

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, November 6, 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:** 4:31 PM

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Rick Stephens  
7 Director Jim Morrison  
8 Director Lisa Wallace  
9 Director Mary Hetherington

10 **DIRECTORS ABSENT:** Vice President Teresa O’Dette

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. Dave Hoffman, Director of Operations and Maintenance  
15 Mr. Josh Nelson, District Legal Counsel  
16 Mr. David Van Quest, Noise Associate  
17 Mr. Marc Lamb, Community Relations Manager  
18 Ms. Lauren Tapia, HR Manager/District Clerk

19 **VISITORS PRESENT:** 18

20 **SPECIAL ORDERS OF BUSINESS:** None

21 **PUBLIC COMMENT:** None

22 **CONSENT ITEMS**

- 23 • Minutes: September 25, 2019 Regular Meeting ----- TAB 01
- 24 • Monthly Service Bills and Fees ----- TAB 02

25 **PUBLIC COMMENT:** None.

26 **MOTION #1 NOVEMBER-06-19:** Director Morrison motioned to approve Tab Items 1 & 2. Director  
27 Hetherington seconded the motion. President Stephens, and Directors Morrison, Wallace and  
28 Hetherington voted in favor of the motion. The motion passed.

29 **EXCELLENCE IN EDUCATION – CHALLENGER ACADEMY REPORT – SPECIAL PRESENTATION (TAB 03)**

30 Ms. Laura Brown, Executive Director of Excellence in Education, reviewed the Challenger Academy Report,  
31 which also included the background of Ex in Ed, as well as the history between Ex in Ed and the Truckee  
32 Tahoe Airport as it relates to the Challenger Academy. The Board thanked Ms. Brown for the update.

33 **PUBLIC COMMENT:** None.

34 **COMMUNITY PROGRAMS POLICY DISCUSSION – ACAT SPECIAL PRESENTATION (TAB 04)**

35 Mr. Smith reviewed the objectives for the Community Programs policy discussion. The discussion tonight  
36 touches on the District’s community investments, sponsorships and agency partnerships, and will be led  
37 by ACAT. ACAT Member Joe Lorenz presented ACAT’s recommendations regarding the various following  
38 Board Policy Instructions (PI 311, 312, 503, 507) as well as recommending the Board to think about taking  
39 a consolidated view of the policies and create an “over-arching” policy instruction. ACAT also noted  
40 reevaluating its community engagement program, due diligence techniques when it comes to vetting the

41 various non-profits who see sponsorship or partnership with the District, as well as establishing a more  
42 clearly defined reporting and evaluation program that is scaled appropriately to the  
43 sponsorship/partnership request. Discussion ensued between the Board and ACAT regarding the notion  
44 of setting up a “grant cycle” for partnership/sponsorship/community investment program. There was  
45 consensus from the Board that they do not have interest in converting the program into a Grant-like  
46 program, which includes an application/approval cycle

47 **PUBLIC COMMENT:**

48 Ms. Kat Rholf, Truckee Resident and ACAT Member, noted a particular partnership regarding a  
49 construction of a multi-use trail in North Lake Tahoe. Ms. Rholf indicated multiple conversations in the  
50 community that shared concerns about a past Board member’s tie to the project and how it was  
51 streamlined into a funding partnership due to the Board member connection. Ms. Rholf stated that this is  
52 just one example of a partnership the triggered ACAT’s concerns of the District’s community investment  
53 program, particularly tied to lack of community wide communication of the community investment  
54 program (agency partnerships).

55 The Board thanked staff and the ACAT members who worked on the presented recommendations. There  
56 was Board collectively agreed that they believe the Community Investment programs function well as it  
57 stands, but that they are open to making adjustments to communication outreach of the program(s) as  
58 well as clearer reporting back/evaluations that are required by the requesting organizations.

59 **QUARTERLY FINANCIAL REPORT (TAB 05)**

60 Ms. Woo reviewed the quarterly financial report for nine month ending September 30, 2019.

61 **PUBLIC COMMENT:** None.

