



**TRUCKEE TAHOE AIRPORT DISTRICT**  
10356 Truckee Airport Rd.  
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**DIRECTORS**

MARY HETHERINGTON  
TERESA O'DETTE  
KATHRYN ROHLF  
RICK STEPHENS  
LISA WALLACE

**AGENDA  
FOR  
OCTOBER 28, 2020**

<http://ttctv.org/live-meeting/truckee-tahoe-airport/>

A meeting of the Truckee Tahoe Airport District will be held on **Wednesday, October 28, 2020 at 4:30 p.m.** Pursuant to Executive Order N-29-20, this meeting will be held exclusively via live web streaming: <http://ttctv.org/live-meeting/truckee-tahoe-airport/> Public comment can be sent to the following email and will be read aloud during Public Comment sections of each agenda topic: [Lauren.Tapia@truckee-tahoe-airport.com](mailto:Lauren.Tapia@truckee-tahoe-airport.com) Live Public Comment can be made: <https://us02web.zoom.us/j/89689867834>, Meeting ID: 896 8986 7834. No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the Truckee Tahoe Airport District office at (530) 587-4119, at least three days prior to the meeting.

The Board of Directors may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will be heard at or after the time noted, but the Directors may interrupt or defer discussion in order to deal with other matters.

All written public comments received by 4:30 PM on Tuesday before the regularly scheduled Board meeting will be posted on the District website and forwarded to District Board Members for their consideration at the meeting.

**MISSION STATEMENT:**

The Truckee Tahoe Airport is a community airport that provides high quality aviation facilities and services to meet local needs, and strives for low impact on our neighbors, while enhancing the benefit to the community-at-large.

**REGULAR MEETING:** 4:30 PM

**STANDING ORDERS:** Call the Meeting to Order

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**SPECIAL ORDERS OF BUSINESS**

- COVID-19 Airport Operations and Business Continuity Update

**MODIFICATION OF AGENDA:** The Board President reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Board of Directors; Items may be pulled or removed from the agenda at any time.

**PUBLIC COMMENT:** Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board and ACAT. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board or ACAT on any issue brought forth under Public Comment. Comments relating to items on today's agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board President; however, comments will generally be limited to five minutes. Pursuant to Executive Order N-29-20, public comment may be provided by email. Please email all comments to [Lauren.Tapia@truckee-tahoe-airport.com](mailto:Lauren.Tapia@truckee-tahoe-airport.com) and staff will

endeavor to read them during the meeting. Live Public Comment can be made: <https://us02web.zoom.us/j/89689867834>, Meeting ID: 896 8986 7834

**CONSENT AGENDA**

**Consent Action Items:**

- 1. Minutes: September 23, 2020 Regular Meeting -----TAB 01
- 2. Minutes: October 5, 2020 Special Meeting -----TAB 02
- 3. Minutes: October 13, 2020 Special Meeting -----TAB 03
- 4. Monthly Service Bills and Fees -----TAB 04
- 5. Approval to Extend Airshow Service Agreement to 2023 -----TAB 05
- 6. Approval of Office Space Lease Agreement -----TAB 06  
Staff is proposing to lease additional office space for District personnel in the Martis Peak Building at 12242 Business Park Drive in Truckee.
- 7. Approval of PI 121 – COVID-19 District Response Policy – Update -----TAB 07

**Consent Information Items (no motion required):**

- 8. Annual AIM High Report -----TAB 08

**REPORTS AND PRESENTATIONS**

- 9. Tahoe Maritime Property Acquisition Presentation – Tahoe City PUD -----TAB 09  
The Board will hear a presentation from the Tahoe City Public Utility District regarding an opportunity to partner on the purchase of the Tahoe Maritime Property in Tahoe City.
- 10. Review of Revised Agency Partnership Application Process -----TAB 10  
Staff with the assistance of consultant Ms. Emily Vitas will present the revised Agency Partnership program materials and receive guidance and direction from the Board.
- 11. Monthly ACAT Report -----TAB 11
- 12. Quarterly (Q3) Aviation and Community Services Department Report -----TAB 12  
The Aviation and Community Services Department will present its quarterly report related to Operations and Comments, as well as Communications and Outreach.
- 13. Quarterly Financial Report – Q3 2020 -----TAB 13  
Ms. Kelly Woo, Director of Finance and Administration will present the Quarterly Financial Report.

