

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, September 25, 2019 in the Truckee Tahoe Airport District Community  
3 Room 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. Kelly Woo, Director of Finance and Administration  
14 Mr. Josh Nelson, District Legal Counsel  
15 Mr. David Van Quest, Noise Associate  
16 Mr. Marc Lamb, Community Relations Manager  
17 Ms. Lauren Tapia, HR Manager/District Clerk

18 **VISITORS PRESENT:** 10

19 **SPECIAL ORDERS OF BUSINESS:** None

20 **PUBLIC COMMENT:**

21 Mr. Bullock announced his candidacy for Nevada County Board of Supervisors District 5 seat.  
22 Ms. Emily Setzer, Placer County, gave an update regarding the Placer County ADU fee waiver concept.  
23 Placer County is currently in a “wait and see” mode pending state legislation.

24 **CONSENT ITEMS**

- 25 • Minutes: August 28, 2019 Special Meeting ----- TAB 01
- 26 • Minutes: August 28, 2019 Regular Meeting ----- TAB 02
- 27 • Monthly Service Bills and Fees ----- TAB 03
- 28 • Monthly Operations and Comment Report ----- TAB 04

29 Director Hetherington requested to pull Tab 04.

30 **PUBLIC COMMENT:** None.

31 **MOTION #1 SEPTEMBER-25-19:** Director Wallace motioned to approve Tab Items 1 - 3. Director  
32 Hetherington seconded the motion. President Stephens, Vice President O’Dette and Directors Wallace  
33 and Hetherington voted in favor of the motion. The motion passed.

34 Director Hetherington noted the increase in jet activity for the month of August compared to August of  
35 2018, and the overall increase in operations for the month of August. Director Hetherington also inquired  
36 why there was an increase in glider activity (operations). Mr. Van Quest noted several additional camps  
37 and academies that have taken place this past summer at Soar Truckee, which could explain the increase  
38 in activity. Director Hetherington requested flight procedures be added to the heat map including the  
39 truck intersection. Staff acknowledged Director Hetherington’s request.

40 **PUBLIC COMMENT:** None.

41 **MOTION #2 SEPTEMBER-25-19:** Director Hetherington motion to approve Tab Item 4. Director O’Dette  
42 seconded the motion. President Stephens, Vice President O’Dette and Directors Wallace and  
43 Hetherington voted in favor of the motion. The motion passed.

44 **AIM HIGH ANNUAL REPORT – PRESENTATION (TAB 05)**

45 Ms. Katie Jamison, Local Program Manager for Aim High, reviewed Aim High’s annual report as required  
46 by the District’s Agency Partnership reporting requirements. The Board thanked Aim High for completing  
47 a successful summer program.

48 **PUBLIC COMMENT:** None.

49 **MISSION TO MARS ANNUAL REPORT – PRESENTATION (TAB 06)**

50 Mr. Ken Aronson, Director of the Mission to Mars summer camp, reviewed their annual report for the  
51 Board of Directors. Director Wallace thanked Mr. Aronson for the presentation, but inquired if he has  
52 anyone identified as the next leaders for Mission to Mars (a succession plan). Mr. Aronson stated that he  
53 has not been able to identify potential leaders, but it open to suggestions. Mr. Bullock noted that the local  
54 flying club has seen a resurgence of membership, with several that are interested in STEM activities.  
55 Director Wallace requested Mr. Aronson to work with Mr. Smith to help create a succession plan. The  
56 Board expressed gratitude to Ken and his team for the great work they do and another successful year.

57 **PUBLIC COMMENT:** None.

58 **MONTHLY FINANCIAL REPORT (TAB 07)**

59 Ms. Woo reviewed the monthly financial report for eight month ending August 31, 2019. Director  
60 Hetherington inquired about the JetA revenue being reported in gallons. Ms. Woo confirmed it was in  
61 gallons.

62 **PUBLIC COMMENT:** None.

63 There was Board consensus to accept the monthly financial report as presented.

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

65 Mr. Smith reported on Mr. Bullock and his visit to Oakland Center. They were able to meet and coordinate  
66 with them regarding the District’s ADS-B implementation. Mr. Smith noted that it was a successful and  
67 productive meeting.

68 **TAHOE TRUCKEE WORKFORCE HOUSING JPA FORMATION (TAB 08)**

69 Mr. Mike Oliver, with Municipal Resource Group, LLC, reviewed the background of the potential Housing  
70 JPA, the JPA formation document, the JPA agreement, and the next steps for the JPA for the Board of  
71 Directors. Discussion ensued regarding whether there would be JPA staff, what the seed money would be  
72 used for, the contribution amounts of each District/Agency, and number of unit allocations for each  
73 District/Agency. Mr. Smith indicated that the JPA would likely hire a contractor part time to serve as the  
74 manager. The seed money is intended to provide funding to get the JPA officially organized and operating.  
75 There may be some recovery of these funds if new embers join. Mr. Smith indicated that units would be  
76 allocated based on each organization’s needs. No member would be forced to accept units it did not want  
77 or need. Each member sets their own unit allocation. There was general consensus to approve the  
78 Housing JPA Formation from the Board of Directors. Director Hetherington commented that this JPA  
79 concept is a great example of local government collaboration to try and solve a community issue and  
80 problem.

