

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, June 24, 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) (Left meeting at 6:55 PM)
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:**

22 Mr. Smith reviewed the Covid-19 District response update. Mr. Smith noted of the uptick in cases both in
23 Placer and Nevada County. The Airport is seeing increased operations and traffic is steady, with more jet
24 fuel being sold thus far compared to this time last year. Mr. Smith stated that it is still unknown what fall
25 and winter will be like.

26 **PUBLIC COMMENT:** Mr. Paul Sheckman, read his email submitted as public comment regarding increased
27 aeronautical activity, specifically flight schools flying repeated pattern work.

28 Ms. Linda Russen, made a public comment regarding Soar Truckee operations. Ms. Russen questioned
29 why TTAD would consider spending \$50,000 to purchase ADSB transponders Soar Truckee's tow planes.

30 Mr. Frank Cortez, Truckee Resident, made a public comment regarding increased jet activity over the
31 Prosser Lake View neighborhood.

32 Ms. Nancy Woody, Truckee Resident, made a public comment regarding increased jet activity over the
33 Prosser Lake View neighborhood. Ms. Wood questioned ADS-B and the Tower’s active control of aircraft.

34 Mr. Matt Miller, Truckee Resident, inquired about health safety regarding flight training and Covid-19.

35 Ms. Julia Lawrence, Truckee Resident, made a public comment regarding increased aeronautical activity
36 over her neighborhood.

37 **CONSENT ITEMS**

- 38 • Minutes: May 27, 2020 Special Meeting ----- TAB 01
- 39 • Minutes: May 27, 2020 Regular Meeting ----- TAB 02
- 40 • Monthly Service Bills and Fees ----- TAB 03
- 41 • Consideration of Annual Employee COLA Adjustment ----- TAB 04
- 42 • TTAD Investment Policy Review ----- TAB 05

- 43 • Annual Cyber, Workers Compensation, Property Insurance Renewal ----- TAB 06
- 44 • Monthly Operations and Comment Report ----- TAB 07
- 45 • AARF Annual Report ----- TAB 08

46 Vice President Hetherington requested to pull tab item 07.

47 District counsel made a disclosure on behalf of all employees potentially impacted by the proposed Cost
48 of Living increase that they would be financially impacted by the wage and salary increase, but because it
49 was on the Consent Calendar, it was not necessary for them to leave the virtual meeting room.

50 **PUBLIC COMMENT:** None.

51 **MOTION #1 JUNE-24-2020:** Director Stephens motioned to approve Tab Items 01-06 & 08. Vice President
52 Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director
53 Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

54 Vice President Hetherington noted that Prosser Lakeview neighborhood has experienced a lot of air traffic
55 this past weekend which is why the District has received an increase in public comment from that
56 neighborhood.

57 Vice President Hetherington inquired about touch and goes and asked if a metric can appear in the report
58 tracking that activity. Director Wallace also indicated the value in seeing touch and go traffic numbers
59 included in the monthly and quarterly reports. Vice President Hetherington would like a breakout by type
60 of aircraft and to not average all aircraft. Vice President Hetherington noted that it is difficult to locate
61 information regarding the voluntary curfew and expressed disappointment regarding the Tranquility
62 Program being shelved. Vice President Hetherington inquired about the Pilot and Passenger Outreach
63 Coordinator’s outreach effort with corporate operators. Discussion ensued regarding how staff can do
64 “more” regarding pilot outreach, modifications to the website to include Flight Aware, other noise
65 mitigation outreach programs to the front of the website, how Vice President Hetherington receives
66 comments about the airport in a private Facebook group and how those comments can be distributed to
67 the rest of the Board Members/Staff. There was Board consensus to have staff consider and review these
68 items and return and report back to the Board at a future meeting.

69 **PUBLIC COMMENT:** Mr. Matt Miller, Truckee Resident, questioned why the Airport does not count each
70 touch and go operation. There was a brief explanation that the airport does collect this data but due to
71 the type of operation it is much more difficult to track than a standard operation.