62 There was Board consensus to accept the quarterly financial report as presented.

63 **FY 2020 PRELIMINARY BUDGET REVIEW (TAB 06)**

64 Ms. Woo reviewed the various changes that were suggested at the regular September Board meeting. Ms.  
65 Woo indicated that staff would like to receive verbal authorization to start the purchasing process of the  
66 Blower and Grader, as there is a tight manufacturing (build) timeline for those machines, and staff would  
67 like to have these machines ready to be used the winter 20/21 season. There was consensus from the  
68 Board for staff to move forward with the purchase, though the purchase will be approved with the Budget  
69 is finalized in December.

70 Director Hetherington made a suggestion for Ms. Woo to separate out all the Other Business Leasing (OBL)  
71 and Hangar revenue by types of hangar in the Budget and on the Monthly financial reports. Director  
72 Hetherington indicated that the additional clarity and transparency would benefit the Board and public.  
73 Director Morrison and Stephens inquired how much time that would require of staff but generally  
74 supported the request. Staff indicated that it would not require significant time. There was consensus  
75 from the Board for Directors to detail OBL and Hangar revenue in the Budget and Monthly financial reports  
76 for 2020.

77 **PUBLIC COMMENT:**

78 Mr. Will Garner, Public Works Manager with Placer County Transit Services, made a comment regarding  
79 Placer County’s initiative to move forward with Free Transit. And that they have been directed to work  
80 with their partners to seek additional partner funding for the 2 year pilot program. Mr. Garner stated that  
81 Placer County is requesting the Truckee Tahoe Airport to partner in this program. There was consensus  
82 from the Board for Placer County to put together a formal proposal and present it at a future Board  
83 meeting, but noted that the District should not be the only partner the County seeks for this program.

84 Ms. Jennifer Merchant, Placer County, made clarifying comments regarding where TOT dollars are  
85 allocated in Placer County.

86 Ms. Kat Rohlf, Truckee Resident, made a comment regarding the Board picking a subject area to focus  
87 their efforts on to with their partnership. This will allow for better messaging and storytelling.

88 Ms. Jaime Wright, with TNT-TMA, noted that TNT-TMA has many private partners that help with the  
89 transit system, the District would be just another partner on the list of many.

90 Mr. Smith noted that Truckee Donner Recreation and Park District has formally requested that the District  
91 allocate \$50,000 each year for 20 years to assist in debt service for the replacement of the Ponderosa Golf  
92 Course Irrigation System. TDRPD will also be allocating \$60,000 annually of their funds to this project. The  
93 Board last discussed the concept of funding golf course irrigation improvements during the 2019 Budget  
94 process as the TDRPD was looking to fund the improvements up front without incurring any debt. We  
95 declined to participate at that time primarily due to a lack of detailed information about the project. Since  
96 the Board's last discussion, the TDRPD has studied the issue, including getting quotes on the cost of the  
97 project and would like to discuss the concept further. The cost for the irrigation system improvements are  
98 \$1,265,546. They have received a grant for \$225,000 from the Truckee Donner Public Utility District  
99 related to water savings of this new system. Mr. Smith stated that Ponderosa Golf Course is an Airport  
100 District capital asset and that staff is not opposed to TDRPD's request. There was consensus from the  
101 Board for TDRPD to return at the December 4, 2019 meeting with an official proposal.

102 **PUBLIC COMMENT:**

103 Mr. Doug Flynn, Truckee Resident, made a public comment regarding the Ponderosa Golf Course being an  
104 asset and benefit to the regional community. Mr. Flynn noted the potential of Ponderosa Golf Course and  
105 the importance of investing into it.

106 There was Board consensus to support both the TART and TDRPD requests to include the Free Fare Box  
107 Transit funding as well as the funding for the Ponderosa Golf Course in the 2020 Budget but to ask Placer  
108 County and the TDRPD to return with a formal proposal and agreement.

