

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 special meeting held Wednesday, May 27, 2020 via live web streaming.

3 **CALL MEETING TO ORDER: 1:31 PM**

4 **PLEDGE OF ALLEGIANCE**

5 **DIRECTORS PRESENT:** President Teresa O’Dette (via Teleconference)  
6 Vice President Mary Hetherington (via Teleconference)  
7 Director Rick Stephens (via Teleconference)  
8 Director Jim Morrison (via Teleconference)  
9 Director Lisa Wallace (via Teleconference)

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

19 **VISITORS PRESENT: 0**

20 **MODIFICATION OF AGENDA: None**

21 **SPECIAL ORDERS OF BUSINESS: None**

22 **PUBLIC COMMENT (via Text): None**

23 **WELCOME AND REVIEW OF AGENDA ITEMS**

24 Mr. Smith reviewed the Special Meeting Agenda for the Board of Directors.

25 **PUBLIC COMMENT: None.**

26 **COVID-19 IMPACTS, COMMUNITY SUPPORT, AND PATH FORWARD**

27 Mr. Smith gave an update regarding the impacts from the Covid-19 pandemic. Mr. Smith noted that thus  
28 far, the impacts financially are minimal. Fuel sales have been strong. Though, the District is seeing a much  
29 larger impact regarding the rental car market. Both Hertz and Enterprise rentals are down. Mr. Smith  
30 stated that the District will not know the impact regarding property tax revenue until much later in the  
31 year. President O’Dette stated that the real estate market is very active, many households from outside  
32 the area are moving up here permanently. Mr. Smith stated that the community rooms remain closed for  
33 the foreseeable future, but Red Truck is slated to open on June 1<sup>st</sup>. Vice President Hetherington inquired  
34 on the amount of hangar tenants that have requested rent abatement, staff stated that as of now, that  
35 only eight hangar tenants inquired about it. Staff indicated that they would provide a report next month  
36 as to the total number of participates in that program.

37 **PUBLIC COMMENT: None.**

38 **2020 DISTRICT GOALS DISCUSSION (TAB 01)**

39 Mr. Smith noted that this is a topic that has been carried over from earlier in the spring, and it is specifically  
40 addressing goal number 10 regarding the proposed budgeting goal suggested by Vice President  
41 Hetherington. Mr. Smith indicated that the other goals were approved by consensus at the March 2020

42 Board Meeting. Director Stephens noted that discussion on the topic was deferred due to concern  
43 regarding the amount of added staff time that is needed to have an allocated budget. Director  
44 Hetherington stated that her intention was to get some sense where the funding of the District's expenses  
45 is coming/going to; specifically related to how property tax is applied to airport operations vs. community  
46 programs. She indicted that this level of transparency would help constituents know where their tax  
47 dollars are spent. Ms. Woo explained that it would be considerable work to do a true allocation of district  
48 expenses to properly answer that question. Ms. Woo indicated that she sees little value to only allocating  
49 portions of the budget because it wouldn't provide any new information that staff is unable to provide  
50 currently. Discussion ensued regarding where property tax allocated to the District should be spent and  
51 the need of a 3<sup>rd</sup> party allocation study if the Board decided to change the way the budget is presented.  
52 There was Board consensus not to proceed with an allocated budget but that some additional clarity and  
53 enhancements regarding property tax might be in order if the effort does not require extensive additional  
54 staff time. The current financial report showing revenue and expense by department was discussed as a  
55 good compromise to allocation. Mr. Smith mentioned that he feels more discussion in the Budget  
56 Narrative regarding property tax and its usage could help the District achieve this goal too. There was  
57 consensus from the Board to retain the goal as drafted and proceed with the items discussed.

58 **PUBLIC COMMENT:**

59 Ms. Linda Rousand, Community Resident, stated that she is in favor of seeing income vs. expenses  
60 delineated as discussed.

61 **MOTION #1 MAY-27-2020:** Director Wallace motioned keep the goal in the 2020 District goals as drafted.  
62 Vice President Hetherington seconded the motion. President O'Dette, yes. Vice President Hetherington,  
63 yes. Director Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll  
64 call vote.