72 Mr. Andy (Last Name Unknown), made a public comment disapproving of the anti-tourism attitude from
73 the previous commenters, and that it is a counter intuitive thought to the survival of our tourism-based
74 economy.

75 **TOWN OF TRUCKEE NIGHT SERVICE REQUEST TART (TAB 09)**

76 Mr. Smith stated that The Town of Truckee with support from Tahoe Truckee Area Regional Transit (TART)
77 and the Truckee North Tahoe Transportation Management Association (TNT-TMA) is requesting the
78 District’s funding participation in a new Regional Night Service Pilot Program. Mr. Smith noted that staff
79 is supportive of the request and feels the request meets the Airport District’s 2020 Transit Goal. The night
80 Shuttle fills an unmet need for locals and employees to be able to move about the District to and from
81 work as well as increases connectivity to the Airport. The FY2020 Budget includes \$366,000 for transit
82 projects. This request will encumber \$92,977 each year for 3 years if the Board chooses to approve the
83 program. Currently \$153,200 of the \$366,000 is committed to the Free Fares program. If the Board
84 approves the Night service request the Transit budget will still have \$119,823 for other transit projects
85 and ideas in 2020.

86 Director Morrison inquired about transit service impacts due to Covid –19. Ms. Kelly Beede, with the Town
87 of Truckee, noted that there was a significant decrease in ridership, but they are seeing an increase in the
88 last two weeks with the reopening of local businesses. Vice President Hetherington noted that there is a
89 significant amount of Placer County tax base on the other side of the ridge and questioned Placer County
90 not funding transit services outside of the basin. Ms. Beede indicated that Placer County does put
91 significant funding in to the out of basin areas including funding the Free Fares program throughout the
92 TART Region.

93 **PUBLIC COMMENT:** None.

94 **MOTION #2 JUNE-24-2020:** Vice President Hetherington motioned to approve allocating \$92,997 in 2020
95 with a 3% escalator for 2021 and 2022 from the Districts Transit funds for the 3-year Night Service Pilot
96 Program on the Tahoe Truckee Area Regional Transit System. Vice President Hetherington moved to have
97 staff work with partners to complete final Contracts/Agreements for approval on the consent agenda at
98 a future Board of Directors Meeting based on the following findings: The proposed Night Service program
99 will encourage use of public transit enhancing connectivity to the Airport for all District constituents, the
100 proposal may decrease the number of vehicles on local roads helps improve traffic congestion and
101 benefits our local environment, supporting this program assists the District in achieving Goals related to
102 regional partnerships, carbon reduction, and transit strategy Goals. Director Stephens seconded the
103 motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director
104 Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

105 **TRUCKEE TOMORROW FUNDING SUPPORT PROPOSAL (TAB 10)**

106 Mr. Smith stated that at the April Board of Directors meeting the he informed the Board that Staff
107 intended to bring proposals forward that would support our local business community likely through the
108 North Lake Tahoe Chamber and Truckee Chamber of Commerce. There was Board consensus at that
109 meeting for District consideration of initiatives and programs that could supporting our local business
110 community to help relieve impacts due to COVID-19. Staff has a proposal from the Truckee Chamber that
111 we would like to present to the Board.

112 The Airport District has been an active participate and funder of Truckee Tomorrow since its inception. A
113 diverse and vibrant business community is important to the ongoing viability and sustainability of the
114 Airport District. A diverse and strong jobs market is also important to Airport District constituents. Due to
115 COVID-19 the Chamber has needed to pivot to more basic support of our business community as many
116 businesses are struggling to reopen and return to operation. The Truckee Chamber has needed to use
117 their available funding to support these important endeavors. If the District can increase its Truckee
118 Tomorrow contribution it will greatly help to keep the above programs in Truckee Tomorrow Phase II
119 progressing forward. Mr. Smith stated that staff has reviewed the request and recommends approval of
120 the increased contribution from \$10,000 to \$50,000 (\$40,000 increase).

121 Discussion ensued regarding the program, with Vice President Hetherington noting her desire for other
122 Special Districts to increase their contribution as well and for the District to not be the only increased
123 contributor. There was consensus from the Board that the increase should only be a one-time
124 contribution.

