

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, January 22, 2020 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 Teresa O’Dette
7 Vice President Mary Hetherington
8 Director Stephens

9 **DIRECTORS ABSENT:** Director Morrison
10 Director Wallace

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Mr. Hardy Bullock, Director of Aviation & Community Services
13 Mr. Marc Lamb, Aviation & Community Services Manager
14 Mr. Josh Nelson, District Legal Counsel
15 Mr. David Van Quest, Aviation & Community Services Noise Associate
16 Ms. Kelly Woo, Director of Finance & Administration
17 Ms. Lauren Tapia, Human Resources Manager/District Clerk

18 **VISITORS PRESENT:** 10

19 **MODIFICATION OF AGENDA:** Mr. Smith requested to postpone the Ponderosa Golf Course Irrigation
20 System Funding Agreement to the February Meeting. There was consensus from the Board to postpone
21 the topic to February.

22 **SPECIAL ORDERS OF BUSINESS:** Mr. Smith noted that the “Mission Dashboard” has transitioned to being
23 the “Aviation and Community Services Department Report” which includes Noise and Annoyance,
24 Community Relations and Pilot and Passenger outreach quarterly and annual reports.

25 **PUBLIC COMMENT:** Mr. Leigh Golden, ACAT Chair and Truckee resident, stated that he attended a film
26 premiere that featured Director Morrison. Mr. Golden noted that he was impressed by Director
27 Morrison’s latest adventure and praised the film.

28 **CONSENT ITEMS**

- 29 • Minutes: December 4, 2019 Regular Meeting ----- TAB 1
30 • Monthly Service Bills and Fees ----- TAB 2

31 **PUBLIC COMMENT:** None.

32 **MOTION #1 JANUARY-22-2020:** Vice President Hetherington motioned to approve the Consent Items.
33 Director Stephens seconded the motion. President O’Dette, Vice President Hetherington, Director
34 Stephens voted in favor of the motion. The motion passed.

35 **APPROVAL TO MOVE DISTRICT BANK ACCOUNTS FROM BANK OF THE WEST TO WELLS FARGO BANK**
36 **(TAB 03)**

37 Ms. Woo reviewed the staff report submitted by the Finance Department regarding the District’s intent
38 to switch Banks, with the main intention being to consolidate District Banking and CD Investments to the
39 same institution. Ms. Woo indicated that staff has two resolutions for the Board to pass: RESOLUTION
40 2020-01 and RESOLUTION 2020-02.

41 **PUBLIC COMMENT:** None.

42 **MOTION #2 JANUARY-22-2020:** Director Stephens motioned to approve RESOLUTION 2020-01 Wells
43 Fargo Signature Cards and to waive the reading. Vice President Hetherington seconded the motion.
44 President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. The motion passed via
45 roll call vote.

46 **MOTION #3 JANUARY-22-2020:** Director Stephens motioned to approve RESOLUTION 2020-02 Wells
47 Fargo Credit Cards and to waive the reading. Vice President Hetherington seconded the motion. President
48 O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. The motion passed via roll call
49 vote.

50 **PLACER COUNTY TART FARE BOX FUNDING AGREEMENT (TAB 05)**

51 Mr. Smith noted that the Board reviewed this funding opportunity to work with Placer County and the
52 Town of Truckee to provide a free fare box to the transit users on TART at the November 6th Board of
53 Directors meeting during a Budget discussion. There was general Board consensus at that meeting to
54 pursue the request and to have Placer County and the Town of Truckee return with proposed funding
55 proposals and a specific funding request regarding the program. Mr. Smith stated that tonight Both Placer
56 County and Town of Truckee are present to review the proposal and funding request for the Board.

57 Mr. Will Garner, Placer County Transportation, noted that the Board of Supervisors approved the two-
58 year pilot program, and noted all of the funding partners listed within the proposal. Mr. Garner stated
59 that the program started on December 12th, they haven’t seen a dramatic increase in ridership, but hopes
60 to see increases soon. Ms. Kelly Beede, Town of Truckee, stated that she oversees the Truckee portion of
61 the TART service. Ms. Beede noted that their free fares started in July of 2018 and ridership did increase.
62 Ms. Beede stated that they have just initiated an evening service between the Town and the ski resorts
63 that runs from 7:00 PM – 11:30 PM.

