

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, September 23, 2020 via live web streaming.

3 **CALL MEETING TO ORDER: 4:31 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 Lisa Wallace (via Teleconference)

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

16 **VISITORS PRESENT: 8**

17 **MODIFICATION OF AGENDA:** None.

18 **SPECIAL ORDERS OF BUSINESS:**

19 Mr. Smith gave a District Covid-19 Business continuity update.

- 20 • **RESOLUTION 2020-07 Commending Mr. Jim Morrison (TAB 01)**

21 **MOTION #1 SEPTEMBER-23-2020:** Vice President Hetherington read Resolution 2020-07 in its entirety
22 Commending Mr. Jim Morrison for his Service on the Truckee Tahoe Airport District’s Board of Directors.
23 Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes.
24 Director Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call
25 vote.

26 **PUBLIC COMMENT:** Ms. Danielle Hughes, requested the District’s formal comment on the North Lake
27 Tahoe Regional Transportation Plan. Vice President Hetherington directed Ms. Hughes to work with staff
28 to see if it’s something the District can comment on.

29 **CONSENT ITEMS**

- 30 • Minutes: August 26, 2020 Special Meeting ----- TAB 02
- 31 • Minutes: August 26, 2020 Regular Meeting ----- TAB 03
- 32 • Minutes: September 04, 2020 Special Meeting ----- TAB 04
- 33 • Monthly Service Bills and Fees ----- TAB 05
- 34 • Monthly Operations and Comment Report ----- TAB 06

35 Vice President Hetherington requested to pull Tab Items 2, 3 & 6.

36 **PUBLIC COMMENT:** None.

37 **MOTION #2 SEPTEMBER-23-2020:** Vice President Hetherington motioned to approve Tab Items 4 & 5.
38 Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes.
39 Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

40 Vice President Hetherington reviewed her edits for both the Special and Regular meeting minutes for
41 August 26, 2020.

42 **PUBLIC COMMENT:** None.

43 **MOTION #3 SEPTEMBER-23-2020:** Vice President Hetherington motioned to approve Tab Items 2 & 3.
44 Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes.
45 Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

46 Vice President Hetherington noted that there were 76 households submitting comments for the month
47 of August, and that it is a 33% increase compared to August of 2019. Vice President commented that there
48 appears to be decreasing participation in the fly quiet program, and that the airport is receiving an
49 increased number of users who are pushing or exceeding the limits on our Fly Quiet and Curfew programs.
50 Vice President Hetherington stressed to staff that they need to keep increasing communication outreach
51 regarding the District mission statement to “striving for low impact on the community”.

52 **CONSIDERATION OF CANDIDATES AND SELECTION OF THE AIRPORT COMMUNITY ADVISORY TEAM**
53 **MEMBER (TAB 07)**

54 Director Stephens requested recuse himself from the vote as one of the candidates donated to his
55 campaign.

56 Mr. Bullock noted that the Board will hear a three-minute presentation from candidates who choose to
57 attend the Board meeting and present. Following the presentations, the Board will hear any public
58 comment and ask clarifying process questions of staff or counsel if necessary. The Board will be discretely
59 polled by sending a Zoom Chat Message to District Counsel Brent Collinson. The Board will select one
60 candidate for the open pilot spot. If a tie occurs a runoff poll will be conducted. The new ACAT member
61 will be asked to attend the October 6, 2020 ACAT meeting to begin their service to the group.

62 Ms. Debra Nicholson and Mr. Greg Scileppi gave a three (3) minute presentation about themselves and
63 why they would like to be selected for the vacant pilot seat.

64 Vice President Hetherington noted that she spoke with both candidates for 20 minutes prior to tonight’s
65 meeting and thanked them both for volunteering for the position. Director Wallace also thanked both
66 candidates for volunteering.

67 **PUBLIC COMMENT:** Mr. David Diamond, Truckee Resident, noted that there might be another seat
68 available pending the results of the November general election.

69 Vice President Hetherington requested staff’s consideration about amending the seat terms so that they
70 are staggered again.

71 District Counsel Collinson announced the result of the discreet straw poll. The results of the poll were 2
72 to 1 in favor of Ms. Debra Nicholson.

73 **MOTION #4 SEPTEMBER-23-2020:** Director Wallace motioned to appoint Ms. Debra Nicholson to the
74 Airport Community Advisory Team. Vice President Hetherington seconded the motion. President O’Dette,
75 yes. Vice President Hetherington, yes. Director Wallace, yes. The motion passed via roll call vote.