125 **PUBLIC COMMENT:** None.

126 **MOTION #3 JUNE-24-2020:** Director Stephens motioned to approve the request from the Truckee
127 Chamber of Commerce for a one-time increase of District funding commitment from \$10,000 in 2020 to
128 \$50,000 (\$40,000 increase) to support the Truckee Tomorrow Phase II goals. Director Morrison seconded
129 the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director
130 Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

131 **DESIGNATION OF UNRESTRICTED NET ASSETS (TAB 11)**

132 Ms. Woo reviewed the District’s proposed modifications to the Unrestricted Net Asset Categories.
133 Designating funds in the various areas proposed does not limit the District’s flexibility to move and use
134 the funds when a compelling opportunity presents itself. The designations are detailed in the financial
135 statements and are a primary indicator to the reader of the financial statements of the current direction
136 of the Board. They are an important form of communication with TTAD’s constituents.

137 **PUBLIC COMMENT:** None.

138 **MOTION #4 JUNE-24-2020:** Director Stephens motioned to approve the proposed allocations and
139 designations of the Districts Unrestricted Net Assets for CY2020 and move to approve the revised PI 309
140 as attached. President O’Dette seconded the motion. President O’Dette, yes. Vice President Hetherington,
141 yes. Director Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll
142 call vote.

143 **ADS-B TRANSPONDER FOR GLIDERS (TAB 12)**

144 Mr. Bullock stated that staff has included this item on the agenda at the request of Director Stephens.
145 Staff has previously discussed this concept with the Airport Community Advisory Team (ACAT). At that
146 time ACAT took no action on the initiative and declined to fund the equipment purchase and aircraft
147 modifications. ACAT indicated that they would prefer Soar Truckee incur that expense. Soar Truckee has
148 indicated that as a non-profit, they operate on a limited budget and are not able to fund the transponders
149 as much as they would like to. Mr. Bullock noted that based on pending surveillance coverage within the
150 service area of the Truckee Tahoe Airport, both Staff and Director Stephens support the objective of this
151 initiative which is the enhancement of Safety. By leveraging existing ADSB investments the District can
152 provide the Control Tower Staff a higher level of data regarding the location, altitude, speed, and
153 identification of gliders. Pilots operating at or near the airport will benefit as well as aircraft transiting the
154 airspace adjacent to the airport and areas where gliders soar, maneuver and travel.

155 Mr. Bullock noted that gliders and lighter than air aircraft are not required to install ADS-B equipment.
156 TTSA is Truckee Tahoe Airports number one user by volume and has a high impact on the overall capacity
157 of the airspace with 6,574 annual operations in 2019 out of a total of 36,379 total operations, or 18% of
158 the total aircraft traffic. Gliders and tow planes have unique operating characteristics which make them
159 an ideal candidate for enhanced visibility provided by ADSB use. The ADSB equipment would be purchased
160 and owned by the District. When the serviceable life of the ADSB equipment was complete or the use
161 agreement had been fulfilled the equipment would be returned, sold, or surplus. Mr. Bullock stated that
162 the District would impose covenants for repayment, security, default, and misuse of the equipment. These
163 would be officiated through a written use agreement and collateralized with a Federal Aviation
164 Administration Security Agreement 8050- 98 Form. Mr. Bullock stated that this potential expenditure of
165 \$49,401.00 would be drawn from budget item 800-6024, Aviation Safety Initiatives FY2020.

166 Mr. Greg “shifty” responded to public comments directed towards TTSA operations and the Airport
167 District. Mr. “Shifty” stated that the District website and the aviation found on the website is the best he
168 has ever seen.

169 Mr. Shifty reviewed the background of TTSA and how the entity transitioned from a for-profit business to
170 a non-profit, as well as the type(s) of transponders that would be potentially installed in the tow planes.

