

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

3 **CALL MEETING TO ORDER: 4:30 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. Dave Hoffman, Director of Operations & Maintenance (via Teleconference)  
15 Mr. Brent Collinson, District Legal Counsel (via Teleconference)  
16 Mr. Marc Lamb, Community Relations Manager (via Teleconference)  
17 Ms. Stacey Justesen, Safety and Security Manager (via Teleconference)  
18 Mr. David Van Quest, Aviation & Community Services Noise Associate (via  
19 Teleconference)  
20 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

21 **VISITORS PRESENT:** 1

22 **MODIFICATION OF AGENDA:** None

23 **SPECIAL ORDERS OF BUSINESS:**

24 Mr. Smith reviewed the Covid-19 District response that was given during the Special Board Meeting. Red  
25 Truck will be opening on June 1<sup>st</sup> to limited indoor seating, outdoor seating will be encouraged. Mr. Smith  
26 noted that District revenues are only seeing modest decreases, though staff was notified by the  
27 District’s Bike Share partner, Zagster, that it is folding. All bikes and racks will be picked up soon, and the  
28 company noted that they will not be issuing reimbursements. Mr. Smith stated that he will gather more  
29 information as the notice was just received prior to the regular Board meeting.

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

31 **WELCOME AND REVIEW OF AGENDA ITEMS**

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

33 **PUBLIC COMMENT:** None.

34 **MODIFICATION OF AGENDA**

35 Mr. Smith stated that the Board will not be addressing Agenda Item 11, Potential Land Donations and  
36 Acquisitions, as the topic was discussed in its entirety during the Special Board meeting.

37 **PUBLIC COMMENT:** None.

38 **CONSENT ITEMS**

- 39 • Minutes: April 22, 2020 Regular Meeting ----- TAB 01
- 40 • Monthly Service Bills and Fees ----- TAB 02
- 41 • Monthly Operations and Comment Report ----- TAB 03

43 **PUBLIC COMMENT:** None.

44 **MOTION #1 MAY-27-2020 R:** Director Morrison motioned to approve Tab Items 01-04. Vice President  
45 Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director  
46 Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

47 **PRESENTATION AND APPROVAL OF CY 2019 DISTRICT AUDIT (TAB 05)**

48 Ms. Woo noted that the audit took a bit longer to complete as it was all done remotely. Mr. Mike  
49 Manduca, with James Marta and Company, reviewed the CY 2019 District Audit. In summary, James Marta  
50 and Company issued an Unmodified Opinion of the CY 2019 Audit. Discussion ensued regarding the  
51 timeline of the deposit of County Property Tax revenue and how the county and District fiscal years do  
52 not align. The Board expressed their appreciation to Ms. Woo and staff for their great work to complete  
53 the Audit and have an unmodified opinion.

54 **PUBLIC COMMENT:** None.

55 **MOTION #2 MAY-27-2020 R:** Director Stephens motioned to approve the CY 2019 District Audit as  
56 presented. Director Morrison seconded the motion. President O’Dette, yes. Vice President Hetherington,  
57 yes. Director Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll  
58 call vote.

59 **NON-PROFIT STORAGE OPTION PROPOSAL (TAB 06)**

60 Mr. Smith stated that staff has been looking into ways to give our Non-Profit storage user’s a land side  
61 location to reduce the opportunity of having gate access challenges along with reducing access and  
62 conflicts with airside access. This storage opportunity would also free up hangar space that would be then  
63 available for aeronautical purpose and/or revenue generation. Mr. Hoffman noted that the location that  
64 has been identified is on Chandelle Way, which is east of the Maintenance Shop. Staff is proposing a 20’  
65 wide 140’ long asphalt road that begins off the south side of Chandelle Way. The lengths would be graded  
66 on both sides with 1 ½” crushed rock for drainage. Shipping containers would be placed along the lengths,  
67 each of the same size, neutral color and configuration. An earthen berm will screen the area from the  
68 Warehouse Office Building and people traveling on Soaring Way or Truckee Airport Road. There was  
69 consensus from the Board in support of the proposal.

70 **PUBLIC COMMENT:** None.

71 **MOTION #3 MAY-27-2020 R:** President O’Dette motioned to approve the non-profit storage proposal and  
72 to allocate funds not to exceed \$40,000 for the project. Director Hetherington seconded the motion.  
73 President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Morrison, yes  
74 and Director Wallace, yes. The motion passed via roll call vote.

75 **CALLING OF A GENERAL ELECTION FOR NEVADA AND PLACER COUNTY (TAB 07)**

76 Ms. Tapia noted that each year during a General Election, per California Elections Section 1509 require  
77 the District to call a general election and to request election services for Board members whose seats are  
78 up for reelection. The District has three Directors whose seats are up for reelection: Director Rick  
79 Stephens, Director Lisa Wallace, and President O’Dette.

80 **PUBLIC COMMENT:** None.

81 **MOTION #4 MAY-27-2020 R:** Director Hetherington motioned to approve Resolution 2020-04 Calling for  
82 a General District Election for Nevada County and to waive the reading. Director Wallace seconded the

83 motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director  
84 Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

85 **PUBLIC COMMENT:** None.

86 **MOTION #5 MAY-27-2020 R:** Director Hetherington motioned to approve Resolution 2020-05 Declaring  
87 an Election to be Held in its Jurisdiction; Requesting the Board of Supervisors to consolidate this election  
88 with any other Election conducted on said date; and Requesting Election Services by the County Clerk of  
89 Placer County, and to waive the reading. Director Wallace seconded the motion. President O’Dette, yes.  
90 Vice President Hetherington, yes. Director Stephens, yes. Director Morrison, yes and Director Wallace,  
91 yes. The motion passed via roll call vote.