76 **CONSIDERATION AND POTENTIAL APPROVAL OF 2019 AGENCY PARTNERSHIP APPLICATIONS (TAB 08)**

77 District Counsel Collinson noted that he created the incorporation for Biking for a Better World and that
78 he does not consider them a current client.

79 Mr. Smith stated that Staff is requesting final Board determinations on four 2019 Agency Partnership
80 funding requests with a combined total of \$299,995, that had been previously presented by applicants at

81 either the January and/or February 2020 Truckee Tahoe Airport District (TTAD) board meetings. The four
82 applicant organizations are Biking for a Better World, The Contractors Association of Truckee Tahoe,
83 Mountain Area Preservation, and the Northstar Fire District (Northstar Community Services District). Mr.
84 Smith noted that each group will present a quick overview of their application and their project's current
85 status. The Board will then ask clarifying questions, take public comment, deliberate and then take
86 possible action.

87 Contractors Association of Truckee Tahoe (CATT) gave a 5-minute review and status update on the
88 Truckee Downtown Park (\$125,000 request). Vice President Hetherington inquired about the amount of
89 funds that still needs to be fundraised, and if they have other agency partners that have donated to the
90 project. Ms. Kelly Cutler, noted that they \$426,000 that remain to be raised, half of which is donated labor.
91 Ms. Cutler noted that the Tahoe Forest Hospital District will be donating \$5,000.

92 Northstar Fire District/Northstar Community Services District gave a 5-minute review and status update
93 on their request to purchase a CanAm Defender UTV multi-use all-terrain rescue vehicle (along with
94 support equipment) (\$49,995 request).

95 Mountain Area Preservation (MAP) gave a 5-minute review and status update of the Trout Creek Pocket
96 Park Shade Structure project (\$50,000 request).

97 Biking for a Better World (BFABW) gave a 5-minute review and status update on the final bike park build-
98 out phase (\$75,000 request).

99 **PUBLIC COMMENT:** None.

100 There was board consensus to support all four projects with the contingency that the projects be fully
101 funded by December 31, 2021.

102 **MOTION #5 SEPTEMBER-23-2020:** Director Wallace made a motion to support all 4 agency partnership
103 requests, with the contingency that the project be fully funded by December 31, 2021, and the District
104 will receive permanent recognition for support of each project. Director Stephens seconded the motion.
105 President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, Yes. Director Wallace, yes.
106 The motion passed via roll call vote.

107 **CONSIDERATION OF UTILITY & TRAIL COST SHARE FOR JOERGER ROAD AND SOARING WAY (TAB 09)**

108 Director Stephens recused himself from the discussion and possible action of this item.

109 Mr. Smith indicated that this agenda item is to consider action on a recommendation from staff regarding
110 participation on utility and trail improvements on Soaring Way and Joerger Road. Mr. Smith indicated
111 that this item has been discussed in various past Board Meetings. After research and review staff
112 recommends the following: 1. Staff recommends contributing \$154,767 toward water and electrical utility
113 improvements on Soaring Way and Joerger Road. 2. Staff does not have a specific recommendation on
114 participation in trail improvements. Mr. Smith reviewed the specific findings, recommendations and fiscal
115 impact for both the Utility Infrastructure and Trail Improvements.

116 There was consensus from the Board to accept the utility cost share and infrastructure improvements as
117 presented by staff.

118 **PUBLIC COMMENT:** None.

119 **MOTION #6 SEPTEMBER-23-2020:** Vice President Hetherington made a motion to approve the following
120 findings and conclusions pertaining to the Soaring Ranch PC-3 infrastructure participation proposal: 1)
121 Proceed with cost sharing on water and electrical infrastructure to the sum of \$154,767 contingent on

122 final installation of improvements. These funds are included in the 2021 District Budget. Director Wallace
123 seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Wallace, yes.
124 The motion passed via roll call vote.

125 The Board then discussed the request to contribute funding to the Trails portion of the project. President
126 O’dette indicated she would be in support in sharing the cost of the Trail improvements for Soaring Ranch
127 has constructed. Vice President Hetherington noted that the donation of land should be considered a
128 significant contrition to the project and did not see a need to contribute more.

