

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, June 26, 2019 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as 92-1185 Ali'inui Drive, Kapolei, Hawaii 96707 via Teleconference.

CALL MEETING TO ORDER: 4:30 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Rick Stephens
Vice President Teresa O'Dette (via Teleconference)
Director Jim Morrison
Director Lisa Wallace
Director Mary Hetherington

STAFF PRESENT: Mr. Kevin Smith, General Manager
Mr. Hardy Bullock, Director of Aviation and Community Services
Ms. Kelly Woo, Director of Finance and Administration
Mr. Josh Nelson, District Legal Counsel
Mr. Marc Lamb, Community Relations Manager
Mr. David Van Quest, Noise Associate
Ms. Lauren Tapia, HR Manager/District Clerk

VISITORS PRESENT: 52

SPECIAL ORDERS OF BUSINESS:

Mr. Dan Waddle from CSDA presented the District Transparency Certificate of Excellence to Mr. Marc Lamb and the rest of District Staff.

PUBLIC COMMENT:

Mr. Ken Aronson, Truckee Resident, noted the Bike Event that was held on the North Side of the Airfield (Truckee Dirt Fondo) which had gate access exposure and imposed itself onto aeronautical activity and limited hangar access by tenants. Mr. Aronson requested the Board review the once proposed Hangar 3, which would be better equipped to handle community events, and will prevent those events from encroaching onto the airfield.

SPECIAL ACTION ITEM: ADS-B PROGRAM DISCUSSION AND ACTION (TAB 01)

Mr. Bullock reviewed his ADS-B presentation's discussion points, the Staff Report summary which included the District's communication efforts and campaign summary and ADS-B related public comments both via email and the Airport's Facebook Page, the Harris proposal and the six year outlook with ADS-B for the Board of Directors. The onetime annual service establishment fee came in under staff's original estimate of \$1.5 million at \$939,151 along with an annual fee of \$205,192 to maintain the ADS-B system and pay for the data feed.

PUBLIC COMMENT:

Mr. John Jones, Truckee Resident and former Board Director, presented an overview of ADS-B and his past efforts to bring ADS-B to the Airport.

Mr. Bruce Eisenar, Truckee Resident and local Pilot, presented a more cost effective alternative to ADS-B called the Plane Track System, although it was noted that it's data would not be accepted by Oakland Center which would not allow the District to gain full control of aircraft in it's airspace. The Plane Track

42 System is not FAA “certified” and would not help the District to design charted procedures, or help the
43 District achieve the goals the Board has set for District staff to obtain for this project.

44 Mr. Robert Grossman, Truckee Resident and local Pilot, stated that ADS-B will enhance community safety
45 not only pilot safety. ADS-B will not allow him to fly in and out of truck more than he already does. Mr.
46 Grossman played a short video.

47 Ms. BJ Youke, longtime local pilot, stated that it is frightening coming into and out of KTRK and not having
48 ADS-B.

49 Mr. Dan McGee, local pilot and hangar tenant, stated his excitement to see the potential of published
50 approaches and departures ADS-B could help bring. Mr. McGee noted his near misses due to the fact that
51 the airport does not have ADS-B coverage.

52 Ms. Nancy Woody, Truckee resident, shared her concern regarding noise abatement and referred to a
53 District survey where respondents stated that ADS-B may allow them to come in at night. Ms. Woody
54 expressed concern over the cost and if it will achieve the stated goals. Ms. Woody recommended the
55 Board continue this item.

56 Mr. Tom Meadows, Truckee resident and local pilot, noted that many chartered aircraft cannot fly in at
57 night due to company’s safety specs, with or without ADS-B. That will not change.

58 Mr. David Diamond, Truckee Resident and ACAT Member, noted that when the Board considers non-
59 aviation projects, the cost of such projects are conveyed as being “not much of an issue” and are strongly
60 considered. But with this project the Board has kept staff “jumping through hoops” for the same price
61 point as many of the non-aeronautical projects, and is being highly scrutinized. Mr. Diamond noted that
62 the ADS-B project should be an easy decision for the Board to move forward on.

63 Mr. Jeff Hurst, Truckee Resident and local pilot, noted his support for ADS-B and that once the Airport
64 installs it, the area will have the same type of coverage you will find in the bay area, central valley, and
65 Los Angeles. Mr. Hurst stated that he has had near misses with Oakland Center not having any visual
66 information of aircraft in the area. Mr. Hurst informed the Board that in his opinion, they would be derelict
67 of their duties if they do not vote for ADS-B.