171 Director Stephens noted that the District can’t afford to not pay for the requested transponders, as the
172 increase in safety justifies the expense. Vice President Hetherington asked various clarifying questions,
173 specifically how many gliders have transponders, how many gliders have an ads-b transponder, the

174 requirement of ads-b transponders in tow planes, glider activity impact on the new Runway 11 departure
175 procedure approval. Discussion ensued regarding the non-requirement of gliders having ads-b out
176 transponders, TTSA being a very active static operator at the airport, the difference in activity between a
177 private glider vs. TTSA owned gliders, possible impacts glider operations would have with the approval of
178 the Runway 11 departure procedure that is in development, the need for TTSA and the private glider pilots
179 to own the responsibility of being safe and spending the funds to install ADS-B transponders, why ACAT
180 Members chose to not take on this project, as well as possible incentive programs the District can put on
181 TTSA to get ADS-B transponders installed in their aircraft.

182 **PUBLIC COMMENT:** Mr. Matt Miller, noted that TTSA should not leverage their youth education programs
183 to get money from the District to fund the installation of transponders in their airplanes. He indicated this
184 should be a TTSA expense and that the community can hear aeronautical activity everywhere.

185 There was consensus from the Board to have staff to bring back further information on possible outreach
186 efforts that can be made to encourage glider owners to install ads-b out transponders. Vice President
187 Hetherington noted that she would not support the District to fund the installation of ADS-B transponders
188 in TTSA tow plans, as it should be the responsibility of the operator.

189 **MOTION #5 JUNE-24-2020:** Director Stephens motioned to approve the amount of \$49,401 for ADSB
190 Safety Equipment, Aircraft Modification Partnership with Truckee Tahoe Soaring Association. Director
191 Morrison seconded the motion. President O’Dette, yes. Vice President Hetherington, no. Director
192 Stephens, yes. Director Morrison, no and Director Wallace, no. The motion did not pass via roll call vote.

193 President O’Dette left meeting at 6:55 PM.

194 **MONTHLY ACAT REPORT (TAB 13)**

195 Mr. David Diamond, ACAT Chair, reviewed the Monthly ACAT report for May 2020. Chair Diamond
196 reviewed final presentations of the Emergency Landing Map and Safe Haven Policy, May ACAT action
197 items and staff presentations from the May ACAT Meeting. There was consensus of support for the final
198 ACAT projects.

199 Mr. Bullock reviewed the voluntary curfew program and the draft pilot survey questions for the program.
200 Discussion ensued amongst Board members about the survey questions, and the reasoning behind
201 eliminating the two current curfew programs to just have one. There was Board consensus to have Staff
202 send out the pilot survey.

203 **PUBLIC COMMENT:** None.

204 **MONTHLY FINANCIAL REPORT (TAB 14)**

205 Ms. Woo reviewed the Monthly Financial report for the month end of May 31, 2020. Ms. Woo noted Fuel
206 sales and overall FBO sales have started to rebound. May 100LL gallons sold were up 35% to 2019 and
207 JetA was up 51%. Ms. Woo stated that June seems to be slowly picking up although averaging gallons sold
208 for the first 17 days to estimate the last 13 we may end up with a deficit in 100LL of 28.4% under 2019
209 sales and Jet A 56.4% under last year's numbers. Ms. Woo stated that Repairs and Maintenance expenses
210 are under budget mostly due to timing of a few invoices and lack of spending. Staff expects to see more
211 projects underway in the second half of June and the summer months now that it has employees back on
212 a normal schedule.

213 Vice President Hetherington requested to have notation of the airside, admin, avcom department
214 numbers so it is easier to track the Departments expenditures, as well as having a separate line item
215 tracking the Airport’s overnight hangar revenue.

216 **PUBLIC COMMENT:** None.

217 **GENERAL MANAGERS REPORT (TAB 15)**

218 • **Upcoming Training/Conference Opportunities**

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

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

223 Director Stephens stated that he attached various reports outlining updates on the projects.

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

225 Mr. Smith noted that the District will be conducting an employee housing survey. The other participating
226 Districts are conducting the same survey as well. Mr. Smith noted that the Survey will be presented to the
227 Board at a future meeting.