65 **FLIGHT PROCEEDURE WORK AND ADS-B PROGRESS (TAB 02)**

66 Mr. Bullock presented a power point that reviewed Tower-ADS-B Flight procedure timeline, a flight  
67 procedures FAQ Sheet, the three steps for flight procedure advancement, and a review of two priority  
68 departure alignments for 11 and 29. Discussion ensued regarding public outreach and communication  
69 timelines for the proposed procedures, and way point locations for the proposed procedures. There was  
70 consensus from the Board for the staff to initiate the next steps for public outreach and the  
71 communication campaign. Mr. Bullock described the restrictions to flight procedure advancement based  
72 on the terrain that surrounds the airport, the hurdles associated with FAA certification and the potential  
73 points of failure related to environmental review. The timeline summarized work completed to date as  
74 well as forecasted milestones should the Board support the development of new procedures flying over  
75 new areas of the community.

76 **PUBLIC COMMENT:** None.

77 **RUNWAY USE TOOL DEVELOPMENT PROJECT (TAB 03)**

78 Mr. Smith reviewed the background and ongoing project work of the working group. Mr. Smith stated  
79 that the working group is requesting another month and a half of time to continue working on the project  
80 and will present their findings at the July or August regular Board meeting. The Working Group would like  
81 to consider wind data to better understand Tower runway assignment during calm wind conditions. Vice  
82 President Hetherington reviewed some initial findings of the working group's analysis of runway use data.  
83 She indicated that preliminary data shows significant runway 29 departures to the north. There was  
84 consensus from the Board to have the working group finish the project and present the final report and  
85 findings at the July or August Board meeting.

86 **PUBLIC COMMENT:** None.

87 **ALTERNATIVE RUNWAY PRELIMINARY ANALYSIS REPORT (TAB 04)**

88 Mr. Smith noted that Mead and Hunt has provided their Alternative Runway Preliminary Analysis Report  
89 Mr. Smith stated that the report has many interesting findings. The report indicated that there are various  
90 challenges primarily due to FAA AIP eligibility and runway design geometry as well as costs. These are  
91 similar findings to what was discussed was discussed in 2014. Mr. Smith stated that there does not appear  
92 to be a clear path to funding the runway with the FAA funds. Mr. Smith noted that staff tried to schedule  
93 a visit with the FAA ADO in San Francisco, and they replied that they would not meet with the Airport to  
94 discuss the idea of the alternative runway unless the District included it in An Airport Layout Plan Update  
95 or Master Plan Update. The next Master Plan update will be in 2024-2025. Vice President Hetherington  
96 indicated that she feels the project has merit and could greatly reduce noise and annoyance impact to  
97 neighborhoods around the airport and that the project should not be dismissed. She expressed her desire  
98 to not shelve the idea and stated that she believes the District has the ability to self fund the project.  
99 Discussion ensued regarding prevailing wind issues for the alternative runway and the feasibility of  
100 extending runway 02/20 and the incremental benefits it may or may not provide.

101 **PUBLIC COMMENT:** Mr. David Van Quest read a public comment that was submitted via email by Mr.  
102 Greg Scileppi expressing his thoughts and opinions against the alternative runway proposal.

103 There was Board consensus to accept the report and table the discussion to the next Master Plan Update.

104

105 **POTENTIAL LAND DONATIONS AND ACQUISITIONS (TAB 05)**

106 Mr. Smith reviewed two potential land acquisition and donation requests: Soaring Ranch and Truckee  
107 Donner Land Trust. Mr. Smith noted that the first request with Soaring Ranch may not be an option  
108 anymore as the Town of Truckee may obtain that donation. Mr. Smith stated that the Truckee Donner  
109 Land Trust has approached the District to see if we are interested in participating with the acquisition of  
110 the Truckee Springs property close to Downtown Truckee. There was Board consensus for staff to bring  
111 back more detailed information regarding the acquisition opportunity with the Truckee Donner Land  
112 Trust.

113 **PUBLIC COMMENT:** None.

114 **BOARD MEMBER ANNOUNCEMENTS:** None.

115 **ADJOURN**

116 **MOTION #2 MAY-27-2020:** Vice President Hetherington motioned adjourn the meeting. Director  
117 Morrison seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director  
118 Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

119 At 3:22 PM the May 27, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

120 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MAY 27, 2020 SPECIAL BOARD MEETING. TO**  
121 **WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/140307/truckee-tahoe-airport-](https://ttm.open.media/sessions/140307/truckee-tahoe-airport-board-workshop-may-27-2020?category=458)  
122 [board-workshop-may-27-2020?category=458](https://ttm.open.media/sessions/140307/truckee-tahoe-airport-board-workshop-may-27-2020?category=458)