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

93 Mr. David Diamond, ACAT Chair, reviewed the Monthly ACAT report for May 2020, which included  
94 updates on their current sub-committee projects, action items and staff presentations. Mr. Bullock  
95 reviewed an expenditure proposal from ACAT to hire a real estate professional for \$5000 to help aid the  
96 process of obtaining an easement for a proposed connection trail highlighted on ACAT’s KTRK Trail  
97 Masterplan. There was Board consensus of approving the proposed expenditure. The Board also  
98 discussed a desire to get a copy of the Trials Master Plan and review it at a future Board Meeting.

99 **PUBLIC COMMENT:** None.

100 **MOTION #6 MAY-27-2020 R:** Director Wallace motioned to approve the proposed additional trail work  
101 planning expenditure in an amount not to exceed \$5,000. Vice President Hetherington seconded the  
102 motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director  
103 Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

104 **QUARTERLY SAFETY REPORT (TAB 09)**

105 Ms. Justesen reviewed the District Safety Report for Quarter 1. There was Board member consensus to  
106 accept the Safety Report as presented.

107 **PUBLIC COMMENT:** None.

108 **MONTHLY FINANCIAL REPORT (TAB 10)**

109 Ms. Woo reviewed the Monthly Financial report for the month end of April 30, 2020. Ms. Woo noted that  
110 staff is working on a budget re-forecast which will show actuals for the first four months of 2020 and then  
111 following reductions to the budget for the second quarter, leaving third and fourth quarters untouched.

112 **PUBLIC COMMENT:** None.

113 **GENERAL MANAGERS REPORT (TAB 11)**

114 **• Upcoming Training/Conference Opportunities**

115 Mr. Smith noted that most all travel and training opportunities have been postponed or cancelled through  
116 the end of the year. It is unlikely the District’s travel and training schedule will return to “normal” until  
117 sometime early next year.

118 **• Ad Hoc Committee and Board Assignment Updates**

119 Director Rick Stephens noted that Placer County is putting out a new RFP for the Nahas Property  
120 development.

121 **• Truckee Tahoe Workforce Housing JPA – Update**

122 Mr. Smith noted that the JPA had their first meeting on the 20<sup>th</sup> of May. A needs assessment will be sent  
123 out to the participating agencies. Mr. Smith noted that Ms. Tapia has been appointed as an alternate  
124 Board Member for Mr. Smith.

125 • **Employee COLA Adjustment – Update**

126 Each June the Board reviews the annual Cost of Living Adjustment (COLA) for District employees. Staff will  
127 briefly preview the upcoming COLA planned to come before the Board at the June 24, 2020 Board  
128 Meeting. The current April 2020 index is 1.5%. The May index numbers are typically used to set this rate.  
129 More information to come at the regular June Board meeting.

130 • **Air Show Update and Funding to Partners**

131 Officially, the Air Show is postponed until September 12, 2020. To proceed with the show, the State of  
132 California must be in Phase 4 of COVID-19 recovery, though that is not anticipated to happen in 2020. The  
133 Air Show committee will be meeting again in June to discuss the future of the Show in 2020. The  
134 committee will make a “go no go” decision no later than early July. As the Show is unlikely the Committee  
135 is working on a community air parade or fly over with historic WWII aircraft. The Committee has secured  
136 5 C-47 Aircraft to fly over the District, both in Truckee and the Lake Tahoe area as a tribute to our local  
137 COVID-19 front line workers as well as honoring our veterans on the 4<sup>th</sup> of July. The committee felt this  
138 would be a good 4<sup>th</sup> of July celebration that all could enjoy when most all 4<sup>th</sup> of July festivities have been  
139 cancelled. The cost for the event would come from the 2020 Airshow budget. It would only cost about ¼  
140 of the total Air Show Budget. Due to the great work of our Airshow Committee, it is staff’s intent to  
141 proceed with full payment to the non-profit partners of their Air Show Services Fee per our agreements.  
142 They have all put significant effort and attention into trying to make this show happen and providing a  
143 great substitute for the 4<sup>th</sup> of July.

144 **Brief Overview of Summer Pavement Projects**

145 Mr. Smith reviewed the Summer Pavement Project Schedule.

146 • **Proposal for Use of CARES Act Funding**

147 Staff proposes to use \$120,000 to enhance pavement around the airport. We have secured a bid from a  
148 local pavement company to complete that work. Staff also proposes to use \$37,000 to replace an older  
149 operations truck scheduled for replacement. The CARES ACT funds must be used for airport operations  
150 and maintenance expenses. It cannot be used for community programs and initiatives per the Grant  
151 Agreement. Completing these two projects will give staff a jump start on projects originally planned for  
152 the 2021 budget year. There was Board consensus to proceed with the proposed projects and purchases.

153 • **Upcoming Board Meeting Schedule**

154 Mr. Smith reviewed the upcoming Board meeting schedule for June, July, August and September.

155 **BOARD MEMBER ANNOUNCEMENTS:** None.

156 **ADJOURN**

157 **MOTION #7 MAY-27-2020 R:** Director Stephens motioned to adjourn the meeting. Vice President  
158 Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director  
159 Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

160 At 5:46 PM the May 27, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

161 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MAY 27, 2020 REGULAR BOARD MEETING.**  
162 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/141095/truckee-tahoe-](https://ttm.open.media/sessions/141095/truckee-tahoe-airport-board-public-meeting-may-27-2020?category=458)  
163 [airport-board-public-meeting-may-27-2020?category=458](https://ttm.open.media/sessions/141095/truckee-tahoe-airport-board-public-meeting-may-27-2020?category=458)