

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, February 26, 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:** Vice President Mary Hetherington
7 Director Rick Stephens
8 Director Jim Morrison
9 Director Lisa Wallace

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

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

18 **VISITORS PRESENT:** 26

19 **MODIFICATION OF AGENDA:** None

20 **SPECIAL ORDERS OF BUSINESS:** District Counsel Collinson reviewed the procedures for public comment.
21 Mr. Smith noted the heavy agenda for tonight’s meeting, and clarified that action will not be taken on the
22 two discussion items on the agenda (agency partnership presentations).

23 **PUBLIC COMMENT:** Ms. Alexis Ollar, Executive Director of Mountain Area Preservation (MAP), stated that
24 the Town of Truckee is in the middle of their General Plan Update. Ms. Ollar noted opportunities for the
25 District to contribute comment in the regards of industrial zoning within the Town of Truckee borders.
26 Ms. Ollar stated that there is currently a 10 acre gap in the Town in regards to industrial zoning.

27 **CONSENT ITEMS**

- 28 • Minutes: January 22, 2020 Regular Meeting ----- TAB 1
- 29 • Monthly Service Bills and Fees ----- TAB 2
- 30 • Monthly Operations and Comment Report ----- TAB 3

31 **PUBLIC COMMENT:** None.

32 **MOTION #1 FEBRUARY-26-2020:** Director Morrison motioned to approve the Consent Items 1-2. Director
33 Stephens seconded the motion. Vice President Hetherington, and Directors Stephens, Morrison, and
34 Wallace voted in favor of the motion. The motion passed.

35 **PUBLIC COMMENT:** None.

36 **MOTION #2 FEBRUARY-26-2020:** Director Wallace motioned to approve the Consent Items 3. Director
37 Morrison seconded the motion. Vice President Hetherington, and Directors Stephens, Morrison, and
38 Wallace voted in favor of the motion. The motion passed.

39 **BIKING FOR A BETTER WORLD AGENCY PARTNERSHIP REQUEST – PRESENTATION (TAB 04)**

40 Mr. Bullock stated that staff is requesting a determination for this Agency Partnership request at a future
41 board meeting based on the information presented tonight by Mr. Brooks McMullin, Executive Director

42 of Biking for A Better World (BFABW). BFABW is making a funding request of \$75,000 to be used towards
43 completing the final construction build out of the Truckee Bike Park (TBP). The Truckee Donner Recreation
44 & Park District (TDRPD) would be the partnering agency in mutual support of this project. TDRPD has
45 recognized the Agency Partnership request in their Board of Directors' Resolution No. 2019-281, dated
46 October 24, 2019.

47 Mr. McMullin presented their agency partnership request presentation to the Board of Directors.

48 The Board of Directors thanked Mr. McMullin for his organization's presentation. Director Stephens
49 inquired about other funding options should they not receive what they are asking for from the District.
50 Mr. McMullin responded that they have various fundraising drives schedule for the spring of 2020, as well
51 as some grant opportunities. Vice President Hetherington reviewed the list of other public agencies that
52 receive property tax funding that could be possible funding partners. Director Morrison noted the bike
53 park to be an amazing amenity to have in our region and acknowledged the high utilization of the park by
54 both locals and visitors.

55 The Board thanked Mr. McMullin again, and stated that a funding decision on his application will take
56 place at a future Board Meeting.

57 **PUBLIC COMMENT:** None.

58 **MOUNTAIN AREA PRESERVATION'S DOWNTOWN POCKET PARK AGENCY PARTNERSHIP REQUEST -**
59 **PRESENTATION (TAB 05)**

60 Mr. Bullock stated that staff is requesting a determination for this Agency Partnership request at a future
61 board meeting based on the information presented tonight by Ms. Alexis Ollar, Executive Director of
62 Mountain Area Preservation (MAP). MAP is making a funding request of \$50,000 to be used towards
63 development of a permanent shade structure at the Trout Creek Pocket Park. The Town of Truckee (ToT)
64 would be the partnering agency in mutual support of this project. ToT has recognized the Agency
65 Partnership request in their Board of Directors' Resolution No. 2020-03, dated January 28, 2020.