68 Mr. Brent Collinson, Truckee Resident and local pilot, noted that if ADS-B is not approved by the Board,
69 they would need to change the District’s Mission. Without ADS-B, the Board would not be providing “high
70 quality aviation facilities”.

71 President Stevens made a motion to approve a onetime expenditure of \$939,152 and recurring cost of
72 \$205,192 per year subject to a 2.2% annual escalation, fees subject +/- 10%. Director Morrison Seconded
73 the motion.

74 Director Wallace inquired the time estimate regarding published procedures. Mr. Bullock stated that ADS-
75 B won’t be turned up immediately, it’s a process, but once it’s in the control tower, the process of
76 publishing procedures will happen quickly (approximately 18-24 months). Mr. Bullock noted that getting
77 ADS-B up and running would be the biggest element to potential change second to the Tower.

78 Director Hetherington read a prepared written statement expressing displeasure of District Staff and
79 Tower Staff for allowing continued aeronautical concentration of departures on Runway 11 and arrivals
80 on Runway 29. Director Hetherington noted that the Tower is “not playing fair” and is not dispersing
81 overflight traffic, which was a promised effect by District staff with the implantation of the temporary
82 Control Tower. Director Hetherington requested the Board to direct District staff to direct Tower staff to
83 fulfill the original promise “to share the overflight burden”, to have the first charted procedure to be a
84 departure procedure to relieve overflight burden on the north side of Truckee. Director Hetherington
85 noted that she can support the project for safety, but would like her requests to be fulfilled as well.

Director Wallace noted that the community and the Airport are safe. Director Wallace indicated that she doesn't want the community to walk away from tonight's discussion with the impression that the community is at risk or that the airport is unsafe. The discussion tonight is to enhance safety.

Director Hetherington reiterated that she would like District staff to work with Tower staff to get the utilization of runway 02/20 back to what it was in year 16/17.

MOTION #1 JUNE-26-19: President Stephens made a motion to approve a onetime expenditure of \$939,152 and recurring cost of \$205,192 per year subject to a 2.2% annual escalation, fees subject +/- 10%. Director Morrison Seconded the motion. President Stephens: Yes, Vice President O'Dette: Yes, Director Morrison: Yes, Director Wallace: Yes, Director Hetherington: Yes. The motion passed.

Vice President O'Dette left the meeting at 5:51 PM.

CONSENT ITEMS

- Minutes: May 22, 2019 Regular Meeting ----- TAB 2
- Monthly Service Bills and Fees ----- TAB 3
- Internal Control Audit ----- TAB 4
- Hangar Waitlist Policy Amendment ----- TAB 5
- District Property Insurance, Cyber Security, and Workers Compensation Approval ----- TAB 6
- Approval of Annual Cost of Living Adjustment for District Employees ----- TAB 7
- Tahoe Flying Club Hangar Lease Agreement ----- TAB 8
- Approval of Policy Instruction 319: Surplus Property Agreement ----- TAB 9
- Approval of Policy Instruction 120: Professional Development, Degree, and Certification Policy --- TAB 10

Director Hetherington requested to pull Tab 2 and Tab 5.

PUBLIC COMMENT: None.

MOTION #2 JUNE-26-19: President Stephens motion to approve Tab Items 3-4 and 6-10. Director Wallace seconded the motion. President Stephens: Yes, Director Morrison: Yes, Director Wallace: Yes, Director Hetherington: Yes. The motion passed.

Director Hetherington amended line 157 and line 205 of the May 22, 2019 Regular Meeting Minutes.

PUBLIC COMMENT: None.

MOTION #3 JUNE-26-19: Director Wallace motion to approve the May 22, 2019 Regular meeting minutes as amended by Director Hetherington. Director Hetherington seconded the motion. President Stephens: Yes, Director Morrison: Yes, Director Wallace: Yes, Director Hetherington: Yes. The motion passed.

Director Hetherington inquired about the wait period as described in the Staff Report and the reasons why the tenant is not paying rent during the waiting period. Mr. Smith stated that staff uses those hangars as overnight or sublets them in the interim until the tenant obtains their aircraft. Director Hetherington expressed that she would like the tenant to be paying rent during the waiting period.

MOTION #4 JUNE-26-19: Director Morrison motion to approve the update to the Hangar General Aviation Leasing/Rents and Fees Policy as outlined in the Staff Report. Director Wallace seconded the motion. President Stephens: Yes, Director Morrison: Yes, Director Wallace: Yes, Director Hetherington: No. The motion passed.

Director Hetherington noted that she voted "No" because she believes the Hangar Tenant should be paying rent in the interim months of acquiring their aircraft.

