



**TRUCKEE TAHOE AIRPORT DISTRICT**  
**10356 Truckee Airport Rd.**  
**Truckee, CA 96161**  
**(530) 587-4119 tel**  
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**WWW.TRUCKEETAHOEAIRPORT.COM**

**DIRECTORS**  
 MARY HETHERINGTON  
 JAMES W. MORRISON  
 TERESA O'DETTE  
 RICK STEPHENS  
 LISA WALLACE

**AGENDA  
 FOR  
 JUNE 26, 2019**

A meeting of the Truckee Tahoe Airport District will be held on **Wednesday, June 26, 2019 at 4:30 p.m. in the Community Room A, 10356 Truckee Airport Road, Truckee, California and Director O’Dette will be teleconferencing in from 92-1185 Ali’inuui Drive, Kapolei, Hawaii 96707.** No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. With a few exceptions, all meetings are recorded and Broadcast online and local television. The meeting room is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the Truckee Tahoe Airport District office at (530) 587-4119, at least three days prior to the meeting.

The Board of Directors may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will be heard at or after the time noted, but the Directors may interrupt or defer discussion in order to deal with other matters.

All written public comments received by 4:30 PM on Tuesday before the regularly scheduled Board meeting will be posted on the District website and forwarded to District Board Members for their consideration at the meeting.

**MISSION STATEMENT:** The Truckee Tahoe Airport is a community airport that provides high quality aviation facilities and services to meet local needs, and strives for low impact on our neighbors, while enhancing the benefit to the community-at-large.

**REGULAR MEETING:** 4:30 PM

**STANDING ORDERS:** Call the Meeting to Order

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**SPECIAL ORDERS OF BUSINESS**

**MODIFICATION OF AGENDA:** The Board President reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Board of Directors; Items may be pulled or removed from the agenda at any time.

**PUBLIC COMMENT:** Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board and ACAT. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board or ACAT on any issue brought forth under Public Comment. Comments relating to items on today’s agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board President; however, comments will generally be limited to five minutes.

**SPECIAL ACTION ITEM**

- 1. ADS-B Program Discussion and Action----- **TAB 1****  
 Board of Directors will review the Automatic Dependent Surveillance – Broadcast (ADS-B) system price estimate from Harris Corporation, Board will review public outreach and possibly take action on System purchase. Past Director, Mr. John Jones has requested time to provide a brief presentation on his research and merits of an ADS-B system.

**CONSENT AGENDA**

Action Items:

- 2. Minutes: May 22, 2019 Regular Meeting ----- TAB 2
- 3. Monthly Service Bills and Fees ----- TAB 3
- 4. Internal Control Audit----- TAB 4
- 5. Hangar Waitlist Policy Amendment ----- TAB 5  
Policy Amendment allowing 60 days for aircraft acquisition once hangar is available.
- 6. District Property Insurance and Cyber Security Renewal, and Workers Compensation Annual Insurance Approval (New Policy) ----- TAB 6
- 7. Approval of Annual Cost Of Living Adjustment for Employees ----- TAB 7
- 8. Tahoe Flying Club Hangar Lease Agreement ----- TAB 8  
Tahoe Flying Club is seeking approval of a lease amendment to exchange community benefit for monthly hangar rent payments.
- 9. Approval of: Policy Instruction 319 – Surplus Property Agreement ----- TAB 9  
Staff recommends adoption of a policy instruction outlining process for the disposal of surplus property.
- 10. Approval of: Policy Instruction 120 – Professional Development, Degree and Certification Policy -----TAB 10  
Staff recommends adoption of a policy instruction outlining guidelines on qualification and reimbursement requirements for District funded professional/educational development.

**PRESENTATIONS AND REPORTS**

- 11. ACAT Report -----TAB 11
- 12. Air Show Update
- 13. Gateway Mountain Center – Program Update
- 14. Lizzando Housing Project Update – Rick Lee
- 15. Monthly Operations and Comment Report -----TAB 12
- 16. Monthly Financial Report -----TAB 13
- 17. Staff and Board Member Conference Attendance Report

**ACTION ITEMS**

- 18. Hangar 2 Presentation and Next Steps -----TAB 14  
Board will review schematic design plans and cost estimates for potential construction of Hangar 2.
- 19. Housing Joint Powers Authority Presentation and Next Steps -----TAB 15  
Board will receive presentation and review proposal to authorize Formation Documents for the Truckee Tahoe Workforce Housing Joint Powers Authority.
- 20. Approval of Modifications to District Credit Card Holders, Change to Certificates of Deposit Investment Account and Investment Account Signatories -----TAB 16
  - RESOLUTION 2019-07 – Amending Agreement with Bank of the West for District Credit Cards
  - RESOLUTION 2019-08 – District Investment Account Signature Authority

**BOARD GUIDANCE AND INFORMATION ITEMS**

- 21. GENERAL MANAGER’S REPORT ----- TAB 17
  - Upcoming Training Opportunities
  - Ad Hoc Committees Status Update And Board Assignments
    - Hangar 2 Design & Programming
  - Update on Solar Energy and Economic Development Fund (SEED)
  - Discussion of Annual Board Strategy Workshop
  - Upcoming Meeting Schedule
  - Rolling Agenda And District Goals Review

**BOARD MEMBER ANNOUNCEMENTS:** Pursuant to Government Code Section 54954.2, Board members may make a brief announcement or report on activities. Board members may also provide a reference to staff or other resources for factual information, or request staff to report back to the Board at a subsequent meeting concerning any matter.

**SCHEDULE FOR UPCOMING MEETINGS:** The Board President and Airport Manager shall determine the agenda. Scheduled meetings of the Truckee Tahoe Airport Board of Directors are as follows:

- **Special Board Meeting** – July 8, 2019, 9:00 AM Truckee Tahoe Airport Community Rm. A., 10356 Truckee Airport Rd. Truckee, CA

- **Regular Board Meeting** - July 24, 2019, **4:30 PM** Truckee Tahoe Airport Community Rm. A., 10356 Truckee Airport Rd. Truckee, CA
- **Special Board Meeting** – August 28, 2019, **1:00 PM** Truckee Tahoe Airport Community Rm. A., 10356 Truckee Airport Rd. Truckee, CA
- **Regular Board Meeting** - August 28, 2019, **4:30 PM** Truckee Tahoe Airport Community Rm. A., 10356 Truckee Airport Rd. Truckee, CA

### **ADJOURNMENT OF MEETING**

**NOTE:** *A copy of the agenda packet and all documents related to this agenda are available for public review at the Airport Administration Office, 10356 Truckee Airport Road, Truckee, California 96161. Agenda items that are not able to be addressed at today's meeting may be placed on the next regularly scheduled Board meeting agenda. Requests for agenda items and/or supporting background information must be submitted in writing to the Airport Manager or the Board President ten days prior to the next meeting.*

*I declare a copy of this agenda was posted at the Truckee Tahoe Airport District Administration Office, 10356 Truckee Airport Road, Truckee, CA, and mailed on June 21, 2019.*

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**Lauren Tapia, HR Manager / District Clerk**