64 Director O’Dette inquired about funding after the two-year pilot program. Mr. Garner stated that they
65 would seek additional funding through TOT and would probably return to the Airport District and request
66 additional funding. Vice President Hetherington noted the importance of this program for the region and
67 noted the amount of property taxes collected by all of the special districts in the region. Vice President
68 Hetherington suggested Placer County reach out to other Districts in the area that could be funding
69 partners. Director O’Dette and Stephens agreed that other public agencies should also be part of funding
70 this important program in the future.

71 **PUBLIC COMMENT:** None.

72 **MOTION #4 JANUARY-22-2020:** Director Stephens motioned to approve allocating \$153,200 in 2020 and
73 \$168,600 in 2021 from the District’s Transit funds for the Free Fares on the Tahoe Truckee Area Regional
74 Transit System Program operated by Placer County based on the following findings:

- 75 • The proposed Free Fare program will encourage use of public transit enhancing
76 connectively to the Airport for all District constituents
- 77 • Decreasing the number of vehicles on local roads helps improve traffic congestion and
78 benefits our local environment.
- 79 • Supporting this program assists the District in achieving Goals related to regional
80 partnerships, carbon reduction, and transit strategy goals

81 Vice President Hetherington seconded the motion. President O’Dette, Vice President Hetherington,
82 Director Stephens voted in favor of the motion. The motion passed.

83
84 **NORTHSTAR FIRE/NORTHSTAR COMMUNITY SERVICES DISTRICT AGENCY PARTNERSHIP REQUEST –**
85 **PRESENTATION (TAB 06)**

86 Mr. Smith noted that The NCS D is a neighboring special district of TTAD and serves the same constituency.
87 NCS D boundaries overlap with land impacted by TTAD’s airport influence zone: specifically, CLUP Zones
88 (D - primary traffic patterns and E - airport influence area), and FAA Part 77 (Departure surface Rwy 11

89 and the 20:1 conical surface zones). The Northstar Fire District reviewed their Agency Partnership
90 presentation which noted their request to seek partnership funding in the amount of \$49,995 to replace
91 two, 20-year old snowmobiles with a CanAm Defender UTV multi-use all-terrain vehicle, along with
92 support equipment. It was noted that the UTV is all season and has tracks to navigate terrain in the winter
93 months and wheels for summer. It can also carry up to five emergency personnel, two patients, plus
94 emergency equipment. The UTV would be house at Station 32 located near the Ritz Carlton. Discussion
95 ensued regarding the Fire District's budget, the District's jurisdiction in response to emergencies, it's
96 working relationship with other Fire Districts (mutual aid), and useful life of emergency response vehicles.
97 The Board thanked the Fire District for their presentation and indicated that a funding decision would take
98 place at a later Board meeting.

99 **PUBLIC COMMENT:** None.

100 **CONTRACTORS ASSOCIATION OF TRUCKEE TAHOE (CATT) AGENCY PARTNERSHIP REQUEST –**
101 **PRESENTATION (TAB 07)**

102 Mr. Smith noted that action is not required for this presentation, and that staff is requesting
103 determination at a later date based on the information presented tonight by Ms. Kellie Cutler, Executive
104 Director of the CATT regarding their Community Project for a development of a new Truckee Downtown
105 Park. Ms. Cutler reviewed her presentation of the development of CATT's largest community project to
106 date, the Truckee Downtown Park. Ms. Cutler noted that the park would be located on the ¼ acre space
107 adjoining the Community Arts Center building on Church Street in Downtown Truckee. The park is
108 designed to be a 60-seat amphitheater, with natural playgrounds for children and a sensory garden with
109 interpretive elements and interactive features. The park will be fully ADA accessible and available to all
110 TTAD constituents of any age and ability. Ms. Cutler noted that they are requesting \$125,000 to support
111 the development of the park. The Town of Truckee planning application for historical design review and
112 zoning clearance was approved on July 23, 2019. The Town of Truckee commercial building permit
113 application was approved on January 13, 2020. The anticipated timeline for the project completion is Fall
114 2020.

115
116 Vice President Hetherington expressed her support of the project but noted several agencies that could
117 be approached for partnership support of the project. Vice President Hetherington stated that this is a
118 wonderful community resource but is not in support of funding the whole amount requested.