**ACTION ITEMS**

- 14. Truckee Springs Property Acquisition Request -----TAB 14  
The Board will consider a request and possibly approve funding for the acquisition of the Truckee Springs Property.
- 15. Facility Maintenance Plan Presentation and Acceptance -----TAB 15  
Auerbach Engineering and Staff will present the final draft of the updated 2020 Airport District Facilities Maintenance Plan for Board review and acceptance.
- 16. Approval of 2021 Airport Capital Improvement Program and RESOLUTION 2020-09 -----TAB 16  
Staff will present the 2021-2030 ACIP for Board Approval in preparation for submission to Federal Aviation Administration.
- 17. Conflict of Interest Policy Update – Approval of RESOLUTION 2020-08 -----TAB 17

**BOARD GUIDANCE AND INFORMATION ITEMS**

- 18. FY 2021 Preliminary Budget Review #2-----TAB 18  
Staff will present the second Draft of the FY2021. Final adoption of Budget is planned for December 2, 2020.
- 19. Greenhouse Gas Carbon Offset Program Review -----TAB 19  
Staff will present information regarding various GHG offset programs including the Good Traveler Program, Sustainable Fuels, and renewable energy options for the District.
- 20. Aviation and Community Services Department Project Updates -----TAB 20  
Staff will provide ongoing updates regarding flight procedure project, ADS-B implementation, the runway utilization tool, and the land management plan.
- 21. GENERAL MANAGER’S REPORT -----TAB 21
  - Upcoming Training Opportunities
  - Ad Hoc Committees Status Update and Board Assignments
    - Mountain Housing Council Committee Member Report
  - Tahoe Truckee Workforce Housing JPA – Update

- Regional Emergency Services Call Center
- Field House Study Opportunity - Discussion
- Military Operation Flybys - Discussion
- AOPA "You Can Fly" Program
- Upcoming Meeting Schedule
- Rolling Agenda & District Goals

#### **CLOSED SESSION**

- GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

**BOARD MEMBER ANNOUNCEMENTS:** Pursuant to Government Code Section 54954.2, Board members may make a brief announcement or report on activities. Board members may also provide a reference to staff or other resources for information, or request staff to report back to the Board at a subsequent meeting concerning any matter.

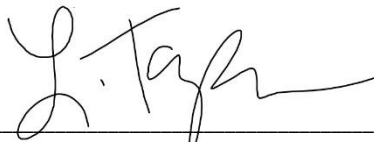
**SCHEDULE FOR UPCOMING MEETINGS:** The Board President and Airport Manager shall determine the agenda. Scheduled meetings of the Truckee Tahoe Airport Board of Directors are as follows:

- **Regular Board Meeting** – December 02, 2020, **4:30 PM** via Live Web Streaming
- **Regular Board Meeting** – January 27, 2020, **4:30 PM** via Live Web Streaming
- **Regular Board Meeting** – February 24, 2020, **4:30 PM** via Live Web Streaming

#### **ADJOURNMENT OF MEETING**

**NOTE:** A copy of the agenda packet and all documents related to this agenda are available for public review at the Airport Administration Office, 10356 Truckee Airport Road, Truckee, California 96161. Agenda items that are not able to be addressed at today's meeting may be placed on the next regularly scheduled Board meeting agenda. Requests for agenda items and/or supporting background information must be submitted in writing to the Airport Manager or the Board President ten days prior to the next meeting.

*I declare a copy of this agenda was posted at the Truckee Tahoe Airport District Administration Office, 10356 Truckee Airport Road, Truckee, CA, and mailed on October 23, 2020.*



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**Lauren Tapia, HR Manager / District Clerk**