ACAT REPORT (TAB 11)

128 Mr. Bullock reviewed the June 2019 ACAT Report and Ad Hoc Committee reports.

129 **PUBLIC COMMENT:** None.

130 Director Hetherington stated that she flew with Member Diamond and believes his ACAT Ad Hoc project
131 (potential emergency landing area map) is a great project.

132 **AIRSHOW UPDATE**

133 Mr. Smith did a quick and final update for the 2019 Airshow.

134 **PUBLIC COMMENT:** None.

135 **LIZZANDO HOUSING PROJECT UPDATE – Mr. Rick Lee**

136 Mr. Lee gave an update on the Lizzando Housing Project and the road blocks he has encountered with
137 the Town of Truckee. Mr. Lee noted that currently, he would not be able to meet the construction
138 agreement with unit 2.

139 **PUBLIC COMMENT:**

140 Mr. Tom Meadows requested an overview of the project.

141 President Stephens gave a brief synopsis of the Rick Lee Housing project for Mr. Meadows.

142 There was Board consensus to apply an extension to the Lizzando Housing Project agreement and bring it
143 back at the next Board meeting for approval.

144 **MONTHLY OPERATIONS AND COMMENT REPORT (TAB 12)**

145 Mr. Van Quest reviewed the Monthly Operations and Comment Report for the month of May. Operations
146 & Comments, Comments by Aircraft Type, Comments by Zone and Aircraft type were reviewed.

147 Director Morrison noted that he doesn't believe the Monthly Report is productive to be given on a
148 monthly basis. Director Morrison requested the Monthly report still be included, but placed as a consent
149 item, and that the Quarterly Report be the only report presented and discussed at a more in-depth level.
150 Director Hetherington and Wallace agreed with Director Morrison. Director Wallace noted to Mr. Van
151 Quest that the Operations and Comment report should be relayed with more neutral commentary.

152 **PUBLIC COMMENT:** None.

153 **MONTHLY FINANCIAL REPORT (TAB 13)**

154 Ms. Woo reviewed the monthly financial report for three months ending April 30, 2019.

155 **PUBLIC COMMENT:** None.

156 There was Board consensus to accept the April Monthly Financial report as presented.

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

158 None to report.

159 **BREAK: 6:36 PM – 6:42 PM**

160 **HANGAR 2 PRESENTATION AND NEXT STEPS (TAB 14)**

161 Mr. Smith reviewed the History of the Hangar 2 project and what has been accomplished thus far. Mr.
162 Smith reviewed the five (5) building options the Ad Hoc Committee and Staff Recommends the Board to
163 consider. Mr. Smith noted that the Ad Hoc Committee and Staff do not have a formal recommendation
164 for a specific Option to choose, though, Staff does favor Option 2 (Build Office Building Only) or Option 4
165 (Do Site Work Only) as they feel it addresses various aeronautical and community needs. Discussion

166 ensued amongst Board Members regarding the various building options, the level of certainty behind the
167 30% building design, the need to tailor the cost with the needs of the building, apprehension behind
168 spending funds and limiting the District financial on a single hangar, and the T-Hangar demand and how
169 solid the hangar waitlist is. There was Board consensus to Discuss Hangar 2 more in depth at the July 8th
170 Board Strategic Workshop, have it included in the 5 Year Forecast and be discussed as part of the Budget
171 Workshop in August.

172 **PUBLIC COMMENT:**

173 Mr. Aronson, Truckee Resident and Deputy Commander of the Civil Air Patrol, expressed the current
174 constraints Civil Air Patrol has in its current location and noted his desire to see Hangar 2's office building
175 to be constructed.

176 Mr. Meadows, Truckee Resident and Local Pilot, stated his support for Option 3 the Build Everything (\$10
177 million) option.

178 **HOUSING JOINT POWERS PRESENTATION AND NEXT STEPS (TAB 15)**

179 Mr. Smith introduced the topic and gave a brief overview of the Workforce Housing JPA concept which is
180 comprised of Tahoe Truckee Unified School District, Tahoe Forest Hospital District, Tahoe Truckee Airport
181 District and Truckee Donner Public Utility District. Mr. Smith stated that the District is seeking Board
182 guidance and direction on the Draft JPA Term Sheet and whether it should proceed with the Development
183 of the JPA formation documents which will be considered at the Regular September Board meeting.

184 Mr. Mike Oliver, with the Municipal Resource Group, reviewed his overview presentation regarding the
185 creation of a Joint Powers Authority (JPA). Discussion ensued regarding how a JPA works, what the
186 District's relationship and commitment (monetary) would be to the JPA, and how housing would be
187 acquired by the JPA.