129 **PUBLIC COMMENT:** Mr. Art Chapman, with JMA Ventures, made a public comment regarding the trail
130 cost share.

131 Mr. David Tirman, with JMA Ventures, made a public comment clarifying the District granted an easement
132 not donated land. It was clarified that the donation is an easement but that the land is essentially donated
133 to the trail project for the foreseeable future.

134 Due to a lack of interest in making a motion, there was no Board action on the trail funding request.

135 **TTSA GLIDER OPERATIONS OVER JUNIPER HILL NEIGHBORHOOD (TAB 10)**

136 Director Wallace requested that the presenter be given 5 minutes to state his comments, and that public
137 commenters be given 3 minutes. District Counsel Collinson indicated that he will keep time.

138 Mr. Kevin Westyle, Juniper Hills resident, gave a 5-minute statement regarding the increased glider
139 operations over the Juniper Hills neighborhood. Mr. Westyle noted historical information regarding his
140 neighbor’s complaints, as well as history between himself and District staff regarding his complaints. Mr.
141 Westyle also suggested that the District should not renew TTSA’s lease until they utilize a tow wrench.

142 **PUBLIC COMMENT:** Mr. Jonathan Marvisi, made a public comment supporting Mr. Westyle’s statement.

143 Mr. Greg “Shifty” Peairs, President of Truckee Tahoe Soaring Association (TTSA), made a comment on the
144 utilization of a tow winch, and that it would not be an appropriate or safe system to use at TTSA’s
145 elevation.

146 Director Wallace thanked the Juniper Hill’s neighborhood for being well organized. Mr. Smith stated that
147 this is a discussion item only, no action will be taken by the Board but that Staff will work with the
148 neighborhood as well as TTSA to help address the issues identified. Staff will also get an independent
149 review of the feasibility of a tow winch system.

150 **PONDEROSA MARTIS NEIGHBORS UNITED (PMNU) SOARING RANCH PC-3 PROPERTY ACQUISITION** 151 **REQUEST (TAB 11)**

152 Mr. Smith stated that PMNU is seeking District acquisition of various Lots in Parcel 4 of the Joerger Ranch
153 development. Parcel 4 includes 7 individual lots. It is their hope that this property can be preserved as
154 open space for the greater community, an enhancement to their noise impacted neighborhood, as well
155 as a safety enhancement to the Airport. Mr. Smith noted that Joerger Ranch Parcel 4 is primarily in the
156 Airport Land Use Compatibility Zone D however Lot 8 and the northernly portion of Lot 3 is within Zone
157 C. Zone D is the Primary Traffic Pattern Zone for the airport and prohibits highly noise sensitive uses. Zone
158 C is the Extended Approach and Departure Zone and prohibits highly noise sensitive uses as well as
159 schools, hospitals, day care, libraries, etc. Mr. Smith reviewed the District’s open space preservation
160 strategy. The listed retail purchase price of Lots 1 – 6 is \$8,300,000. The District allocates \$1,000,000 per
161 year of unrestricted net assets to open space and property acquisitions, these funds have not been utilized
162 in 2020.

163 Ms. Laurel Lippert gave a 5-minute statement on behalf of PMNU requesting the District to purchase lots
164 in Parcel 4 of the Joerger Ranch Development.

165 Discussion ensued amongst the Board about the need for PMNU to work with the Town of Truckee with
166 possible rezoning, the need for PMNU to work with other agencies to find additional funding partners as
167 the District doesn't have the funds to purchase the land outright, and the need to respect the zoning uses
168 (affordable housing, mixed use commercial) that was negotiated ten years ago.

169 **PUBLIC COMMENT:** None.

170 Ms. Tapia noted that all written public comments sent in prior to tonight's meeting have been posted to
171 the District website as Tab Item 11d.

172 There was Board consensus of possible interest in Lot 1 and 3 of Parcel 4, but there would need to be a
173 considerable amount of other agency and non-profit partners to move forward with the idea of acquiring
174 those lots as well as discussion and consideration from the Town of Truckee.

175 Mr. Lippert on behalf of PMNU thanked the Board for their time and indicated they would continue
176 working on it and work with Airport Staff.

177 **MONTHLY ACAT REPORT (TAB 12)**

178 Mr. Bullock reviewed the monthly ACAT Report for the month of September. ACAT reviewed a new
179 Neighborhood Advocacy Network concept, Real Estate Buyers Guide, Airport Environmental Impact, and
180 passed the monthly ACAT minutes.

