

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, March 25, 2020 in the Truckee Tahoe Airport District Community Room
3 A, via Teleconference, 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 (via Teleconference)
7 Vice President Mary Hetherington (via Teleconference)
8 Director Rick Stephens (via Teleconference)
9 Director Jim Morrison (via Teleconference)
10 Director Lisa Wallace (via Teleconference)

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 (via Teleconference)
14 Mr. Josh Nelson, District Legal Counsel (via Teleconference)
15 Mr. David Van Quest, Aviation & Community Services Noise Associate

16 **VISITORS PRESENT:** None

17 **MODIFICATION OF AGENDA:** None

18 **SPECIAL ORDERS OF BUSINESS:** Mr. Smith gave a brief update regarding the District’s response to the
19 Covid-19 pandemic, including the two Board Policies included in the Consent Items for approval. Mr. Smith
20 noted that Red Truck is now closed, and most of the Administration staff is working remotely. The
21 Operations and Maintenance Department is working on various projects around the airfield where
22 distancing between personnel is easily accommodated. The District has reduced service offerings and has
23 reduced their fueling hours. Mr. Smith stated that the community meeting rooms are now closed to the
24 public until further noticed, and the trainer aircraft 5901G is grounded. Mr. Smith thanked the Board and
25 Staff for their patience during this time of transition.

26 **PUBLIC COMMENT (via Text):** Mr. Kevin Slone, Truckee Resident, inquired about hangar rent abatement
27 and noted his desire for 5901G to come back online, as other flight schools remain open.

28 Ms. Kelly Beede, with the Town of Truckee, thanked the Board for their support and involvement in public
29 transit.

30 Mr. Leigh Golden, Truckee Resident, stated that he flew some pattern work for the proposed runway 34,
31 believes it is unsafe and not appropriate for jets.

32 Mr. Smith noted that staff has started discussion regarding rent abatement, haven’t had any requests
33 from hangar tenants but a few from the warehouse. The topic could be added to next month’s agenda.
34 Regarding flight training being an essential service, it is not noted as such with the FAA. Mr. Smith noted
35 that the grounding of 5901G is due to the “shelter in place” order, once that is lifted staff or becomes
36 looser, staff believes the aircraft can begin to fly again. Mr. Smith noted that staff and Board will address
37 the alternative runway public comment when the topic is brought up again at a future meeting.

38 **CONSENT ITEMS**

- 39 • Minutes: February 26, 2020 Regular Meeting ----- TAB 1
- 40 • Monthly Service Bills and Fees ----- TAB 2
- 41 • Approval of Funding Agreement with TART and Town of Truckee – Free Bus Fares - TAB 3
- 42 • Approval of PI 215 and PI 215.10 – District Vehicle Use and Insurability Policies ---- TAB 4
- 43 • Approval of PI 121 – Coronavirus (COVID-19) District Response Policy ----- TAB 5

44	• Final Approval of 2020 District Goals -----	TAB 6
45	• Annual Reporting of Reimbursements and Disclosure Report -----	TAB 7
46	• Monthly Operations and Comment Report -----	TAB 8

47 Director Stephens requested to pull tab item 6.

48 Vice President Hetherington stated that she sent minor changes to Ms. Lauren Tapia for the minutes. Staff
 49 acknowledged Vice President Hetherington’s statement and confirmed those minor changes were
 50 incorporated.

51 Director Stephens stated that he does not believe the last goal related to allocation should be included
 52 into the 2020 District Goals. Director Stephens requested the item be removed from the District Goals
 53 and to be added as a topic for the May workshop as it needs much more discussion before we move that
 54 direction. Vice President Hetherington stated that she would like it to remain as a Goal. She further
 55 indicated that if it isn’t listed it won’t be considered nor accomplished. There was Board discussion
 56 regarding whether or not to include the last goal on the list related to budgeting and revenue and expense
 57 tracking. Mr. Smith noted that he could add language to the goal indicating further discussion to be had
 58 at the spring workshop. There was consensus from the Board on all goals aside from the final Goal on the
 59 list. The Board decided to defer the approval of that Goal and consider it at the Spring Workshop but that
 60 staff can move forward with the other goals.

