

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, December 4, 2019 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

**CALL MEETING TO ORDER:** 4:30 PM

**PLEDGE OF ALLEGIANCE**

**DIRECTORS PRESENT:** President Rick Stephens  
Teresa O’Dette  
Lisa Wallace  
Mary Hetherington  
Vice President Morrison (entered at 4:34 PM)

**STAFF PRESENT:** Mr. Kevin Smith, General Manager  
Mr. Hardy Bullock, Director of Aviation & Community Services  
Mr. Marc Lamb, Aviation & Community Services Manager  
Mr. Josh Nelson, District Legal Counsel  
Mr. David Van Quest, Aviation & Community Services Noise Associate  
Ms. Kelly Woo, Director of Finance & Administration  
Ms. Jill McClendon, Aviation & Community Services Program Coordinator

**VISITORS PRESENT:** 6

**SPECIAL ORDERS OF BUSINESS:** None.

**PUBLIC COMMENT:** None.

**CONSENT ITEMS**

- Minutes: November 6, 2019 Regular Meeting ----- TAB 1
- Monthly Service Bills and Fees ----- TAB 2
- Approval of the FY 2020 District Budget ----- TAB 3
- Approval of the General Manager’s Employment Agreement ----- TAB 4
- ACAT Charter and Bylaws Approval Request ----- TAB 5
- Monthly Operations and Comment Report ----- TAB 6

**PUBLIC COMMENT:** None.

**MOTION #1 DECEMBER-4-19:** Director Hetherington motioned to approve the Consent Items. Director O’Dette seconded the motion. President Stephens, Director Hetherington, Director O’Dette and Director Wallace voted in favor. The motioned passed.

Director Hetherington thanked Ms. Kelly Woo for the changes made to the budget.

**AIRPORT ART PROGRAM UPDATE (TAB 07)**

Ms. Carole Sesko discussed her attendance at the AAAE Arts in the Airport Workshop in October 2019 at Phoenix Sky Harbor Airport in Phoenix, AZ. Ms. Sesko thanked the board for the opportunity to attend the conference. The workshop brings together airport art curators from all over the country and from all sized airports – large and medium hub to general aviation. Ms. Sesko stated that airport art is a way to engage visitors and say something about the airport and the region. The KTRK Airport Art Program is going into its eight year and has featured 30 seasonal art exhibits showcasing over 100 regional and local artists. Director Wallace asked about how the Phoenix Airport funds the art program. Ms. Sesko stated that some of the larger airports actually purchase art to own and manage as a collection. Mr. Marc Lamb expressed that he sees a lot of people in the terminal viewing the art and enjoying it. Director Wallace expressed that it also aligns with the larger community goals and emphasis that is placed on art in the community.

**PUBLIC COMMENT:** Leigh Golden personally thanked Carole for the art program. He stated that he is at the airport a lot either flying or attending meetings with staff. He has enjoyed the art immensely and thinks it is wonderful program.

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

Leigh Golden, Chair of the Airport Community Advisory Team (ACAT), presented a summary report of the November 12, 2019 meeting. Action item at the meeting included changes to ACAT Charter and Bylaws which was submitted to the board for approval. Continued work on the Annual Work Plan was discussed by ACAT members. Mike Swanson with Skydive Truckee Tahoe reviewed their 2019 summer operating season and the super-charger that was installed in the jump plane.

**PUBLIC COMMENT:** None.

#### **MONTHLY FINANCE REPORT (TAB 09)**

Ms. Kelly Woo discussed the new presentation style for the monthly financials. Ms. Woo discussed highlights of the report dated through October 31, 2019. Not including grant revenue, the District is almost \$370,000 ahead of budget year-to-date (YTD) while overall expenses are under budget by approximately \$1.9 million. At the end of October, the District is looking at \$8.165 million in cash. Sales of 100LL fuel is up 17% YTD over last year while jet fuel sales are down 3% YTD. Director Morrison asked why jet fuel sales are down. Mr. Smith noted that the budget planned for more aggressive Jet Fuels sales numbers than we are seeing. In the past few years we had experienced higher than usually sales volumes. We did not see those this year. The 2020 Budget has a more reasonable sales projection. Mr. Woo also mentioned to the Board that the District would be moving Bank Accounts from Bank of the West to Wells Fargo to take advantage of their better customer service for online and their more robust treasury management and technology forward applications. There was general consensus to move that direction. It was mentioned that the Districts Certificate of Deposits have been with Wells Fargo for some time.

**PUBLIC COMMENT:** None.

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

No staff and/or board member conference reports were discussed.

**PUBLIC COMMENT:** None.

#### **REVIEW OF T-TSA AND TTAD LAND EXCHANGE AND EXHIBITS (TAB 10)**

Mr. Smith noted that the staff report discusses the history of the land exchange. This is a land for land exchange. The District is getting the same land in value as T-TSA. The next step would be creating legal descriptions of the land that would then be presented to the T-TSA Board and the Airport District Board to make a final decision. Once that is complete it would move to the FAA for the land release process. Mr. Smith presented the Final Map Exhibit to the Board to assure there was consensus on alignment of properties to be exchanged. The legal descriptions will match and align with the presented map.

