

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 SPECIAL meeting held Wednesday, August 28, 2019 in the Truckee Tahoe Airport District Community  
3 Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 9:00 a.m.

4 **CALL MEETING TO ORDER:** 1:30 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 (arrived at 1:43 PM)  
10 Director Mary Hetherington

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
12 Mr. Hardy Bullock, Director of Aviation and Community Services  
13 Ms. Kelly Woo, Director of Finance and Administration  
14 Mr. Josh Nelson, District Legal Counsel  
15 Ms. Lauren Tapia, HR Manager/District Clerk

16 **PUBLIC COUNT:** 2

17 **SPECIAL ORDERS OF BUSINESS:**

18 Mr. Kevin Smith noted that today’s meeting will end at 4:00 PM at the latest. If the Board does not finish  
19 the Budget workshop, a follow up workshop will be scheduled at a later date.

20 **PUBLIC COMMENT:**

21 None.

22 **TTAD CY 2020 BUDGET PRESENTATION INTRODUCTION**

23 Ms. Woo and Mr. Smith reviewed their CY 2020 Presentation Introduction.

24 **TTAD BASIC FINANCIAL POSITION**

- 25 • *5 year Budget Forecast – Hansford Consulting*

26 Vice President Jim Morrison entered the meeting at 1:43 PM

27 Mr. Smith introduced Ms. Katherine Hansford of Hansford Consulting. Ms. Hansford will be reviewing the  
28 District’s 5 year Budget Forecast.

29 Ms. Hansford reviewed that that 5 year forecast is simply a planning tool, its purpose is to assist the Board  
30 in making decisions, particularly with regard to capital projects (financing and timing) and to show  
31 projected changes in revenues and expenses over the next five years.

32 Ms. Hansford reviewed the general assumptions for both District expenses and revenues, as well as the  
33 major capital project assumptions. Director Hetherington inquired about the non-operating revenue

34 table, Ms. Hansford stated that the detailed table is in Appendix A of the report. Director Hetherington  
35 requested that information be placed in the summary report and not isolated in the appendix.

36 Ms. Hansford continued to review her presentation. Discussion ensued regarding the capital operating  
37 reserves graphs, specifically the property acquisition line and how much money the District holds in the  
38 budget for future land acquisition. There was suggestions made to have reference projects/notations for  
39 the property acquisition and annoyance reduction/community programs reserve.

40 Mr. Smith stated that the next part of the presentation, Budget Opportunities, will review projects that  
41 have come from the surveys that were turned in by staff and the Board. Mr. Smith noted that the projects  
42 listed in the presentation are not prioritized.

43       • *Budget Opportunities Identified by Staff*

44             • *Community Sponsorships and Partnerships*

45 Mr. Smith introduced the first budget opportunity, Community Sponsorships and Partnerships. The CY  
46 2020 Budget included \$60,000 for Sponsorships and \$500,000 for Agency Partnerships. The District is on  
47 track to spend \$60,000 on individual sponsorships for CY 2018.

48 There was consensus from the Board to increase sponsorships to \$70,000 and leave the Agency  
49 Sponsorships as proposed.

50       • *Funding for Regional Housing Solutions and Opportunities*

51 Mr. Smith stated that the District, along with the greater community, is working on housing solutions  
52 through the Truckee Tahoe Community Foundation's Regional Mountain Housing Council. Mr. Smith  
53 noted that the CY 2020 Budget includes \$500,000 unallocated to specific housing projects in addition to  
54 the \$500,000 for the Nahas Property. Total proposed for CY 2020 Budget is \$1,000,000.

55 Ms. Jennifer Merchant, CEO of Placer County, gave a brief update on the Nahas Property Acquisition.  
56 Discussion ensued regarding the importance of finding a community solution for the project, as the  
57 direction of the project has changed in the last year; as well traffic, parking and public transit issues related  
58 to the project.

59 There was consensus from the Board to leave this item, as proposed.

60       • *Pavement Management*

61 Mr. Smith reviewed the Pavement Management budget item. The 2020 Pavement Management budget  
62 is pending FAA and engineering detail. It appears this will be a lighter project year. Staff will likely propose  
63 in the CY 2020 Budget to include \$650,000 for pavement projects. These funds will be used to meet the  
64 District's ACIP FAA match requirement as well as consider a few other small scale non-AIP eligible  
65 pavement projects around the Airport. Mr. Smith noted that the budget also includes \$90,000 for an  
66 update to the 2014 Pavement Management Plan.

67 There was consensus from the Board to leave the Pavement Management as proposed.

68       • *East Terminal Parking Lot Expansion*

69 Mr. Smith reviewed the plans for the proposed project. Mr. Smith noted that upgrading the District's  
70 terminal parking lot will allow better public parking options, employee parking as well as circulation  
71 through and in front of our main parking area. The District will also be able to relocate Gate 7 to a more  
72 favorable location. The pick-up and drop off area will also be expanded to facilitate better public and  
73 passenger circulation in front of the main terminal building. The CY 2020 Budget includes \$1,600,000 for  
74 the project.

75 There was Board consensus to include the project as proposed in the preliminary budget.

76 • *Replacement of the 1986 Oshkosh Blower*

77 Mr. Smith noted that staff is recommending recommend replacing the 1986 Oshkosh Blower. The District  
78 currently has 2 blowers which are the District's #1 tool for blowing and moving large quantities of snow.  
79 Staff would like to replace the blower with a second Larue Blower. The total projected cost is \$500,000,  
80 which includes sales tax, upfit and radios. Staff anticipates to get \$60,000 in sales proceeds for the  
81 Oshkosh Blower. The budget includes \$440,000 for blower replacement as well as \$60,000 in revenue.