66 Ms. Ollar presented their agency partnership request presentation to the Board of Directors.

67 Director Stephens inquired about other funding options should they not receive what they are asking for
68 from the District. Ms. Ollar indicated that they have exhausted all of their grants, and that in general,
69 there are not very many other grant opportunities left for them to seek out. The remaining steps would
70 be for MAP to hold a capital campaign through their donor list. Ms. Ollar noted that they have reached
71 out to many other public agencies and the only one remaining is the Hospital District, which she will be in
72 contact with soon.

73 **PUBLIC COMMENT:** Mr. Leigh Golden, Truckee Resident, noted his time working along side MAP in regard
74 to Canyon Springs (Glenshire Community, and stated that the organization's attention to detail is
75 extraordinary and their generosity towards the community is immense. Mr. Golden stated his full support
76 of the potential partnership between MAP and the District.

77 The Board thanked Ms. Ollar and stated that a funding decision on her application will take place at a
78 future Board Meeting.

79 **ALTERNATE RUNWAY DESIGN OPTION (TAB 06)**

80 Mr. Smith noted that Director Hetherington and Mr. David Diamond have requested Board consideration
81 of a proposed runway alignment. Mr. Diamond has prepared an *Alternate Runway Consideration Report*
82 for Board and public review and consider. In addition, attached to the report is a *New Runway Alignment*
83 *Map* prepared by Mead and Hunt depicting the proposed runway in Mr. Diamond's Report. This proposal
84 would add a third runway (Runway 16/34) which would be 6310 feet long by 100 feet wide. The purpose
85 of the proposal is to consider the possibility that this new runway could reduce noise and annoyance for
86 affected neighborhoods around the Airport. Mr. Smith noted that this proposed runway was

87 workshopped during the 2015 Master Plan study and was ultimately dismissed from consideration
88 primarily due to its high construction cost (\$18,000,000 - \$25,000,000). As it has been 6+ years since this
89 proposal has been fully vetted, Staff is not opposed to relooking at the concept. Mr. Smith stated that a
90 new review of the proposal would first include discussions with FAA officials at the San Francisco Airport
91 District Office (SF ADO) to see if requirements, funding eligibility, or other deciding factors have changed.
92 If the proposal can meet FAA criteria, the second phase would be how to fund the proposal and public
93 outreach. Mr. Smith stated that staff will need further guidance from the collective Board of Directors as
94 to its interest in pursuing the proposal. Mr. Smith acknowledged that there is little fiscal impact to
95 reviewing this request. There likely would be \$5,000 to \$7,000 in engineering fees to prepare a summary
96 and exhibits for any meeting with FAA as well as some travel costs to visit the SF ADO. Mr. Smith stated
97 that there is funding available in the District's general planning and engineering budget for the study.

98 Mr. Diamond noted that the project stemmed from trying to brainstorm ideas for pilots to diversify usage
99 of the runways during calm wind situations. Mr. Diamond reviewed his submitted report and the
100 alternative runway map. Discussion ensued regarding the simulated approach and departure pattern
101 work that was done with Mr. Bullock and Mr. Diamond earlier in the month. Director Morrison stated that
102 if the study will truly cost \$5,000-\$7,000 he is in favor of it being done, if it is detailed enough to decide
103 on how to proceed further on the proposed project. Director Wallace noted her support of seeking further
104 information as outlined in the staff report. Director Stephens noted that he would like to get ADS-B turned
105 up and to see the results of it first. Vice President Hetherington stated that when the project was initially
106 evaluated the District was receiving only \$3 million - \$4 million in property tax revenues, currently the
107 District receives around \$7 million. Vice President Hetherington noted the alternative runway would be
108 able to accommodate aircraft with a straight in approach from TRK4 intersection over non-populated
109 areas. Vice President Hetherington noted President O'Dette's of a study as outlined in the staff report.

110 **PUBLIC COMMENT:** Mr. Ken Aronson, local pilot and Truckee resident, noted his concerns for the
111 alternative runway, which includes taxiway and threshold issues. Mr. Aronson stated missed approach
112 and "go around" issues regarding surrounding terrain. Mr. Aronson noted the idea of extending runway
113 02, as it could probably mitigate 30% of the "problems" and be a much cheaper alternative.

