

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, May 22, 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 Jim Morrison (arrived at 4:32 PM)
9 Director Lisa Wallace
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 (Outgoing)
14 Ms. Kelly Woo, Director of Finance and Administration (Incoming)
15 Mr. Dave Hoffman, Director of Operations and Maintenance
16 Mr. Josh Nelson, 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: 10**

22 **SPECIAL ORDERS OF BUSINESS: None**

23 **PUBLIC COMMENT: None.**

24 **CONSENT ITEMS**

- 25 • Minutes: April 24, 2019 Regular Meeting ----- TAB 1
- 26 • Monthly Service Bills and Fees ----- TAB 2
- 27 • Use of District IT Network Policy Instruction 502 ----- TAB 3
- 28 • Annual Investment Policy Review ----- TAB 4
- 29 • Warehouse Non-Profit Tenant Selection ----- TAB 5

30 Vice President O’Dette requested to pull Tab Item 5: Warehouse Non-Profit Policy Review.

31 **PUBLIC COMMENT: None.**

32 **MOTION #1 MAY-22-19:** Director Hetherington motioned to approve Tab Items 1-4. Director Wallace
33 seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington
34 voted in favor. The motion passed.

35 Director Morrison entered meeting at 4:32 PM

36 Vice President O’Dette shared her concerns regarding the lack of public process, at the Board level,
37 concerning the Warehouse Non-Profit tenant selection. Vice President O’Dette stated that she was under
38 the impression that the Board would discuss the applicants and then have the ability to take action on
39 who is selected, not have District staff make a decision on the Board’s behalf. Vice President O’Dette
40 stated that staff did not seek out Board input on their recommendation. Mr. Smith stated that District
41 staff did not “select” the tenant, but that staff is making a recommendation to the Board per the

42 discussion at the April 2019 Board Meeting. Discussion ensued regarding how the District can help the
43 non-profits that were not recommended for the warehouse space to find the space or help they need.

44 Mr. Bullock stated that the feedback they received from the non-profit groups were of appreciation,
45 specifically regarding the vetting process staff conducted. Director Hetherington stated that Project Mana
46 is the most appropriate group to utilize the space, and noted about building cross agency partnership, and
47 for districts to think regionally to benefit their constituents. Director Morrison stated that he wants to see
48 the airport operate as an airport, and to provide benefits to community members to offset the noise and
49 annoyance that stems from the airport.

50 **PUBLIC COMMENT:** None.

51 **MOTION #2 MAY-22-19:** President Stephens motioned to approve Tab Item 5 as recommended by District
52 Staff. Director Hetherington seconded the motion. President Stephens, Vice President O’Dette, Directors
53 Morrison, Wallace and Hetherington voted in favor. The motion passed.

54 **SPECIAL ACTION ITEM: APPROVAL OF RESOLUTION 2019-06 BANK OF THE WEST SIGNATURE CARD**
55 **UPDATE (TAB 06)**

56 **PUBLIC COMMENT:** None.

57 **MOTION #3 MAY-22-19:** President Stephens motioned to approve RESOLUTION 2019-06 Bank of the West
58 Signature Card Update and to waive the reading. Director Hetherington seconded the motion. President
59 Stephens: Yes, Vice President O’Dette: Yes, Directors Morrison: Yes, Director Wallace: Yes and Director
60 Hetherington: Yes. The motion passed via roll call vote.

61 **SPECIAL ACTION ITEM: RE-VOTE: APPOINTMENT OF NEW ACAT MEMBER (TAB 07)**

62 Mr. Bullock reviewed the re-vote process for the vacant ACAT Pilot seat. Mr. Smith explained that the poll
63 ballots will be available for public inspection, if requested.

64 The Directors conducted the discrete poll. District Counsel Nelson stated that results of the poll were in
65 Mr. Joe Lorenz’s favor via a 3-2 vote.

66 **PUBLIC COMMENT:** None.

67 **MOTION #4 MAY-22-19:** Director Morrison motioned to appoint Mr. Joe Lorenz to the vacant ACAT Pilot
68 Seat. President Stephens seconded the motion. President Stephens, Vice President O’Dette, Directors
69 Morrison, Wallace and Hetherington voted in favor. The motion passed.

70 **ACAT REPORT (TAB 08)**

71 Member Golden reviewed the May 2019 ACAT Report and Ad Hoc Committee reports.

72 **PUBLIC COMMENT:** None.

73 Mr. Smith noted that a few ACAT Members requested to review PI 311 Sponsorship & Partnership Policy,
74 but would not do so without the Board willing that to happen. There was Board consensus for ACAT to
75 provide feedback on PI 311 at the July Board meeting or Workshop.

76 **ANNUAL ARFF REPORT**

77 Mr. Bill Seline, Truckee Fire Protection District, reviewed the Annual ARFF Report for the Board of
78 Directors.

79 **PUBLIC COMMENT:** None.