181 **PUBLIC COMMENT:** None.

182 **MONTHLY FINANCIAL REPORT (TAB 13)**

183 Ms. Woo reviewed Monthly Financial report for the month end of August 2020. Ms. Woo noted FBO
184 Services are \$366k under budget and \$125k under 2019. Overall fuel sales were down \$233k in revenue,
185 TU Fees, tie downs and other services were down \$144k. Ms. Woo stated that July YTD 100LL gallons sold
186 were down 1.4% to 2019 and Jet A was up 11%. Ms. Woo stated that Repairs and Maintenance is under
187 budget by \$445k mostly due to timing of invoices. September & October should reflect more R&M
188 expenses as projects are now underway.

189 **PUBLIC COMMENT:** None.

190 **BREAK:** 6:58 PM – 7:04 PM

191 **FY 2021 PRELIMINARY BUDGET REVIEW #1 (TAB 14)**

192 Ms. Woo reviewed first preliminary budget review slide show for the Board of Directors. Ms. Woo
193 reviewed the 2021 expenditure requests. There was board consensus to pull the Admin Building
194 expansion line item and to flag the following items:

195 1. Admin Parking Lot expenditure request.
196 2. Hangar 1 door replacement
197 3. Agency Partnerships, Transportation, and Housing funding
198 4. The Godbe Survey Funding.
199 5. Land Release & Transfer Study

200 After a general review of the Budget doc Vice President Hetherington asked questions on various budget
201 line items in the proposed Budget and narrative. Ms. Woo responded to each inquiry. Due to the length
202 and detail of this line item review, the following link is provided for listen and/or watch this portion of the
203 meeting. Please use the following link: [https://ttm.open.media/sessions/154274/truckee-tahoe-airport-
204 board-september-23-2020?category=458](https://ttm.open.media/sessions/154274/truckee-tahoe-airport-board-september-23-2020?category=458) and forward the recording to the 3:01:50 mark.

205 **PUBLIC COMMENT:** None.

206 Staff thanked the Board for the budget input and indicated that the 2nd Draft of the Preliminary Budget
207 will be next reviewed at the Oct. 28, 2020 meeting in preparation for a December 2, 2020 Adoption.

208 **RUNWAY UTILIZATION TOOL PROJECT UPDATE (TAB 15)**

209 Mr. Bullock noted that at the previous meeting the board approved an expenditure of \$15,018.50 for
210 development of three new report capabilities: 1. Development of the inclusion of weather into the
211 VNOMS application such that when a flight track is selected, the weather data is available for that track
212 in a popup. 2. Weather data will be stored in such a way that it will be included when the user exports the
213 Activity Report to a CSV file that can be edited in MS Excel. 3. Historic weather data, from 2016 to present,
214 will be processed and included in the VNOMS database such that it will appear in the system the same as
215 new weather data and will also be included in the Activity Report when exported as a CSV file. On
216 September 14, 2020 Dave Todaro, Vector’s Director of Product & Organizational Development notified
217 TTAD that software development has begun on Item 1. Items 2 and 3 will begin development on Monday,
218 September 28. Mr. Bullock stated that the dates can still change but if all goes according to forecast, they
219 are on target to deliver the products mid to late October 2020. Staff plans to present final data at the
220 Dec. 2, 2020 Board Meeting.

221 **PUBLIC COMMENT:** None.

222 **MONTHLY FLIGHT PROCEDURE AND ADS-B UPDATE (TAB 16)**

223 Mr. Bullock updated the Board that staff met with Mr. Alec Seybold, Chief Engineer with Flight Tech
224 Engineering and the procedures design team to review notional (conceptual), flight procedure alignments.
225 The following procedure alignments have been designed and will be available for Board review along with
226 the completed Flight Procedure Assessment the second week of October: 1. IFR Departure procedure off
227 runway 29, straight out, climbing left turn to SIGNA intersection. 2. IFR Departure procedure off runway
228 11, climbing left turn to TRUCK intersection. 3. IFR Advanced RNAV Arrival from the west into runway 11.
229 4. Advanced RNAV – Fly Visual Segment Arrival from the east over Lake Tahoe into runway 29. 5. IFR RNAV
230 Arrival Runway 29, basic left downwind for 29, terminating on final approach runway 29. These new flight
231 path alignments expose the community to new overflight impacts. These impacts will need to be
232 quantified and explained in detail through the environmental assessment process and widespread
233 community outreach efforts which will begin in late fall 2020 and winter 2021. ADSB ISAT will be complete
234 late October pending FAA authorization, this will conclude the ADSB project in its official scope. Additional
235 work related to operational memorandums with the FAA as well as display technology and tower
236 controller training will be required.