114 Mr. Leigh Golden, local pilot and Truckee resident, noted he will shoot an approach and departure in his
115 King Air, Mr. Golden stated that there are definite terrain considerations with the presented alternative
116 runway that individuals should be concerned with.

117 Mr. Tom Meadows, local pilot and Truckee resident, made a public comment noting the high cost of the
118 potential project (\$30 million), displaced threshold of aircraft in relation to noise annoyance, and the
119 displacement of the glider port and campground with the proposed alternative runway. Mr. Meadows
120 noted that he is not in support of the project.

121 Ms. Linda Russen, Truckee resident, expressed her support on the proposed study. Believes that it would
122 be a great value to the community in show casing the Airport exploring all opportunities regarding noise
123 and annoyance.

124 Mr. Peter Morris, Truckee resident, stated that the proposed alternative runway is a rifle aimed directly
125 at Northstar. Mr. Morris noted runway distance to the terminal buildings eliminates commercial air traffic,
126 believes the alternative runway is far enough away to open the door for potential commercial air traffic.

127 Director Wallace thanked the individuals who made public comment on the agenda item. Director Wallace
128 requested a FAQ memo for answers to all the questions raised at tonight's board meeting. Director
129 Morrison stated that if the District learns additional information from the small study request, believes it
130 would be worth it. Mr. Smith indicated that we could include a FAQ type report in the final presentation
131 on this topic.

132 Discussion ensued regarding the idea of extending Runway 02. There was consensus from the Board to
133 have staff proceed with the small study for the alternative runway with a budget not to exceed \$7,000
134 and return and report findings.

135 **SUPER T-HANGAR STUDY PRESENTATION (TAB 07)**

136 Mr. Smith stated that the Super T-Hangar study identifies and provides details regarding financial
137 feasibility, necessity, and impact of the additional larger Super T hangars. It is an informative Study that
138 details a product not currently available on the Airport. In the 2019 budget year the Board of Directors
139 authorized a study to consider the feasibility and financial pro forma of constructing additional hangars.
140 In September 2019 staff commissioned Mead & Hunt to complete the Study as part of our Planning Master
141 Service Agreement. Some of the bottom-line points to consider in the report are as follows:

- 142 • Total project cost is estimated at \$5,357,800 for 12 hangars. This includes all soft costs, site work,
143 and building. This estimate includes prevailing wage considerations. (Page 18)
- 144 • The proposed hangars will fit most all turbo props (except PC-12s) and light jets on the waitlist.
- 145 • There are currently 11 aircraft in our existing executive hangars that will fit in the proposed Super
146 T's. Staff believes some current tenants will be willing to accept one of these new less expensive
147 T hangars thereby making room for PC-12s and larger aircraft on the waitlist. (Pages 6 to 9).
- 148 • The best achievable Internal Rate of Return (IRR) is about 1% at market rents of \$1,140 per month
149 per hangar. This assumes TTAD pays cash from District reserve funds. If the District borrows the
150 \$5,357,800 and charges market rent the IRR is a negative 3.37%. (page 25)
- 151 • There are various pro forma options for Board consideration in the Study. These options are
152 found on page 25. Staff suggests looking at scenarios with 50% financing as a potential option.
- 153 • The IRRs discussed in the study anticipate a 40-year window for revenues and expenses. All
154 expenses are considered including pavement maintenance, hangar maintenance, etc. Some
155 Federal Funding for pavement maintenance was considered in the pro forma.
- 156 • It is difficult to ascertain the impact of new hangars on operations and noise and annoyance. Staff
157 indicates in the Study that most aircraft occupying these hangars are currently operating at the
158 airport. Staff agrees there is no way to confirm exactly how 12 new hangars will impact the
159 operational tempo or number of operations at the airport. There is a possibility that operations
160 could increase but it is anticipated that it would be negligible.