Director Hetherington took exception to the exchange concept and indicated she is not supportive of the swap because the property traded belonging to TTAD is flat whereas the District would be receiving a steep parcel covered primarily with tree in exchange. Director Wallace noted that the swap was discussed as part of an ad-hoc committee and one of the key discussion points the committee deliberated on was the difficulties in access to the parcel from Joerger Road. TTSA has maintained for many years that they will not allow non-aviation development on TTAD property from Joerger Road which they own and maintain. Mr. Smith noted that there are quite a few flat acres on Parcel A and that acquiring ownership of the trees is very desirable by staff to allow for quick mitigation of obstacle penetrations. Director Hetherington indicated that an agreement with TTSA could be reached allowing for TTAD staff to remove trees from TTSA property without having to transfer property.

Director Stephens inquired of Mr. Smith if he thought this Transfer was in the best interest of the District.

Mr. Smith noted that while he respects the other points of view, he thinks the swap is in the best long term interest of the District.

**PUBLIC COMMENT:** David Diamond stated that he feels something could be done with the current TTAD property whether it is multi-structure covered parking, industrial business space or partnering with the Town of Truckee or Northstar for a future parking structure or transport depot. While Mr. Diamond does not have a proposal with all the pieces in place, he feels that there is something better that can be done with that parcel and it is worth investigating and that the Board should delay in pursuing the land swap to investigate others for parking and other uses.

Mr. Smith stated that his purpose tonight is to present the final transfer map and assure there is consensus for the District to keep the process moving forward and have the legal descriptions of the parcels developed as depicted on the attached and presented Map.

President Stephens stated that he thinks the Airport should proceed with the legal descriptions. Director Hetherington commented on Mr. Diamonds parking ideas and would like the topic to be brought up with the Truckee North Tahoe Transportation Management Association (TNT-TMA) and the Area General Manager meetings. Director Wallace indicated she would like to pursue the legal descriptions as well as raising the parking concepts with the groups mentioned.

Director O'Dette stated that she trusts the general manager's and the ad-hoc committee's guidance on this topic and thinks the legal descriptions are a good next step. Director Morrison stated that he likes the added benefit of the land the District is going to receive as part of the swap and thinks it is the duty of the Board to think about the long-term aeronautical use and benefit of the land.

Mr. Smith indicated he would proceed with legal descriptions and final transfer documents per the presented Map and also meet with TNT-TMA and the Town of Truckee related to parking and park and ride facilities to see if there is any interest as well as the Town of Truckee related to industrial uses. Staff will bring that information back before final land transfer documents are presented for final approval to the Board.

#### **GENERAL MANAGER'S REPORT (TAB 11)**

Mr. Smith noted that the Mountain Housing Council asked the Airport Board to look at the Accessory Dwelling Units (ADUs) White Paper and ensure that the Airport Board is comfortable with the District's name being included on the final report.

**MOTION #2 DECEMBER-4-19:** President Stephens motioned to approve the White Paper on ADUs. Director Wallace seconded the motion. President Stephens, Directors Wallace, Morrison, O'Dette and Hetherington voted in favor of the motion. The motion passed.

Mr. Smith noted that within his General Manager's report there are updates on ADS-B and the Land Management Plan. Mr. Smith noted that the Operations and Maintenance team was successful in securing a grant to continue fuels reduction work in Waddle Ranch.

Director Stephens noted that Supervisor Gustafson has taken over the Dollar Creek Crossing Housing project and is facilitating meetings between homeowners and developers regarding the project. Mr. Stephens also noted that the Mountain Housing Council will sunset April 30, 2020. The Truckee Tahoe Community Foundation is working on the next iteration of that project.

**PUBLIC COMMENT:** None.

#### **ANNUAL SELECTION OF BOARD PRESIDENT, VICE PRESIDENT AND BOARD INTERNAL CONTROL AUDITOR (TAB 12)**

**MOTION #3 DECEMBER-4-19:** President Stephens nominated Teresa O'Dette to be Board President for the upcoming year. Director Hetherington seconded the nomination. Director O'Dette accepted the

nomination. President Stephens, Directors Wallace, Morrison, O’Dette and Hetherington voted in favor of the motion. The motion passed.

**PUBLIC COMMENT:** None.

**MOTION #4 DECEMBER-4-19:** Director Stephens moved to approve Director Hetherington as Vice President and Director Wallace as Board Internal Control Auditor. Director O’Dette seconded the motion. President Stephens, Directors Wallace, Morrison, O’Dette and Hetherington voted in favor of the motion. The motion passed.

**PUBLIC COMMENT:** None.

**BOARD MEMBER ANNOUNCEMENTS:** None.

#### **ADJOURN**

**MOTION #5 DECEMBER-4-19:** President Stephens motioned to adjourn the meeting. Director Hetherington seconded the motion. President Stephens, Directors Wallace, Morrison, O’Dette and Hetherington voted in favor of the motion. The motion passed.

At 5:28 PM the December 4, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 4, 2019 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**  
<http://ktrk-live.s3-website-us-west-2.amazonaws.com/>.