80 **NORTH TAHOE PUD TRAIL PROJECT – CHECK IN (TAB 09)**

81 Mr. Loren Holt, Administrative Manager with NTPUD, reviewed the Multi-Use Trailhead Improvements
82 project update for the Board of Directors. Director Wallace expressed appreciation to NTPUD taking lead
83 on this project and finding a way for the District to partner with them on it.

84 **PUBLIC COMMENT:** Ms. Sarah Coolidge, Board Director of NTPUD, thanked the board for their partnership
85 with NTPUD.

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

87 Mr. Van Quest reviewed the Monthly Operations and Comment Report for the month of April. Operations
88 & Comments, Comments by Aircraft Type, Comments by Zone and Aircraft type were reviewed.

89 Director Wallace inquired when the SMS updates are reported. Mr. Van Quest stated that that report is
90 presented quarterly. Director Hetherington inquired if CareFlight is instructed to take the “quietest path”
91 for inbound flights back to base. Mr. Smith stated that staff is in frequent communication with Careflight
92 and they are doing their best to use the quietest path.

93 **PUBLIC COMMENT:** None.

94 **MONTHLY FINANCIAL REPORT (TAB 11)**

95 Ms. Lyon reviewed the monthly financial report for three month ending March 31, 2019.

96 **PUBLIC COMMENT:** None.

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

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

99 Mr. Smith and Mr. Bullock reviewed conference attendance reports to AvFuel training and Contract Tower
100 Association Meetings respectively.

101 **SOARING WAY/JOERGER DRIVE UTILITY AND TRANSPORTATION INFRASTRUCTURE PARTICIPATION** 102 **CONSIDERATION (TAB 12)**

103 President Stephens excused himself from the agenda topic due to his conflict of interest as an investor in
104 the Soaring Ranch Development.

105 Mr. Smith reviewed his overview presentation regarding the background of the Soaring Ranch
106 Development and PC-3, as well as the three infrastructure components the developers of Soaring Ranch
107 is requesting the District to participate in as a cost share: Utility Infrastructure, Trail Improvements, and
108 Transportation/Traffic Improvements. There was Board consensus to receive more specific cost estimates
109 regarding the Utility Infrastructure and Trail improvements, but there was lack of a consensus regarding
110 Transportation/Traffic improvements due to the fact that the District has yet to make a decision regarding
111 the development of its non-aeronautical land on Soaring Way.

112 **PUBLIC COMMENT:**

113 Mr. Art Chapman, JMA, made comment regarding the cost sharing relationship with the three
114 components requested.

115 The Board requested more information related to costs of utility infrastructure, requirements for Town of
116 Truckee and Nevada County transportation development requirements for District property, Town and
117 County trails requirements, and to review appraisal values of land with and without infrastructure
118 requirements met for future leased property. Mr. Smith indicated he would seek out that information
119 and return to the Board later this summer with the information.

120 **SECONDARY DWELLING WAIVER PILOT PROGRAM (TAB 13)**

121 President Stephens re-entered meeting at 6:36 PM

122 President Stephens stated that Placer County proposes to establish a pilot county fee offset program for
123 Secondary Units in Eastern Placer County. Secondary units are a way to get individual rental units on
124 single family lots at a reasonable price. The goal is to accelerate production of secondary dwellings
125 because they are less expensive and quicker to build than larger housing projects which often require
126 much more substantial subsidies.

127 Ms. Emily Fetzer, Placer County Executive Office, stated that the fees are significant for such units with
128 the County fees and all the special district fees. Placer County is proposing forgiving approximately
129 \$15,000 in County fees. Since the County cannot legally forgive the fees without offsetting them from
130 other sources, the County is requesting \$135,000 from TTAD matched by \$15,000 from the County.
131 Presently, a property owner applies for a secondary dwelling. The homeowner has to meet the setbacks,
132 any area plan requirements such as deed restrictions, and fill out an application and get a building permit
133 and potentially a grading permit. This pilot program would be offered to the first 10 applicants once the
134 program is up and running (targeting this summer). Ms. Fetzer disclosed that the program could
135 potentially run for two years, or until all funds are used. This pilot program would allow Placer County to
136 offset all county fees and building permits for 10 secondary dwellings in exchange for the property owner
137 placing a deed restriction on the secondary dwelling for affordability (up to 120% Area Median Income
138 [AMI]) and prohibiting it from being used as a short term rental. As part of this program, Placer County
139 would also work with special districts to also consider waiving some or all of their fees, with a goal of
140 bringing the total impact fees to a net zero. Ms. Fetzer stated that they would work with the Mountain
141 Housing Council and its regional partners to promote the program and would acknowledge TTAD in all
142 marketing. The Secondary Dwelling Fee Waiver Pilot Program would initiate an active Secondary Dwelling
143 marketing campaign driven by Placer County and the Mountain Housing Council, as well as a passive word-
144 of-mouth marketing campaign via the homeowners and tenants. The program also proposes to promote
145 its availability to residential property owners through HOAs, trade groups and general media outreach.
146 Should the program prove successful, it could become a permanent component of Placer County's
147 achievable housing incentive portfolio. Placer County would maintain records of all secondary dwellings
148 built and funds used through the program.