228 • **Review of 2021 Budget Process Timeline**

- 229 – June 26, 2020 – Review 2021 Budget timeline and provide Budget Request Worksheets to
230 Board
- 231 – July 10, 2020 – Budget Review Worksheets due
- 232 – August 26, 2020 – Budget Workshop to review Budget Opportunities for 2021
- 233 – September 23, 2020 – Review First Draft of Preliminary Budget
- 234 – October 28, 2020 – Review Second Draft of Preliminary Budget
- 235 – December 2, 2020 – Adoption of final Budget

236 • **4th of July Fly Over and Airshow Update**

237 The Air Show Committee has organized a community flyover for the 4th of July to celebrate and
238 commemorate those that serve on the front lines both with our military/veterans and our local COVID-19
239 frontline workers. Currently we have 4 historic C-47s, a T-28, and Harpoon WWII Bomber that will make
240 a flight over Truckee, Squaw Valley, and Lake Tahoe. They will depart the Airport around 10:00 AM. With
241 almost all 4th of July events cancelled, its our hope that this flyover will help our community celebrate the
242 4th of July. The flyover will only expend approximately 1/3 of the regular airshow budget but should be
243 very popular for our community.

244 The Air Show Committee also met on June 16, 2020. It is looking unlikely that we will be able to have an
245 airshow in September 2020 but the final decision will be reserved until our July 7th Air Show Meeting. In
246 that we will not be able to move to Phase 4 as a community allowing for large gatherings until there is a
247 vaccine it is unlikely the District can have a large gathering in September. Considering the current COVID-
248 19 situation, our July 4th Flyover will be a good substitute for this year’s show. We are already working on
249 the 2021 Show. Most all deposits and performer agreements will be transferred to the 2021 Show.

250 • **Recurrent Air Traffic Controller Noise Abatement Procedure Training - Update**

251 On June 8th and June 12th Staff met with Air Traffic Manager Larry Finney and each air traffic controller
252 regarding the Standard Operating Procedures (SOP) related to the tower Noise and Annoyance reduction
253 protocol. The training included the use of calm wind runways, repetitive traffic route assignment, inbound
254 routing to runway 11, use of runway 11 by the west area hangar tenants, and use of peak period staffing
255 plans etc. Mr. Van Quest, Mr. Bullock, and Mr. Covey also discussed concepts to gain higher compliance
256 with the bypass departure headings to reduce Olympic Heights overflight. Mr. Bullock spends several days
257 per week in the tower cab verifying the SOP’s are being followed and working directly with controllers as
258 well as periodically testing the system while flying locally.

259 • **Review of District Trails Master Plan**

260 At the last Board Meeting there was some discussion regarding reviewing the current District Trails Master
261 Plan as a refresher. In addition, ACAT completed an update of that Plan in December 2020. Staff attached
262 the current trails master plan for Board and public review. Director Wallace noted confusing discussion
263 with Mr. Art Chapman (Joerger Ranch) regarding the soaring ranch connector trail from the legacy trail
264 and the controlling document for that trail (the EIR or the Development Agreement with the Town of
265 Truckee). Director Wallace requested that Staff seek out clarity on that confusion and to find out exactly
266 what the controlling document is.

267 • **Upcoming Board Meeting Schedule**

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

269 **PUBLIC COMMENT:** Ms. Nancy Woody, Truckee Resident, made a public comment supporting the
270 construction of paved trails, as more individuals within the community can use them.

271 **BOARD MEMBER ANNOUNCEMENTS:** None.

272 **ADJOURN**

273 **MOTION #6 JUNE-24-2020:** Director Stephens motioned to adjourn the meeting. Director Morrison
274 seconded the motion. Vice President Hetherington, yes. Director Stephens, yes. Director Morrison, yes
275 and Director Wallace, yes. The motion passed via roll call vote.

276 At 7:55 PM the June 24, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

277 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JUNE 24, 2020 REGULAR BOARD MEETING.**
278 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/149117/truckee-tahoe-](https://ttm.open.media/sessions/149117/truckee-tahoe-airport-district-board-of-directors-june-24-2020?category=458)
279 [airport-district-board-of-directors-june-24-2020?category=458](https://ttm.open.media/sessions/149117/truckee-tahoe-airport-district-board-of-directors-june-24-2020?category=458)