

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 special meeting held Wednesday, August 26, 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 Lisa Wallace (via Teleconference)
8 Director Rick Stephens (via Teleconference)
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10 **DIRECTORS ABSENT:** Director Jim Morrison

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12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager (via Teleconference)
13 Mr. Hardy Bullock, Director of Aviation & Community Services (via
14 Teleconference)
15 Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)
16 Mr. Brent Collinson, District Legal Counsel (via Teleconference)
17 Mr. Marc Lamb, Community Relations 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: 0**

22 **MODIFICATION OF AGENDA:** None.

23 **SPECIAL ORDERS OF BUSINESS:** None.

24 **PUBLIC COMMENT:** None.

25 **PRELIMINARY BUDGET PRESENTATION FY 2021**

26 • District Budget Opportunity Discussion – Ms. Woo & Mr. Smith

27 Mr. Smith reviewed objectives for the Budget Workshop. Staff and Board will discuss budget opportunities
28 for funding consideration in 2021 and beyond as well as other items the Board would like to discuss. Ms.
29 Woo noted that the first preliminary budget and narrative will be presented at the September 23rd regular
30 Board meeting. Mr. Smith stated that the Board will only be hearing information and be giving guidance
31 to staff, there will be no action taken on any budget items discussed. Mr. Smith reviewed the budget
32 timeline, with final approval taking place at the December 2nd regular board meeting.

33 Ms. Woo reviewed the operating revenues, operating expenditures as well as the capital/operating
34 reserves. Director Hetherington inquired about the reserve amount for pavement maintenance. Mr. Smith
35 stated that it is presented in a way to give the Board an idea of what the District would end up with after
36 project completion(s). Discussion ensued amongst Board and staff about ending reserve amounts.

37 Mr. Smith opened discussion regarding Board Member submitted budget opportunity requests.

38 Director Stephens reviewed his requested items, which were adjusting specific funding amounts for
39 Agency Partnerships, Community Sponsorships, Housing Programs, Lizzando Project Commitments, and
40 Transportation Projects. Mr. Smith reviewed the funding differences from FY 2020 to FY2021 for these
41 programs/projects.

42 Director Hetherington reviewed her submitted budget opportunity requests which included initiating the
43 process for a new Master Plan, brainstorm and implement possible strategies to address increase in
44 operations (as well as future increases), posting fly quiet 1 & 2 incentive information in hangars that
45 indicate the dollars saved by participating, review website platform, literature development addressing
46 greenhouse gas and noise footprints by aircraft type, reports regarding simulator usage and probable
47 overflights not flown, and additional funding for corporate and chief pilot outreach. Discussion ensued
48 regarding the request to initiate a new master plan process, specifically the differences between a full or
49 partial update as well as the cost associated with it. There was consensus to include place hold funds and
50 for staff to bring back further information at a future Board meeting. Mr. Smith noted that many of the
51 requested items are already underway such as the forecast update and other would be easily
52 implemented. Mr. Bullock assured Director Hetherington that staff engages with the pilot communities.
53 He noted through various portals such as phone, private meetings at industry conferences, District hosted
54 roundtables, etc. Director Hetherington requested the Board be invited to those meetings when they take
55 place.

56 Mr. Smith reviewed the District budgeting goal which develops a method that clarifies revenue and
57 expense line items related to aviation, community and use of property tax. There was Board consensus to
58 accept staff's recommendation to use the budget narrative to discuss and clarify the goal.

59 Mr. Smith reviewed the following staff budget opportunities:

60 • East Terminal Parking Lot Expansion

61 Mr. Smith reviewed the parking lot expansion plans and noted that staff sees great benefit in moving up
62 construction to FY 2021 as it will allow for better public parking options, employee parking, as well as
63 circulating through and in front of the main parking area. Mr. Smith noted that it is also a part of the
64 Hangar 2 and Hangar 3/EAA & CAP replacement building design process. Discussion ensued regarding how
65 this project strives for low impact to the community. There was consensus from the Board to earmark the
66 project based off final bid results.

67 • EAA/CAP/Meeting Room Replacement Building

68 Mr. Smith noted that staff recommends commencing the process to find a suitable replacement for EAA.
69 The grant agreement offer to reconstruct Taxiway G from FAA is anticipated to be \$4,491,000. The District
70 is ineligible for the funding unless the EAA building is removed. Staff is proposing a replacement building
71 that will include facilities for EAA, Civil Air Patrol (CAP), as well as an additional public meeting room. Mr.
72 Smith reviewed cost effective Construction methods using a quasit hut technology to make an attractive
73 building which would bring costs down from the \$5.5m option discussed as part of Hangar 2. Discussion
74 ensued regarding Runway 02/20, and other alternative locations for EAA/CAP (warehouse). There was
75 Board consensus to find new locations for EAA/CAP and also to explore options that do not include
76 building new structures.