149 Vice President O'Dette expressed concern regarding TRPA and whether they would be a "team player"
150 with this pilot program. Ms. Fetzer stated that they talked with TRPA this morning regarding potentially
151 releasing restraints they apply to basin property owners. Director Morrison stated that he understood
152 why the Placer County could not waive the fees, but inquired why Placer County cannot subsidize the fees.
153 Ms. Fetzer stated that Placer County is open to negotiations. Director Wallace stated that she is inclined
154 to support this proposal, but requested the placer add a "matching funds" agreement to the request. This
155 will allow Placer County to go out into the community to find funding partners, besides the Airport District,
156 to participate in the fee waiver program. Director Hetherington agreed with Director Wallace's
157 sentiments. Discussion ensued regarding the differing building requirements within the basin and outside
158 the basin, deed restriction criteria of the fee waiver program, and enforcement techniques by the county.

159 Vice President O'Dette further expressed concern regarding coverage restraints TRPA applies to basin
160 property owners. Ms. Fetzer agreed that coverage restraints could hinder the fee waiver program, and
161 stated that they are actively working with TRPA to address this potential issue. Ms. Fetzer indicated that
162 TRPA is "willing" to discuss the issue.

163 **PUBLIC COMMENT:** None.

164 There was consensus from the Board to fund 50% of the secondary dwelling waiver pilot program for 10
165 secondary dwellings within the Airport District.

166 **MOTION #5 MAY-22-19:** President Stephens motioned to approve 50% funding allocation or \$7,500 per
167 permit for 10 units to be paid at time the building permit is issued from the District Housing Fund to

173 support and assist implementation of the Secondary Dwelling Fee Waiver Pilot Program in Placer County
174 and to authorize staff and the Board President to negotiate a final agreement on the Secondary Dwelling
175 Fee Waiver Pilot Program and return to the Board with final Agreement for approval. Director O’Dette
176 seconded the motion.

177 **AIRPORT DISTRICT BIKE SHARE PROGRAM EXPANSION – TAHOE CITY & KINGS BEACH (TAB 14)**

178 Mr. Smith reviewed the history of the District’s Bike Share Program. This new Placer County proposal is to
179 have two (2) stations located between the Tahoe City Transit Center and the Tahoe City town center.
180 Placer County will be responsible for Zagster contract agreements, site agreements as well as outreach to
181 local bike shops in the Tahoe City and Kings Beach communities. They have already begun this outreach
182 process. Once Placer County signs agreements with Zagster, they can move forward with installation and
183 have the system operational by mid-July. Placer County is seeking Board confirmation of our desire to
184 sponsor one of the Tahoe City locations and one of the Kings Beach locations. The District will have its
185 logo on five (5) bikes in Tahoe City and five (5) bikes in Kings Beach along with our logo on the Kiosks at
186 each station. Mr. Smith stated that staff feels this is a great way to provide benefit and value to basin
187 constituents and in line with the goals of our program. Staff recommends approval of this request.

188 **PUBLIC COMMENT:** None.

189 **MOTION #6 MAY-22-19:** Director Wallace motioned to approve the staff request to allocate GHG
190 reduction program funding to expand the District Bike Share program to Tahoe City and Kings Beach with
191 an \$18,000 (2 stations) per year commitment for 3 years. Director Morrison seconded the motion.
192 President Stephens, Vice President O’Dette, Directors Morrison, Wallace and Hetherington voted in favor.
193 The motion passed.

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

195 District Counsel Nelson reviewed Policy Instruction 119 and reviewed the modification to each section of
196 the Policy which was suggested at the regular March Board meeting. Discussion ensued regarding
197 enforcement of the policy, recusal vs. disclosure, and the suggestion to remove Section 5 from the Policy
198 Instruction.

199 Director Morrison motioned to adopt Policy Instruction 119 with the removal of Section 5, with disclosure
200 on activity 12 months back and 3 months forward, as well as to replace FPPC with Secretary of State in
201 Section 1.

202 **PUBLIC COMMENT:**

203 Mr. Jan Zabriskie read his submitted (for public record) comment.

204 Mr. Time Ryan read his submitted (for public record) comment.

205 Director Hetherington stated that she believes Mr. Zabriskie’s policy suggestion is “cleaner”, as she
206 believes the District has potential land use issues coming up.