237 **PUBLIC COMMENT:** None.

238 **GENERAL MANAGERS REPORT (TAB 17)**

239 • **Upcoming Training/Conference Opportunities**

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

243 • **Ad Hoc Committee and Board Assignment - Updates**

244 Nothing to Update.

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

246 Mr. Smith reviewed a brief update on the Truckee Tahoe Workforce Housing JPA actions and activities for
247 the month of September.

248 • **Review of Timeline to Consider the Various Property Acquisition Request(s)**
249 Mr. Smith reviewed the timeline to bring back the various property acquisition request for final Board
250 decision and determination. There was Board consensus to make a final Board decision in October for
251 Truckee Springs, and a final decision in December for the Maritime Museum.

252
253 • **Mill and Fill Pavement Project on Taxiway Tango**
254 Mr. Smith noted that the low bid for this project was \$309,600. While this is planned and programed for
255 this year’s pavement budget, staff wanted to make the Board aware of the expenditure due it its sizable
256 amount prior to final contract signing. It is possible the work could be completed in 2020 weather
257 permitting. If weather does not permit completion, the project will begin as soon as weather permits this
258 spring.

259 • **Renewal Discussion of Air Show Services Agreement with EAA Chapter 1073, Kids Zone, and**
260 **Truckee Optimists.**
261 Mr. Smith stated that the current 3-year Agreement for Air Show and Family Festival Services with its
262 partnering non-profits expires this year. Staff has been pleased with the efforts and overall performance
263 of EAA 1073, Kid Zone, and Truckee Optimist to produce our annual Air Show and Family Festival. Staff
264 proposes to extend this agreement for 3 years to include the 2021, 2022, and 2023 Air Shows by contract
265 extension at the October 28, 2020 Board Meeting. Director Wallace requests a specific exit clause in the
266 agreement related to funding to the non-profit groups if the airshow is cancelled or modified. Staff
267 indicated they would include a provision for this contingency.

268 • **Carbon Emission Reduction Programs and Good Traveler Program Discussion**
269 Mr. Smith explained that Staff continues work on this program. Earlier this month Mr. Smith provided the
270 Board the GHG emission matrix. Staff is currently working with its public outreach contractor Aviatrix on
271 an infographic and pass along materials. Staff has also been working with the Rocky Mountain Institute to
272 join the Good Traveler program. A full presentation is anticipated at the Oct. 28, 2020 Meeting.

273 • **Upcoming Board Meeting Schedule and Rolling Agenda**
274 Mr. Smith reviewed the upcoming Board meeting schedule for October, November/December, and
275 January.

276 **PUBLIC COMMENT:** None.

277 **BOARD MEMBER ANNOUNCEMENTS**

278 Director Wallace noted the article in the Nevada Union about Public Agency Transparency, as well an
279 opinion piece that mentions of the District’s Board Vacancy selection process. Director Wallace expressed
280 confidence of how the Board is proceeding to fill the vacancy but thanked the local press for taking the
281 time to pay attention to local government transparency.

282 **PUBLIC COMMENT:** None.

283 **ADJOURN**

284 **MOTION #7 SEPTEMBER-23-2020:** Director Stephens motioned to adjourn the meeting. President
285 Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director
286 Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

287 At 8:33 PM the September 23, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors
288 adjourned.

289 THIS SET OF MINUTES IS A CONDENSED VERSION OF THE SEPTEMBER 23, 2020 REGULAR BOARD
290 MEETING. TO WATCH THE MEETING IN ITS ENTIRTY: [https://ttm.open.media/sessions/154274/truckee-](https://ttm.open.media/sessions/154274/truckee-tahoe-airport-board-september-23-2020?category=458)
291 [tahoe-airport-board-september-23-2020?category=458](https://ttm.open.media/sessions/154274/truckee-tahoe-airport-board-september-23-2020?category=458)