61 **PUBLIC COMMENT:** None.

62 **MOTION #1 MARCH-25-2020:** Director Stephens motioned to approve the Consent Items 1-5, 7-8, and
 63 deferring the approval of final District Goals (tab item 6) to after the Spring Workshop. Director Morrison
 64 seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes.
 65 Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

66 **2020 AIRSHOW UPDATE**

67 Mr. Smith provided a brief update on the 2020 Airshow. Currently, the airshow is still scheduled to take
 68 place. Mr. Smith will update the Board if there are any changes.

69 **PUBLIC COMMENT:** None.

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

71 Ms. Kelly Woo reviewed the monthly finance report for the month end January 31, 2020. Ms. Woo noted
 72 that they are about 75% done with the audit, as it is taking place remotely.

73 **PUBLIC COMMENT:** None.

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

75 None to report.

76 **PUBLIC COMMENT:** None.

77 **ADS-B PROGRAM AND FLIGHT PROCEEDURE UPDATE (TAB 10)**

78 Mr. Bullock stated that on June 26, 2019 the Board authorized Staff to enter into an agreement with
 79 L3Harris, formerly Harris Corp. for approximately \$940,000 to provide ADSB surveillance system services.
 80 The arrangement provides for the construction of ADSB facilities, the delivery of data to the airport and
 81 the integration of systems allowing certified FAA use of ADSB data for separation of aircraft. Truckee
 82 Tahoe Airport is the second customer in the nation of such a service agreement, the Federal Aviation
 83 Administration being the first customer. Staff, District Counsel, the FAA, and the Contractor, L3Harris have
 84 spent the past 9 months developing the final surveillance solution. Some of the project components are
 85 listed below.

- 86 • Contractual agreements suitable for public consumption free of items protected,
87 confidential or proprietary in nature.
- 88 • Agreements for land leases and power use with the City of South Lake Tahoe.
- 89 • Development of design drawings and plan sets approved by Eldorado and Nevada
90 County.
- 91 • Development of secured communications infrastructure and underground fiber
92 optics and copper T1 lines to the temporary tower facility.
- 93 • Development of the Service Volume Design Documents technically outlining the final
94 airspace coverage.
- 95 • Integration plans with Oakland Center to ensure the ADSB data is usable and
96 functionally integrated to meet the project objectives for KTRK.
- 97 • Backup power generator installations.
- 98 • Display technology integration for KTRK, Midwest ATC, and the FAA.

99 Mr. Bullock reviewed the 2020 timeline, though noted that the District could see some delays due to the
100 COVID-19 pandemic.

101 **PUBLIC COMMENT:** None.

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

- 103 • Upcoming Trainings/Conference Opportunities

104 Mr. Smith reviewed the upcoming training and conference opportunities for the Board of Directors, many
105 have been postponed/canceled.

- 106 • Ad Hoc Committees and Board Assignment Updates

107 None to report

- 108 • Truckee Tahoe Workforce Housing Joint Powers Authority Formation

109 Mr. Smith reviewed the new formation of the JPA. Mr. Smith noted that more information will come at
110 future board meetings

- 111 • Super T-Hangar Project - Update

112 Mr. Smith noted that he received the newly updated study which will be reviewed with the Board of
113 Directors at the April Board meeting.

- 114 • Upcoming Board Meeting Schedule & Rolling Agenda

115 Mr. Smith reviewed the upcoming Board meeting schedule, which includes a potential Board Workshop
116 for the month of May, and the Rolling Agenda.

117 **PUBLIC COMMENT:** None.

118 **BOARD MEMBER ANNOUNCEMENTS:** None.

119 **ADJOURN**

120 **MOTION #2 MARCH-25-2020:** Director Stephens motioned adjourn the meeting. Director Hetherington
121 seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes.
122 Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

123 At 5:15 PM the March 25, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors
124 adjourned.

125 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MARCH 25, 2020 REGULAR BOARD MEETING.**
126 **TO WATCH THE MEETING IN ITS ENTIRTY:** <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>