119
120 Due to the overall number of funding requests received Vice President Hetherington mentioned the
121 possible need to move to an agency partnership application cycle and would like the topic to be placed
122 on the February agenda. President O'Dette agreed. There was Board consensus to discuss the subject
123 further in February.

124
125 **PUBLIC COMMENT:** None.

126
127 The Board thanked Ms. Cutler for her presentation and stated that a funding decision would take place at
128 a later Board Meeting.

129
130 **MONTHLY ACAT REPORT (TAB 08)**

131 Mr. Leigh Golden, ACAT Chair, reviewed the January 2020 ACAT Report and Ad Hoc Committee reports.

132 **PUBLIC COMMENT:** None.

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135 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 09)**

136 Mr. David Van Quest, Noise Associate, reviewed the annual Operations and Comment Report. Mr. Van
137 Quest noted that 36,379 operations were captured by the TTAD tracking system, the Tower report 40,241
138 operations. This is a total operations increase of 4% with all aircraft types except for pistons, they saw a
139 loss. The new Diesel training aircraft N5901G was the #1 user of KTRK, but only received 10 comments
140 from 4 households in 2019. Glider operations went up 23% from 2018, and tow plane comments went up
141 145% (11 comments to 27 comments). Vice President Hetherington noted a piston increase of 50%. Mr.
142 Van Quest noted that the majority of the piston comments come from operation attempting the bypass
143 departure and turning a bit too early, as well as a loud float plate which has been recently replaced with
144 a quieter one. President O’Dette indicated that with a total of 36k operations and only 771 total comments
145 submitted, 99% of the operations at the Truckee Tahoe Airport did not receive a comment. Director
146 Hetherington indicated that its likely some have quit calling and that total comments received may not be
147 indicative of level of annoyance.

148 Mr. Marc Lamb reviewed the Q4/Annual Communication and Outreach report. Mr. Lamb noted Social
149 Media metrics, website page views, community events his department participated in (10 events in Q4),
150 as well as Community Room use in Q4.

151 **PUBLIC COMMENT:** None.

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

153 Ms. Kelly Woo discussed highlights of the report dated through November 30, 2019. For the eleven
154 months ending November 30, 2019, FBO Service Revenues are \$3,483,429, \$(312,453) under budget on a
155 year to date basis as well as \$(321,775) under the prior year mainly due to lower Jet fuel sales, services,
156 tie downs and transient use fees. Hangar Revenues are under budget on a year to date basis \$110,920,
157 Other Business Leasing Revenues are over budget \$66,813, and Warehouse Revenues are down \$(25,546.)
158 Other Income Revenues (property taxes & grants) are \$7.5 MM, \$(626,023) under budget year to date.
159 Total Revenues are \$13.3 MM, \$(1.008 MM) under budget. Total Payroll & Benefits are over budget
160 \$167,625. Ms. Woo explained what contributed to payroll and benefits to being over budget, which
161 includes having extra positions for several months in late spring and early summer. Operating, General
162 and Administrative Expenses are under budget \$1,146,460 for the eleven months ended November 30,
163 2019. Repair & Maintenance expenses are under budget by \$878,956 for the same period. Other Income
164 and Expense is under budget \$626,023, compared to budget primarily due to lack of operating grant
165 revenue. Earnings before Interest, Tax, Depreciation and Amortization (EBITDA) are \$2,699,961. This is a
166 positive variance of \$955,122 to the budget. Our Cash Flow Forecast is predicting to end the year at
167 approximately \$7.0MM.

168 **PUBLIC COMMENT:** None.

169 **AIRSHOW UPDATE**

170 Mr. Smith gave a brief update on the 2020 Airshow. Mr. Smith expressed positive feedback regarding the
171 aircraft that have been booked so far. July 11th is the date of the show, with practice events taking place
172 on July 9th and 10th. The Airshow Committee have chosen STEM as their theme for this year’s airshow.

173 **PUBLIC COMMENT:** None.

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

175 Mr. Smith gave a very brief overview of his and Director Stephens attendance at the AAAE Aviation Issues
176 Conference held in Maui, Hawaii, which noted Real ID Card issues that might be occurring around various
177 states, PFAST chemicals in firefighting foam, and “passenger shaming” that is occurring in Europe (re:
178 climate change and commercial aircraft). Mr. Smith indicated that a full report will be given at the
179 February Board Meeting

180 **PUBLIC COMMENT:** None.