82 There was Board consensus accept the purchase as proposed.

83 • *Administration Building Addition*

84 Ms. Woo noted that current staff count has maximized occupancy of the Administrative offices. Staff is  
85 looking at options to expand the staff offices, this project was also discussed as part of the CY 2019  
86 Budget, though the funding was provided to study options. Ward Young has completed a preliminary  
87 design of an expanded Administration Building. The plan outlines an additional 5 offices and a new  
88 public meeting room or lease space on the ground floor. The plan also provides for additional phases  
89 which include an expanded observation deck, restaurant seating area, and expanded kitchen (Phase II &  
90 III). Estimated cost is \$1,200,000. Director Hetherington raised concern regarding Red Truck's low  
91 rent and the reasoning behind expanding their kitchen on the public's dime.

92 There was Board consensus to accept and flag the item, pending further information regarding Red Truck's  
93 kitchen expansion.

94 • *Hangar 2 Reconstruction Project*

95 Mr. Smith stated that the The Board has studied in detail the various construction options for the new  
96 Hangar 2 project. This was last discussed at the June 2019 Board Meeting. Consensus at that meeting was  
97 to review this project as part of the 2020 Budget discussion including its impact on the 5 Year Forecast.  
98 Options are: (1) Build Hangar Shell Only - \$7,855,092 (2) Build Office Building Only - \$5,009,619 (3) Build  
99 Everything - \$10,376,090 (4) Build Site Only - \$1,600,000. Staff is proposing to include Option 4 in the FY  
100 2020 Budget. Discussion ensued regarding the cost of Hangar 3 (in hindsight) compared to the  
101 construction cost to build Hangar 2, and the general competing costs of non-aviation community benefit  
102 projects.

103 There was Consensus to flag Option 4 in the CY 2020 preliminary budget.

104 • *Local and Regional Transit Funding*

105 Mr. Smith stated that this is a new funding concept for 2020. While the District expends approximately  
106 \$100,000 per year on local and regional transit, Director Hetherington has requested a specific \$500,000  
107 budget line item to encourage additional and enhanced transit options for constituents. Various transit  
108 options are currently being considered including enhancements to the North Lake Tahoe Express airport  
109 shuttle to facilitate cheaper and better access to the Reno Tahoe International Airport. Other options  
110 may include free fare box programs with TART.

111 There was Board consensus to include some level of increased funding for Transit and to look at that in  
112 when the Preliminary Budget draft is reviewed.

113 **PUBLIC COMMENT:** Mr. Peter Van Peoborg, District Resident, made a public comment in support of the  
114 Local and Regional Transit Funding proposal.

115 

- *Proposed Studies for 2020*

116 Ms. Woo reviewed the following proposed studies for 2020:

- 117 ○ Vehicle Parking Facilities Development Plan: \$50,000
- 118 ○ Ponderosa Golf Course Facilities/Master Plan: \$50,000
- 119 ○ Field House Feasibility Study: \$15,000
- 120 ○ Flight Procedure Development: \$75,000
- 121 ○ Pavement Maintenance Plan Update: \$90,000
- 122 ○ Godbe Survey: \$40,000
- 123 ○ FAA Land Release and Property Transfer: \$65,000

124 There was Board consensus to flag the following studies: Vehicle Parking Facilities Development Plan, and  
125 Field House Feasibility Study. There was also consensus to delay the Godbe Survey by a year.

126 

- *Additional List of Budget Items for CY 2020*

- 127 ○ \$250,000 for 2020 Air Show.
- 128 ○ \$125,000 for Runway and Taxi way stripping.
- 129 ○ \$175,000 to upgrade aging IT, Security, GIS and server equipment.
- 130 ○ \$275,000 for Forest Management improvements.
- 131 ○ \$645,000 for Facility Maintenance Plan projects.
- 132 ○ \$325,000 for Warehouse Improvements.
- 133 ○ \$170,000 for replacement of Backup Generator and expansion of storage building for the  
134 Administration Building.
- 135 ○ \$1,200,000 for ADS-B Implementation.
- 136 ○ \$960,000 for Tower Staffing and Contract Tower Studies and Application.
- 137 ○ \$90,000 for construction of sidewalk on H-267 and Airport Road.
- 138 ○ \$26,000 for new Flight Simulator to replace aging Redbird.
- 139 ○ \$30,000 for RASC Membership. Increase of \$20,000 from prior year.
- 140 ○ \$36,000 for annual bike share commitments.
- 141 ○ \$30,000 for Signs on Airport Road and SR 267 and at the Tahoe City Heliport
- 142 ○ \$155,000 – Ongoing funding commitments (BGCNLT, Highway 267, Excellence in  
143 Education, NLT Express).
- 144 ○ \$160,000 for final payment to NTPUD for Trail Improvements
- 145 ○ \$50,000 for playground expansion

146                   ○ \$100,000 for Greenhouse Gas reduction strategies and programs.

147    There was Board consensus to include the additional items above in the budget.

148    **PUBLIC COMMENT:** None

149    Mr. Smith reviewed the next steps in the Budgeting process, and noted that the next budget review will  
150    take place at the September 25<sup>th</sup> regular Board meeting.

151    **BOARD MEMBER ANNOUNCEMENTS:** None.

152    **ADJOURN**

153    **PUBLIC COMMENT:** None

154    **MOTION #1 AUGUST-28-2019:** President Stephens motioned to adjourn. Director Hetherington seconded  
155    the motion. President Stephens, Vice President O’Dette, Directors Morrison, Wallace and Hetherington  
156    voted in favor of the motion.

157    The meeting adjourned at 3:59 PM.