81 **MOTION #3 SEPTEMBER-25-19:** President Stephens motioned to approve Resolution 2019-07 Approving  
82 and Authorizing the execution of the joint exercise of powers agreement creating the Truckee Tahoe

83 Workforce Housing Agency and to waive the reading. Director Hetherington seconded the motion.  
84 President Stephens- Yes, Vice President O’Dette- Yes, Director Wallace – Yes, and Director Hetherington-  
85 Yes. The motion passed via roll call vote.

86 **NAHAS PROPERTY ACQUISITION (TAB 09)**

87 Mr. Smith reviewed the Nahas Property Letter of Agreement with the Board of Directors. Mr. Smith noted  
88 that the District will be expending \$500,000 toward the closing of escrow on the sale. This expenditure  
89 was budgeted for the 2019 fiscal year.

90 Director Wallace noted the public comment the Board has received regarding the project. Of the  
91 comments received by the Board, more have been opposed to the project than supported. Though,  
92 Director Wallace noted that she is still in support of the project, as it is difficult to get any housing project  
93 done, and thanked the individuals that helped get this going. President Stephens noted that there has  
94 been numerous issues with the project, but believes this property should be a part of  
95 workforce/affordable/achievable housing.

96 **PUBLIC COMMENT:** Ms. Emily Setzer, with Placer County, thanked the Board of Directors for their support  
97 of the project. Ms. Setzer stated that the County has hit the “reset” button on the community outreach  
98 process and is currently working to find a solution that will be positive for everyone.

99 **ANNUAL ACIP REVIEW AND APPROVAL (TAB 10)**

100 Mr. Smith reviewed the 2020 Pavement Management Projects as well as the 2020-2025 ACIP. Mr. Smith  
101 noted that the Taxiway Alpha project has been moved to 2020, which is a \$4 million dollar project. Also,  
102 Mr. Smith pointed out the Taxiway Golf project and noted that he has received word the District would  
103 not be able to complete that project until the EAA Building is relocated. Director Hetherington noted that  
104 in the past there has been discussion regarding FAA grant money going away, but by this latest example,  
105 the FAA is pleased with our Airport as we can close grants and meet our match requirement. Director  
106 Hetherington recommended that when the Board is balancing how we use property tax, we should keep  
107 this in mind.

108 **MOTION #4 SEPTEMBER-25-19:** President Stephens motioned to approve the 2020 Pavement  
109 Management Projects as well as Resolution 2019-08 Acknowledging and Approving the Airport Capital  
110 Improvement Projects for 2019/2020 and to waive the reading. President Stephens- Yes, Vice President  
111 O’Dette- Yes, Director Wallace – Yes, and Director Hetherington- Yes. The motion passed via roll call vote.

112 **ACAT MEMBER SEAT SELECTION (TAB 11)**

113 Mr. Bullock reviewed the annual seat selection process as well as which ACAT members are up for re-  
114 appointment as well as new candidates that have applied for the seat positions. Mr. Bullock stated that  
115 three of the candidates are here to make their statements: Mr. David Diamond (current ACAT Member),  
116 Mr. Leigh Golden (current ACAT Member), and Mr. Jeff Johnson (new ACAT Candidate). All three  
117 individuals gave their personal statements to the Board of Directors.

118 Director Hetherington noted that she spoke with all candidates, and that the Board has a high quality  
119 problem, as many of them are great options. Director Hetherington encouraged individuals who aren’t  
120 selected to still try and be involved with ACAT as a public member. Director Wallace stated that  
121 attendance issues have been creeping up again for ACAT. Director Wallace noted that the Board really  
122 relies on input from ACAT and they need members to attend their meetings consistently.

123 District Counsel Nelson announced the results of the discrete poll. Mr. David Diamond has been re-  
124 selected for the first Pilot Member seat. For the second Pilot Member seat, District Counsel Nelson  
125 announce that a tie occurred and there was not a majority winner. District Counsel Nelson noted that the

126 Board can conduct the poll again, or delay until the November 6<sup>th</sup> meeting. There was Board consensus  
127 to re-poll.

128 District Counsel Nelson announced the results of the discrete re-poll. Mr. Leigh Golden was re-selected  
129 for the second Pilot Member Seat. The Board of Directors re-thanked all of the candidates.

130 **MOTION #5 SEPTEMBER-25-19:** President Stephens motioned to appoint Mr. Golden and Mr. Diamond  
131 to a three year term for ACAT. Director O’Dette seconded the motion. President Stephens, Vice President  
132 O’Dette and Directors Wallace and Hetherington voted in favor of the motion. The motion passed.