207 **MOTION #7 MAY-22-19:** Director Morrison motioned to adopt Policy Instruction 119 with the removal of
208 Section 5, with disclosure on activity 12 months back and 3 months forward, as well as to replace FPPC
209 with Secretary of State in Section 1. Director O’Dette seconded the motion. President Stephens, Vice
210 President O’Dette, Directors Morrison, and Wallace voted in favor. Director Hetherington opposed the
211 motion. The motion passed.

212 **ADS-B PROJECT REVIEW AND DISCUSSION (TAB 16)**

213 President Stephens stated that he would like this item to be presented at the July 8th Board workshop
214 with the option to take action, as all Board members will be present at that meeting. Mr. Smith reviewed
215 the posting requirements for a special meeting. Director Hetherington express disagreement with

211 President Stephen's suggestion and stated it was not an appropriate type of meeting to take a vote for
212 ADS-B. There was consensus from the Board to table this discussion until after Mr. Bullock's project
213 update.

214 Mr. Bullock reviewed his presentation that specifically answered the questions that were asked by Board
215 Members at April's Board meeting. Mr. Bullock reviewed the posted staff report, which provides very
216 specific answers to the questions. Mr. Bullock stated that the Runway Utilization map is currently being
217 worked on and would be sent out to the Board when it is completed.

218 Discussion ensued regarding the need to have an accurate cost proposal, safety, positive control ADS-B
219 could bring to the Airport, and the request for Board members answer the question: "why not do ADS-
220 B?"

221 There was Board consensus for staff to have more answers brought forth regarding the positive impacts
222 flight control procedures could bring, in conjunction with ADS-B and the Tower (i.e. flight path control).

223 **PUBLIC COMMENT:** Mr. Leigh Golden, Truckee Resident, stated that there are no negatives to ADS-B, yes
224 it is expensive, but Aviation is expensive. It (ADS-B) will increase safety and situational awareness.

225 Various Directors indicated that had enough information on this topic to make a decision outside of the
226 request of more information regarding flight procedures. There was some discussion as to which meeting
227 or workshop the subject could it be considered as an Action Item. There was Board consensus to include
228 it on the June 26, 2019 meeting. Vice President O'Dette indicated that she would teleconference in to the
229 June meeting, allowing for a full Board to be present.

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

- 231 • Upcoming Training and Conference Opportunities

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

- 233 • Hangar 2 Design & Programming

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

- 238 • Mountain Housing Council

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

- 240 • Update on Summer Airfield Paving Projects

241 The District has various summer pavement projects scheduled for construction this Summer. Mid-July
242 after the Airshow, Meyers Earthwork will complete the taxi lane Romeo project. In addition to this project,
243 staff hopes to receive final grant agreements for the new EMS helicopter apron, wash rack, runway 11/29
244 blast pads, as well as a saw and seal project at hangar rows J&K. 2018 Revenue Passenger Enplanement
245 Report Update

- 246 • Employee COLA Adjustment – Update

247 Mr. Smith previewed the upcoming Cost of Living Adjustment (COLA) for the Board. The finalized index as
248 well as the estimation of the COLA will be presented at the June Board meeting as an item for action.

- 249 • Tenant CPI Adjustment – Update

250 Consumer Price Index (CPI) adjustments are due per our lease agreements primarily for hangar tenants
251 September 1st. Mr. Smith provided a brief update on the process and projected CPI rates.

252 • Discussion of Annual Board Strategy Workshop

253 Mr. Smith reviewed the potential items that would be discussed at the strategy workshop. Mr. Smith
254 stated that the Workshop will take place on July 8th from 9:00 AM – 12:00 PM.

255 Discussion ensued regarding ADS-B being a potential action item at the July 8th Board workshop. There
256 was Board consensus for the item to be a potential action item at the June 26th Board meeting, as Vice
257 President O’Dette stated that she would teleconference into the June Board meeting.

258 • Upcoming Board Meeting Schedule

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

260 **PUBLIC COMMENT:** None

261 **ADJOURN TO CLOSED SESSION:** 8:49 PM

262 • CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

263 ○ Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section
264 54956.9 (One potential case).

265 ○ A point has been reached where, in the opinion of the legislative body of the local agency
266 on the advice of legal counsel, based on existing facts and circumstances, there is a
267 significant exposure to litigation against the local agency, based upon a demand letter
268 from counsel for the claimant for payment of overtime wages.

269 **PUBLIC COMMENT:** None

270 No reportable action due to not having a signed settlement agreement

271 **ADJOURN**

272 **PUBLIC COMMENT:** None

273 **MOTION #7 MAY-22-19:** Director Morrison motioned to adjourn the meeting. Vice President O’Dette
274 seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison, Wallace and
275 Hetherington voted in favor. The motion passed.

276 At 9:00 PM the May 22, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

277 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MAY 22, 2019 REGULAR BOARD MEETING. TO**
278 **WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**
279 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>