109 Mr. Smith indicated that we would make the discussed changes in the 2<sup>nd</sup> Draft of the Preliminary Budget  
110 for the December 4<sup>th</sup> meeting. Mr. Smith indicated that typically we include the Budget on the Consent  
111 agenda for final adoption. There was Board Consensus to do such and any Board member or public could  
112 pull it from consent if there are items to discuss.

113 **SOARING WAY/JOERGER DRIVE UTILITY, TRAIL AND TRANSPORATION INFURSTRUCTION**  
114 **PARTICIPATION – FINAL REPORT AND RECCOMENDATIONS (TAB 07)**

115 6:54 PM President Stephens recused himself from the Board Meeting.

116 Mr. Smith reviewed his PowerPoint presentation regarding the potential of District participation on utility,  
117 trail and transportation infrastructure improvements as requested by JMA Ventures. The presentation  
118 noted the following staff recommendations for each request:

- 119       • Utility Infrastructure

120 Staff recommends proceeding in working with JMA Ventures and the Truckee Donner PUD to extend  
121 water and electrical service to the District's Joerger Drive properties. These improvements have not been  
122 designed or bid as of yet, so staff will need to come back to the Board with periodic project updates and  
123 a funding approval when final costs are known.

- 124       • Trail Improvements

125 The District has been very supportive of trail construction throughout the District. The District has already  
126 provided an easement for a portion of the required trail for PC-3. Mr. Smith indicated that Staff has no  
127 specific recommendation regarding participation on trail construction improvements.

- 128 • Transportation Infrastructure

129 Mr. Smith noted that Staff does not recommend participating in traffic improvements at this time as there  
130 is currently no reasonable assurance that the District is mitigating any future traffic infrastructure  
131 requirements for future development.

132 **PUBLIC COMMENT:**

133 Mr. Art Chapman, JMA Ventures, made a public comment outlining his request and felt Board  
134 participation in each area is warranted.

135 There was consensus from the Board to have the District participate in the Utility Infrastructure  
136 participation request. Regarding the Trail Improvement participation request, there was consensus from  
137 the Board to have Mr. Smith bring back different metrics on our land uses and how that would affect the  
138 District's monetary contribution for Trails. Lastly, regarding Transpiration Infrastructure costs, there was  
139 Board consensus to not contribute, as there is no reasonable assurance the District is mitigating any future  
140 traffic infrastructure requirements for its future development.

141 **MOTION #2 NOVEMBER-06-19:** Director Morrison motioned to approve the following findings and  
142 conclusions to the Soaring Ranch PC-3 infrastructure participation proposal:

- 143 • Approve: The District proceed in working with JMA Ventures and the Truckee Donner PUD to  
144 extend water and electrical service to the District's Joerger Drive properties. As these  
145 improvements have not been designed or bid as of yet, staff will return to the Board with periodic  
146 project updates and funding approval when preliminary and final costs are known.
- 147 • Return with a proposal for trail improvements.
- 148 • Deny: In that the District does not have current development plans for its Soaring Way and  
149 Joerger Road properties, the District chooses not to participate in traffic improvements at this  
150 time.

151 Director Hetherington seconded the motion. Directors Morrison, Wallace and Hetherington voted in favor  
152 of the motion. The motion passed.

153 **MONTHLY ACAT REPORT (TAB 08)**

154 President Stephens rejoined meeting at 7:40 PM

155 Mr. Golden, ACAT Chair, reviewed the October 2019 ACAT Report and Ad Hoc Committee reports.

156 **PUBLIC COMMENT:** None.

157 **QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 09)**

158 Mr. David Van Quest reviewed the Quarterly Operations and Comment Report for the months of July -  
159 September. Operations & Comments, Comments by Aircraft Type, Comments by Zone and Aircraft type  
160 and Noise Comment Heat Map, and Q3 insights were reviewed. Director Hetherington noted the 23%  
161 increase in total household comments compared to Q3 of 2018. Mr. Smith noted that it is an important  
162 metric to note, believes it could be contributed to the District's robust outreach combined with heavy  
163 summer operations.