77 • Administration Building Addition

78 Mr. Smith noted that staff is currently reviewing plans and bid documents, and that bid results and pricing
79 will be reviewed at the December Board meeting. Mr. Smith stated that cost is likely significant for the
80 project, so staff is reviewing alternative options to address office capacity challenges. Mr. Smith noted
81 leasing office space to meeting interim needs. Which would allow for higher priority projects, such as the
82 parking lot expansion and EAA/CAP building replacement to be completed to fully take advantage of FAA
83 funding for Runway 02/20 and Taxiway G project. Mr. Smith reviewed Option A and Option B construction

84 timelines. There was Board consensus to have staff develop additional construction timeline options as
85 well as further information regarding leasing office space at the September Board meeting.

86 • Pavement Maintenance

87 Mr. Smith reviewed the pavement maintenance project slated for FY 2021 and noted that the updated 5-
88 year ACIP will be presented for approval at the September Board meeting. There was Board consensus to
89 proceed with the item as presented.

90 • Warehouse Parking and West Hangar Rows Access Gate

91 Mr. Smith reviewed the Warehouse Parking and West Hangar Rows Access Gate proposal. Mr. Smith
92 noted that this project is not eligible for FAA AIP funding and that it would cost approximately \$320,000
93 for pavement and the gate system. There was Board consensus to proceed with the item as presented.

94 • Funding for Regional Housing, Transit, and Agency Partnerships

95 Mr. Smith proposed \$1m for Housing, Transit and Agency Partnerships in FY2021 and the idea of funding
96 be moved between categories by the Board based on funding needs. Discussion ensued regarding
97 different scenarios of allocation dollar amounts for housing, transit and agency partnership categories.
98 There was consensus from the Board for the funds to have the ability to be moved between the categories
99 based on funding needs and to include them in the budget draft.

100 • Community Sponsorships

101 Mr. Smith noted that staff proposes \$75,000 for Community Sponsorships for FY 2021, an increase of
102 \$5,000. Director Stephens requested the amount be increased to \$100k. There was consensus from the
103 Board to increase the Community Sponsorships amount to \$100k.

104 • Utilities for Joerger Road Properties

105 Mr. Smith stated that staff is working with Auerbach Engineering to better understand the cost share for
106 utilities for Joerger Road. Staff estimates total participation at \$130,000, which includes construction costs
107 as well as design, engineering and project management costs. The participation of the District covers ½ of
108 cost for improvements from Soaring way Round-a-bout to the proposed fire districts training facility.
109 There was Board consensus to continue reviewing this proposal and to her the final presentation in
110 September. Mr. Smith stated that a more detailed presentation and action item will be provided at the
111 September or October Board meeting.

112 • Proposed Studies for 2021

113 Mr. Smith reviewed the following studies proposed for 2021:

- 114 • Finalization of Pavement Management Plan - \$35,000
- 115 • Continuation of Flight Procedure Development - \$75,000
- 116 • Godbe Survey - \$40,000
- 117 • FAA Land Release and Property Transfer - \$30,000
- 118 • Airport Layout Plan (ALP) Update - \$60,000
- 119 • Update to Airport Safety Gap Analysis - \$50,000
- 120 • Precision Approach Path Indicator (PAPI) Analysis - \$15,000

121 Vice President Hetherington expressed concerns about the funding amount for the continuation of flight
122 procedure development. Vice President Hetherington noted that she believes it should be \$150k. Mr.

123 Bullock stated the proposed \$75k is enough but that they would relook at the number. Discussion ensued
124 regarding the timelines of the various flight procedures in development.

125 Mr. Smith asked the opinions of the Board regarding Godbe Survey. Concern was expressed by the Board
126 regarding survey methods and clarity on the value of the survey (results). There was consensus from the
127 Board to have staff come back with additional information responding to the Board's concerns at a future
128 Board meeting.

129 Vice President Hetherington shared concerns about the Land Release and Property Transfer, noting that
130 it would be best used as an industrial park. Mr. Smith stated that the transfer is delayed due to a NEPA
131 issue.

- 132 • Additional List of Budget Items for Consideration in 2021

133 Ms. Woo reviewed the additional list of Budget items.

134 Vice President Hetherington requested additional funding be allocated to the Greenhouse Gas reduction
135 strategies and programs, making it \$75,000. There was Board consensus for Vice President Hetherington's
136 request.

137 **PUBLIC COMMENT:** None.

138 **ADJOURN**

139 **MOTION #1 AUGUST-26-2020 S:** Director Stephens motioned to adjourn the meeting. President O'Dette
140 seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes.
141 The motion passed via roll call vote.

142 At 3:46 PM the August 26, 2020 special meeting of the Truckee Tahoe Airport Board of Directors
143 adjourned.

144 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 26, 2020 SPECIAL BOARD MEETING.**