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

- 182 • Upcoming Trainings/Conference Opportunities

183 Mr. Smith reviewed the upcoming training and conference opportunities for the Board of Directors.

- 184 • Ad Hoc Committees and Board Assignment Updates

185 Director Stephens reviewed his Mountain Housing Member report and indicated that the Mountain
186 Housing Council will be approaching the Board in February asking for another three-year commitment
187 from the District.

- 188 • Gate 5 Primary Access – Update

189 In November 2019 Staff proposed having all East Hangar Row tenants use Gate 5 as their primary access
190 rather than Gate 7 (Gate by the playground). Our main goal is to reduce the number of vehicles using Taxi
191 lane R to access their hangars, thereby reducing the potential for vehicle/aircraft incidents. A second
192 goal would be to decrease the amount of through traffic in the high pedestrian area of the parking lot.
193 Staff has been conducting outreach to our tenants to receive comments. Most tenants were okay with
194 the proposal and said it was a “no brainer” while others felt it should be a best practice rather than a
195 requirement. It should be noted that once on the airfield all gates will still allow exit. After reviewing all
196 information, Staff plans to proceed with designating Gate 5 as the Primary Access Point. Gate 7 will be
197 reserved for commercial and maintenance vehicle, which typically do not use Taxi lane R. We are working
198 on a new sign package and outreach to assure there is communication and clarity to our users. We will
199 do a 3-month test period, after which we will again ask for comments from our users in order to
200 understand their experience; positive or negative. Staff will report back to the Board after the trial period.

- 201 • Community Library - Update

202 Mr. Smith indicated his recent meetings with the Town of Truckee and with the Friends of the Library to
203 learn of new ideas and initiates they are considering to aide along a new Library building for the
204 community. There was mentioning of forming a Library JPA. The District's possible participation could lead
205 to a specific STEM themed area as well as aeronautical and aerospace education. STEM and the aviation
206 workforce of the future are major topics of consideration right now on a national level as well as with the
207 FAA. Mr. Smith indicated that it might be useful for one or two Board Members to form an ad hoc
208 committee to meet and hear their proposal around a possible joint powers authority as well as some other
209 ideas to understand if there is a place for the Airport District to participate in this endeavor. Vice President
210 Hetherington indicated that she would be willing to explore the idea of participating in the Ad Hoc
211 committee and would let Mr. Smith know of her final decision.

- 212 • Super T Hangar Study – Update

213 Mr. Smith stated that the study will be reviewed at the February 26th Board meeting. The full report will
214 be forwarded to the board for their review prior to the Board meeting. Mead & Hunt will be present to
215 review the report and to answer any questions.

- 216 • Upcoming Board Meeting Schedule & Rolling Agenda

217 Mr. Smith reviewed the upcoming Board meeting schedule and Rolling Agenda

218 **PUBLIC COMMENT:** None.

219 **BOARD MEMBER ANNOUNCEMENTS:** Director Stephens would like to discuss at a future meeting getting
220 ADS-B Out transponders on the glider tow planes. Mr. Smith said that can be placed on a future agenda.

221 **ADJOURN TO CLOSED SESSION – 6:18 PM**

- 222 • GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW

223 Direction Given to staff from Closed Session: The Board of Directors came out of closed session and
224 reported that they are pleased with the performance of the District General Manager. The Board
225 approved a \$7000 annual increase in pay and a \$5,000 job performance award. The Board authorized the
226 General Manager to participate in the Employee Electric Bike program and authorized the General
227 Manager to purchase an airport take home vehicle in lieu of a vehicle allowance. The General Manager
228 was encouraged to consider fuel efficient and/or hybrid vehicles especially if General Manager relocates
229 to Reno. General Manager indicated that he would bring back a District Vehicle Use Policy formalizing the
230 General Manager vehicle policy as well as general use of District vehicles. The General Manager thanked
231 the Board for their thoughtful consideration.

232 **ADJOURN**

233 **MOTION #5 JANUARY-22-2020:** Director Stephens motioned to adjourn the meeting. Director
234 Hetherington seconded the motion. President O’Dette, Vice President Hetherington, Director Stephens
235 voted in favor of the motion. The motion passed.

236 At 6:55 PM the January 22, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors
237 adjourned.

238 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JANUARY 22, 2020 REGULAR BOARD MEETING.**
239 **TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:**
240 <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>.