164 Ms. Stacey Justesen, Safety and Security Manager, reviewed the Q3 safety update on the Quarterly  
165 Report.

166 **QUARTERLY COMMUNICATIONS REPORT (TAB 10)**

167 Mr. Lamb reviewed the Q3 Quarterly Communications Report.

168 **PUBLIC COMMENT:** None.

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

170 Mr. Bullock reviewed his attendance at the 2019 NBAA Annual Conference in Las Vegas, NV.

171 **GENERAL MANAGER REPORT (TAB 11)**

- 172 • Upcoming Training and Conference Opportunities

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

- 174 • Mountain Housing Council

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

- 176 • General Manager Committee Appointments

177 Mr. Smith reviewed that he was recently appointed to the Placer County Capital Projects Advisory  
178 Committee, representing Special Districts, and to the American Association of Airport Executives (AAAE)  
179 Board of Examiners.

- 180 • Hangar 1 Project Update

181 The Hangar Office Building and Hangar refurbishment project continues on schedule. The building is  
182 scheduled for completion on December 15<sup>th</sup>. The project will be completed within the budget approved  
183 by the Board. Sierra Aero and Mountain Lion Aviation plan to move into the new building in late December  
184 early January. As soon as they are moved, PBD will then begin demolition of the old offices in the hangar  
185 in late January 2020 and plan to be finished with the hangar work by late February.

- 186 • East Hangar Access Modification Review

187 In that light, we propose to change vehicle access and routing at the eastern side of the airport. Staff is  
188 proposing the following changes: A-H hangar row tenants would be asked to use Gate 5 to enter and exit  
189 their hangar row with their vehicles. Gate 5 is equipped with high security cameras and is located  
190 opportunely between the Police and Fire stations. Tenant access cards will no longer open Gate 7, near  
191 the playground. Tenants can drive to businesses on the north side of the east hangars using the hangar  
192 rows, which will increase awareness of the aircraft activity by the vehicle driver. This coordination should  
193 also prove to reduce the number of vehicles transiting Taxiway Romeo and the parking lot area.  
194 Authorized commercial ground transportation companies (limos, shuttles, taxis) will continue to use Gate  
195 7, along with transient users on the main ramp. The entry and exit route will remain unchanged, keeping  
196 these vehicles out of any aircraft movement areas. To that end, Mr. Smith noted that Staff would like to  
197 introduce this to tenants and receive their comments and input before the District implements the access  
198 modification. There was Board Consensus to implement the request but to assure there is good  
199 communication with tenants and to assure they have received notice.

- 200 • General Manager Annual Performance Review – Timeline

201 Each January the Board conducts its annual review of the performance of the District General Manager.  
202 This process is automated through the Districts employee evaluation software called Trakstar. The Board  
203 will receive a web link to login to the software and complete their review at the December 4th Meeting.  
204 Directors should have their review complete by January 10, 2020. Trakstar will provide a final  
205 consolidated report for the Board to review. After the Board has reviewed the Annual GM Performance  
206 Evaluation, a final copy will be provided to the GM by January 17, 2020 for review in closed session on  
207 January 22, 2020.

208 • Upcoming Board Meeting Schedule

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

210 **PUBLIC COMMENT:** None

211 **ADJOURN TO CLOSED SESSION – 8:35 PM**

212 • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

213 **PUBLIC COMMENT:** None

214 Direction given to Staff from Closed Session:

215 The Board expressed support for the General Manager and his job performance and also indicated a desire  
216 to extend his employment agreement. Mr. Smith indicated that he would work with Josh Nelson, District  
217 Legal Counsel, and bring back a contract extension for 3 years to the Dec. 4<sup>th</sup> Board Meeting.

218 **ADJOURN**

219 **MOTION #2 NOVEMBER-06-19:** Director Hetherington Moved to adjourn the meeting. Director Wallace  
220 seconded the motion. All voted in favor.

221 At 9:00 PM the November 6, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors  
222 adjourned.

223 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE NOVEMBER 6, 2019 REGULAR BOARD**  
224 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING**  
225 **ARCHIVES”:** <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>