161 Mr. Smith noted that it is staff's opinion that there would be high demand for this proposed product. Staff
162 estimates if the new Super Ts are constructed, the time on the executive hangar waitlist will reduce from
163 the current 6 to 7 years to 4 to 5 years and the wait time for a current super T hangar will go down from
164 4 years to approximately 2 to 2.5 years.

165 Director Stephens noted that the rent recommendation within the study is too low and shared his concern
166 regarding moving executive hangar tenants to super t's and having potential vacancy within the executive
167 hangars. Director Stephens stated that he would recommend a prelease for new Super T Hangar tenants
168 as well as a 50% debt scenario on the funding of the hangars. Vice President Hetherington inquired why
169 there were smaller aircraft in executive hangars. Mr. Smith noted that those aircraft are too large for the
170 regular T-Hangars on the airfield, so the only option for them are the executive hangars. Ms. Jill
171 McClendon reviewed the Hangar Waitlist and how she works though it. Director Morrison took exception
172 to the concern about saying the District doesn't "need" the large T-Hangars. Vice President Hetherington
173 noted that there should be a provision stated that only "working" aircraft qualify to be housed in the
174 hangars. Mr. Smith indicated that all aircraft in the hangars are required to have a current annual
175 inspection and insurance. Director Wallace noted while she is still uncertain as to a decision to build more
176 hangars, she shared the sentiment regarding exploring a higher rent amount for the hangars to assure
177 debt service.

178 **PUBLIC COMMENT:** Mr. Tom Meadows, local pilot and Truckee resident, stated his support for aviation
179 related capital projects. Mr. Meadows also noted the need for Hangar 2, and that, in his opinion, is of
180 greater importance than the Super T-Hangars.

181 Mr. Carl Thompson, local pilot, stated that he has been on the waitlist for 14 months and noted that many
182 people get on the waitlist because they believe it will all work out. Mr. Thompson shared that the
183 additional hangars would not increase aeronautical operations as the potential tenants are already based
184 here. Mr. Thompson also identified an important safety element regarding covered space for aircraft (i.e.:
185 ice, snow, etc.)

186 Ms. Linda Russon, Truckee resident, inquired if the District had a plan regarding how to meet the needs
187 of aviators. She noted the project is a lot of money for a small goal.

188 Ms. Brook Russon, Truckee resident, noted supply and demand regarding hangar rents and believes if
189 rents were higher it would “thin the herd” (waitlist).

190 There was Board consensus to have staff look at various proformas, and different hangar rent rates, which
191 will be brought back at a future spring Board meeting.

192 **BREAK:** 6:35 PM – 6:45 PM

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

194 Mr. David Diamond, ACAT Chair, reviewed the February 2020 ACAT Report and Ad Hoc Committee reports.

195 **PUBLIC COMMENT:** None.

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

197 Ms. Kelly Woo noted that the finance department is working through the annual audit and closing out the
198 2020 Fiscal Year, there are no year-end financials yet to accompany the submitted staff report. The
199 District should have a draft ready for the March Board Meeting. There will also be January financials at
200 that time as well. I have called out some key sales highlights for January 2020 and a few financial
201 housekeeping updates. January 2020 Fuel Sales Highlights: 100LL sales \$28,873.76 vs. budget \$39,294.47
202 & PY \$39,245.61. Jet Fuel sales \$208,778.23 vs. budget \$156,614.95 & PY \$146,522.60. Total FBO Sales
203 \$511,650.20 & PY \$445,074.33 (PY – Prior Year). Regarding the 2019 Financial Audit, it is currently
204 underway. Representatives from James Marta CPA will be here for fieldwork from March 2nd to 4th. Our
205 Goal is to have the Audit ready for presentation at the April 2020 Board Meeting.

206 **PUBLIC COMMENT:** None.

207 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT (TAB 10)**

208 Mr. Smith gave an overview of his and Director Stephens attendance at the AAEE Aviation Issues
209 Conference held in Maui, Hawaii, which noted Real ID Card issues that might be occurring around various
210 states, PFAS chemicals in firefighting foam, and “passenger shaming” that is occurring in Europe (re:
211 climate change and commercial aircraft). Mr. Smith indicated that a full report is posted and available for
212 review.