133 **MONTHLY ACAT REPORT (TAB 12)**

134 Mr. Golden, ACAT Chair, reviewed the September 2019 ACAT Report and Ad Hoc Committee reports.

135 **PUBLIC COMMENT:** None.

136 **COMMUNITY PROGRAMS POLICY DISCUSSION (TAB 13)**

137 President Stephens noted that due to Director Morrison’s absence he proposes this item be moved to the  
138 November 6<sup>th</sup> Board meeting. There was Board consensus to move the Community Programs Policy  
139 discussion to November 6, 2019 regular Board meeting.

140 **PUBLIC COMMENT:** None.

141 **BREAK:** 6:15 pm - 6:25 pm

142 **FY 2020 PRELIMINARY BUDGET REVIEW #1 (TAB 14)**

143 Mr. Smith reviewed the draft preliminary budget for the Board of Directors. President Stephens noted  
144 that the east terminal parking lot expansion be delayed to FY 2021 as the timing of it should be after the  
145 Terminal Building expansion. Director Hetherington inquired when the next Rates, Fees and Charges  
146 reassessment will take place. Mr. Bullock stated that a call with AMCG is slated to take place in two weeks  
147 and that subject is will be discussed. Director Wallace noted that she would like the rates fees and charges  
148 discussion be handled before the Board addresses a Fly-Quiet #3 program. Director Wallace noted that  
149 she would like the Budget Preface to be amended separating out various categories such as safety and  
150 annoyance that may not directly correlate. Director O’Dette inquired about transportation funding and  
151 how much will be allocated to that venture. Mr. Smith stated that \$100k has been allocated for  
152 transportation projects. These was some discussion regarding housing, transportation, and partnerships  
153 and that those funds should be equally distributed. Director O’Dette noted her dismay regarding how the  
154 Board walked away from the Hangar 2 project because the District didn’t have the “money” when in  
155 reality, they didn’t have the “will”. She further indicated that she was not necessarily opposed to the  
156 deferral of the building but wanted to be clear that it was not necessarily due to a lack of funding but to  
157 funding priorities. Discussion ensued regarding various project ideas regarding Transit. President Stephens  
158 requested the second draft budget be sent out to the Board prior to staff leaving for the NBAA-BACE  
159 conference.

160 **PUBLIC COMMENT:** None.

161 **GENERAL MANAGER REPORT (TAB 15)**

- 162
- Upcoming Training and Conference Opportunities

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

- 164
- Hangar 2 Design & Programming

165 There was Board consensus to sunset this Ad Hoc Committee.

166 • Mountain Housing Council

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

168 • ADS-B Project Update

169 Mr. Bullock noted that Harris has been purchased by L3, forming L3Harris. In late August L3Harris deployed  
170 test sensors at South Lake Tahoe Airport. Staff flew 12 approaches to aid in the final sensor placement.  
171 The City of South Lake Tahoe has committed a zero cost lease and assistance to permit and house the  
172 ground station. Architectural and engineering is complete and the site is in the permit process with the  
173 City and County and Lahontan RWQCB. Staff is working with Nevada County to permit the KTRK site with  
174 antennae at the existing temporary control tower structure. Engineering is complete for placement at the  
175 tower. The final contract is pending estimates for installation. Mr. Bullock noted that staff met with the  
176 FAA in Hayward yesterday to define areas of permission and cooperation for surveillance integration.

177 • Update on Land Management Plan and Communications Plan

178 Land Management Plan (LMP): The LMP will replace the current Forest Management Plan last updated in  
179 April 2013. Balance Hydrologic and HT Harvey & Associates were awarded the LMP. The pre-work  
180 conference is scheduled for tomorrow which will outline the stakeholder groups and outreach strategies  
181 for each. Mr. Smith stated that Board member participation is welcome.

182  
183 Communications Master Plan: Aviatrix has completed the preliminary draft which was reviewed by Staff  
184 Aviatrix is currently working on the Final Draft. Staff feels it might be beneficial to have Board Member  
185 input into the final draft before it is presented for approval. Director Wallace indicated that she could  
186 help review the final draft of the Communications Master Plan if needed.

187 • Upcoming Board Meeting Schedule

188 Mr. Smith reviewed the Board meeting schedule for the winter.

189 **PUBLIC COMMENT:** None

190 **ADJOURN**

191 **PUBLIC COMMENT:** None

192 **MOTION #6 SEPTEMBER-25-19**: Director O’Dette adjourned the meeting. President Stephens seconded  
193 the motion. President Stephens, Vice President O’Dette and Directors Wallace and Hetherington voted in  
194 favor of the motion. The motion passed.

195 At 7:15 PM the September 25, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors  
196 adjourned.

197 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE SEPTEMBER 25, 2019 REGULAR BOARD**  
198 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING**  
199 **ARCHIVES”:** <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>