188 **PUBLIC COMMENT:** None.

189 **MOTION #5 JUNE-26-19:** President Stephens motioned to approve proceeding with the development of
190 JPA formation documents to create the Truckee Tahoe Workforce Housing Agency and return for Board
191 consideration and final approval at the September or October 2019 Board of Directors Meeting. Director
192 Wallace seconded the motion. President Stephens: Yes, Director Morrison: Yes, Director Wallace: Yes,
193 Director Hetherington: Yes. The motion passed.

194 **APPROVAL OF MODIFICATIONS TO DISTRICT CREDIT CARD HOLDERS, CHANGE TO CERTIFICATES OF**
195 **DEPOSIT INVESTMENT ACCOUNTS AND INVESTMENT ACCOUNT SIGNATORIES (TAB 16)**

196 Ms. Woo stated that the District currently has an investment account with Wells Fargo Securities that
197 houses the District's CD Investments. Wells Fargo has requested that the District move its funds to a
198 different account as the securities division now requires a higher volume balance. The District will open a
199 new account with Wells Fargo Advisors and continue to manage our investment accounts in the exact
200 same manner as before. The District also requests to change the signatory on the Wells Fargo investment
201 account from the retiring Director of Finance and Administration, Ms. Sally Lyon to the incoming Director
202 of Finance and Administration, Ms. Kelly Woo and retain the other signatory, General Manager, Mr. Kevin
203 Smith. Ms. Woo also stated that the District would like to remove former Operations and Maintenance
204 Supervisor, Mr. Mike Lebedeff from the District credit card account and add current Operations and
205 Maintenance Supervisor, Ms. Sarah Person.

206 **PUBLIC COMMENT:** None.

207 **MOTION #6 JUNE-26-19:** President Stephens motioned to approve changing investment accounts of the
208 Truckee Tahoe Airport District from Wells Fargo Securities account to a new Wells Fargo Advisors account.

209 Director Morrison seconded the motion. President Stephens: Yes, Director Morrison: Yes, Director
210 Wallace: Yes, Director Hetherington: Yes. The motion passed.

211 **MOTION #7 JUNE-26-19:** President Stephens motioned to approve Resolution 2019-08 District
212 Investment Account Signature Authority and to waive the reading. Director Wallace seconded the motion.
213 President Stephens: Yes, Director Morrison: Yes, Director Wallace: Yes, Director Hetherington: Yes. The
214 motion passed.

215 **MOTION #8 JUNE-26-19:** President Hetherington motioned to approve Resolution 2019-07 Amending
216 Agreement with Bank of the West for District Credit Cards and to waive the reading. President Stephens
217 seconded the motion. President Stephens: Yes, Director Morrison: Yes, Director Wallace: Yes, Director
218 Hetherington: Yes. The motion passed.

219 **GENERAL MANAGER REPORT (TAB 17)**

- 220
 - Upcoming Training and Conference Opportunities

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

- 222
 - Hangar 2 Design & Programming

223 Discussed earlier in the meeting.

- 224
 - Mountain Housing Council

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

- 226
 - Update on Solar Energy and Economic Development Fund (SEED)

227 Mr. Smith stated that last year the District approved an MOU with SEI and Optony to participate in the
228 Round 3 of the SEED Fund Collaboration for a project in the Sierras. This is a State approved and sponsored
229 Public Private Partnership to help facilitate the construction of Solar project for public agencies. Recently
230 the City of South Lake Tahoe has signed on along with TTAD. Other public agencies are considering the
231 program. With the addition of South Lake Tahoe, it appears there is more positive momentum to get this
232 program underway. The District has no formal funding commitment to this project. If the SEED bid is
233 successful, the District will have the option to permit the placement of Solar on our properties and receive
234 the benefits of the program included reduced power costs.

- 235
 - Discussion of Annual Board Strategy Workshop

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

- 238
 - Upcoming Board Meeting Schedule

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

240 **PUBLIC COMMENT:** None

241 **ADJOURN**

242 **PUBLIC COMMENT:** None

243 **MOTION #9 JUNE-26-19:** Director Hetherington motioned to adjourn the meeting. President Stephens
244 seconded the motion. President Stephens: Yes, Director Morrison: Yes, Director Wallace: Yes, Director
245 Hetherington: Yes. The motion passed.

246 At 8:04 PM the June 26, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

247 THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JUNE 26, 2019 REGULAR BOARD MEETING. TO
248 WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER "BOARD MEETING ARCHIVES":
249 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>