213 **PUBLIC COMMENT:** None.

214 **PONDEROSA GOLF COURSE IRRIGATION REPLACEMENT FUNDING AGREEMENT (TAB 11)**

215 Mr. Smith noted that the District acquired the Ponderosa Golf Course in 2008 as part of a land acquisition
216 effort between the Truckee Donner Land Trust, the Town of Truckee, and the Airport District. The Airport
217 District is the official landowner with conservation easements held by the Truckee Donner Land Trust. In
218 June of 2008 the District leased the Golf Course for \$1.00 per year to the Truckee Donner Recreation and
219 Park District (TDRPD) to operate and maintain the Course for the benefit of our common constituents.
220 The Golf Course has successfully operated since that date. Mr. Smith noted that staff has been pleased

221 with the care and upkeep as well as management of this District asset. Mr. Smith shared that it is in staff's
222 opinion, keeping the Ponderosa Golf Course in good operating condition benefits our community and
223 constituents. Staff supports this request of committing \$50,000 per year for 20 years. The District has
224 the option to pay off its obligation early. Total System cost is \$1,265,546.

225 Director Wallace stated that this project has been discussed multiple times and believes the funding
226 request is complete. Director Stephens noted that he is in favor of the irrigation replacement but noted
227 President O'Dette's uncertainty of the project. Director Stephens stated that he would like to see all funds
228 earned at the golf course stays at the golf course. Mr. Steve Randall, General Manager of TDRPD,
229 responded that with each operating season, they hope to break even and that he is not opposed to a
230 provision as stated. Director Hetherington shared that the Ponderosa Golf course was purchased because
231 51 homes were slated to be constructed on the property and that it provides a safety buffer for pilots.
232 She indicated her support of the proposal.

233 **MOTION #3 FEBRUARY-26-2020:** Director Stephen motioned to approve the proposed Funding
234 Agreement for Irrigation System at the Ponderosa Golf Course with the Truckee Donner Recreation and
235 Parks District (TDRPD) with the addition that all funds received each operating season be kept with
236 Ponderosa Golf Course. Director Wallace seconded the motion. Vice President Hetherington, and
237 Directors Stephens, Morrison, and Wallace voted in favor of the motion. The motion passed. Director
238 O'Dette was absent.

239 **MOUNTAIN HOUSING COUNCIL CONTINUATION OF FUNDING REQUEST (TAB 12)**

240 Mr. Smith that for the past 3 years the District has committed significant resources and effort to address
241 the regional housing crisis. In June of 2017, the District was one of the original founding members of MHC
242 and was the first to commit \$50,000 per year for three years to this effort. Overall Staff has been pleased
243 with the investment and results of the Mountain Housing Council's program. Mr. Smith stated that staff
244 recommends continuing District partnership with the Mountain Housing Council (MHC) for MHC 2.0
245 Program to implement next phase of the Regional Housing Action Plan. The Truckee Tahoe Community
246 Foundation (TTFC) on behalf of the MHC is seeking a \$55,000 per year commitment for 3 years.

247 **PUBLIC COMMENT:** None.

248 **MOTION #4 FEBRUARY-26-2020:** Director Stephens motioned to approve the Truckee Tahoe Community
249 Foundation request on behalf of the Mountain Housing Council to continue funding the MHC 2.0 program
250 for 3 years at \$55,000 per year based on the following findings:

- 251 • Our region is experiencing significant housing shortage and high costs that are directly affecting
252 District employee's ability to secure local achievable workforce housing.
- 253 • It is in the District's interest to assure District employees and employees of aviation businesses
254 for which the Airport depends on for services have access to local affordable housing.
- 255 • Without an adequate supply of local achievable workforce housing, the viability and success of
256 the Airport could be compromised.

257 Director Morrison seconded the motion. Vice President Hetherington, and Directors Stephens,
258 Morrison, and Wallace voted in favor of the motion. The motion passed.

259 **REVIEW AND APPROVAL OF 2020 TRUCKEE TAHOE AIRPORT DISTRICT GOALS (TAB 13)**

260 Mr. Smith reviewed the draft 2020 District Goals, and opened conversation up to the Board Members
261 regarding suggested edits.

