which includes summer dates.

215 **PUBLIC COMMENT:** None

216 **ADJOURN TO CLOSED SESSION – 7:45 PM**

- 217 • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

218 **PUBLIC COMMENT:** None

219 Director was given to General Manager

220 **ADJOURN**

221 **PUBLIC COMMENT:** None

222 **MOTION #8 APRIL-24-19:** Director Hetherington motioned to adjourn the meeting. Director O’Dette  
223 seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington  
224 voted in favor. The motion passed.

225 At 8:15 PM the April 24, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

226 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE APRIL 24, 2019 REGULAR BOARD MEETING. TO**  
227 **WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**  
228 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>