262 Director Wallace requested to strike "specific funding cycle" to the 5th bullet on the Goals, as she believes
263 they are exploring "many" ways to improve the program.

264 Vice President Hetherington suggested adding the alternative runway project to the Goals. Mr. Smith
265 stated he would like to wait for more information from the study that was approved earlier in the meeting.

266 While not a specific goal, Vice President Hetherington requested to add a carbon offset program regarding
267 educating pilots of their carbon footprint, Director Morrison seconded President Hetherington's request
268 of a potential program. Vice President Hetherington would like more clarity to the Hangar waitlist. Mr.
269 Bullock noted that staff internally ranks the waitlist based on aircraft, activity of the aircraft, etc., that isn't
270 advertised. Vice President Hetherington would like added clarity to the budget to include a method that
271 clarifies various revenue and expense line items as they relate to aviation, community and the use of
272 property tax. Director Stephens noted that would increase the workload of the Finance Director of trying
273 to create an allocated budget. Vice President Hetherington stated that she has discussed this goal with
274 Ms. Woo and that she was warm to the idea. Mr. Stephens indicated that he also spoke with Ms. Woo
275 and he was not as sure and that he did not want to move toward as allocated budget model. Mr. Smith
276 noted that it could be discussed further at an upcoming Board workshop in May. There was consensus
277 from the Board to have it be presented as a possible District Goal.

278 **PUBLIC COMMENT:** None.

279 **POLICY INSTRUCTION 311 TEMPORARY HOLD ON AGENCY PARTNERSHIPS (TAB 14)**

280 Mr. Smith stated that staff recommends the Board of Directors place a temporary hold on the Policy
281 Instruction 311 Agency Partnership program to consider new and enhanced processing guidelines as well
282 as receive advice and council from the District's Attorney Josh Nelson regarding policy provisions. The
283 objective of this temporary hold is as follows:

- 284 • Review the merits of a funding cycle rather than the current open application process.
- 285 • Receive advice and recommendations from the District Legal Counsel Josh Nelson regarding policy
286 provisions and the legal framework for policy implementation.
- 287 • Hear public comment on policy discussion
- 288 • Decide a plan of action for the four 2019 Agency Partnership Applications reviewed before the
289 program hold.
- 290 • Give direction to staff regarding future modifications or revisions to policies if any.

291 Mr. Smith stated that staff will prepare policy recommendations and bring them back likely to the May
292 2020 Board Meeting. Mr. Smith noted that the Board should also consider and decide a course of action
293 on the four 2019 applications pending before the District. Staff recommends the Board complete the
294 review and make final funding decisions on these applications as they were applied for in 2019 before the
295 temporary hold was proposed. If this is the Board's desire, staff will prepare these for funding
296 consideration at the March or April Board Meeting. Discussion ensued regarding the process of holding
297 the program and whether to move this decision to the March 2020 Board meeting.

298 **PUBLIC COMMENT:** None.

299 **MOTION #5 FEBRUARY-26-2020:** Director Wallace motioned to place a temporary hold on the on New
300 Agency Partnership requests under Policy Instruction 311 Agency Partnership program, and to consider
301 new guidelines as well as receive advice and council from the District's Attorney regarding policy
302 provisions in preparation for a June 2020 Board discussion and possible action item. Director Morrison
303 seconded the motion. Vice President Hetherington, and Directors Stephens, Morrison, and Wallace voted
304 in favor of the motion. The motion passed.

305 There was consensus from the Board to make final funding decisions on the four 2019 agency Partnership
306 Applications at the March Board meeting.

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

- 308 • Upcoming Trainings/Conference Opportunities

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

- 310 • Ad Hoc Committees and Board Assignment Updates

311 Director Stephens reviewed his Mountain Housing Report.

- 312 • Consideration to Move July 22, 2020 Board Meeting to July 29, 2020

313 Due to staff scheduling conflicts with conferences and training, staff proposes to move the July 22, 2020
314 Meeting to July 29, 2020. The month of July has 5 Wednesdays so this change does not affect staff
315 workflow. Staff would like to know if this date change is agreeable with the Board of Directors and their
316 schedules. There was Board consensus to move the July meeting to July 29, 2020.

- 317 • Administration Building Expansion Project Update

318 Mr. Smith noted that staff is currently working with Ward Young on the expansion of the administration
319 building. The 2020 District Budget includes funds for design and bidding as well as some construction in
320 the 2020 Budget year. Staff is working on building permits, building plans, and bidding documents with
321 the goal to bring the final bid numbers to the Board at the August 2020 Board meeting for a final decision.
322 If the Board agrees with Bid numbers, staff will seek approval to commence construction in the Fall of
323 2020 with concrete and foundation work. Staff estimates this as a \$2,000,000 project which includes soft
324 and hard costs. The 2020 Budget includes the first \$550,000 of funding for this project. Permits,
325 engineering, architecture, structural, and fees are estimated at \$225,000. No parking lot improvements
326 are necessary for this request. Staff desires to keep the Board informed as to the progress of this project
327 and current design status. Attached to this report is the current floor plan layout. These plans were
328 presented to the Board as part of the 2020 Budget Workshop. Director Stephens asked if this includes the
329 restaurant addition, observation deck, etc. Mr. Smith indicated that the first phase discussed here is just
330 the expansion of the administration building. Those phases would come later. There was Board consensus
331 to continue with this project and bring a final bid to the Board for decision later this summer.

- 332 • Land Management Plan Update

333 The Lands Management Plan is being completed by Staff and HT Harvey & Associates along with technical
334 advisors Balanced Hydrologics. The plan outlines the goals and objectives for each individual parcel owned
335 by the District. These include the airfield, as we know it within the boundaries outlined on our Airport
336 Layout Plan along with large and small parcels such as Waddle Ranch, Jones, Ponderosa Golf Course, Alder
337 Hill Beacon site, the "L" shaped parcel and others. The plan describes Goals and Objectives for 5 main
338 types of use:

- 339 • Aeronautical
- 340 • Intensive Recreation
- 341 • Public Facilities
- 342 • Roads – Fire – Emergency Access
- 343 • Open Space

344 Each use has unique maintenance and management activities. Some areas have extensive restoration
345 and enhancement activities. Staff is currently developing Goals, Objectives, and Activates for each parcel,
346 which will determine a total forecasted land management cost. This cost will be summarized by year for
347 each area and rolled into a forecast. Individual funding opportunities for each activity, on an annual basis
348 are at the Boards discretion. Phase one stakeholder outreach is completed. This included neighboring
349 landowners, special districts, government elected and appointed leaders as well as concerned citizens.
350 Other outreach opportunities include routine postings on our website and social media as well as noticed
351 public Board meetings. Staff anticipates completion of the plan for Board review in early Fall.

- 352 • Upcoming Board Meeting Schedule & Rolling Agenda

353 Mr. Smith reviewed the upcoming Board meeting schedule, which includes a potential Board Workshop
354 for the month of May, and the Rolling Agenda. District Clerk Lauren Tapia indicated she would send out
355 a doodle poll to see if a date will work for everyone's schedule. The Board also confirmed moving the July
356 22, 2020 meeting to July 29, 2020.

357 **PUBLIC COMMENT:** None.

358 **BOARD MEMBER ANNOUNCEMENTS:** None.

359 **ADJOURN**

360 **MOTION #6 FEBRUARY-26-2020:** Director Stephens motioned to adjourn the meeting. Director Wallace
361 seconded the motion. Vice President Hetherington, and Directors Stephens, Morrison, and Wallace voted
362 in favor of the motion. The motion passed.

363 At 8:05 PM the February 26, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors
364 adjourned.

365 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 26, 2020 REGULAR BOARD**
366 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/129598/truckee-](https://ttm.open.media/sessions/129598/truckee-tahoe-airport-board-february-26-2020?category=458)
367 [tahoe-airport-board-february-26-2020?category=458](https://ttm.open.media/sessions/129598/truckee-tahoe-airport-board-february-26-2020?category=458)