

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, December 2, 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 Kat Rohlf (via Teleconference)  
8 Director Rick Stephens (via Teleconference)  
9 Director Lisa Wallace (via Teleconference) (left meeting at 7:20 PM)

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. Josh Nelson, District Legal Counsel (via Teleconference)  
15 Mr. Marc Lamb, Community Relations Manager (via Teleconference)  
16 Mr. David Van Quest, Aviation and Community Services Associate (via  
17 Teleconference)  
18 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

19 **VISITORS PRESENT: 8**

20 **MODIFICATION OF AGENDA:** Director Wallace requested that Board Announcements be moved to the  
21 beginning of the meeting. There was Board consensus to grant her request.

22 **BOARD ANNOUNCEMENTS:** Director Wallace noted that she will need to leave the meeting at 7:00 PM  
23 and informed the Board and the public that tonight is her last meeting as a Director. Director Wallace  
24 expressed thanks to the Board and to District staff. Director Wallace congratulated Director Rohlf,  
25 Diamond, O’Dette and Stephens for their new terms to the Board. The Board thanked Director Wallace  
26 for her service to the Airport District.

27 **SPECIAL ORDERS OF BUSINESS:**

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

29 **PUBLIC COMMENT:** None.

30 **CONSENT ITEMS**

- 31 • Minutes: October 28, 2020 Regular Meeting ----- TAB 01
- 32 • Monthly Service Bills and Fees ----- TAB 02
- 33 • Annual Airport Art Program Report ----- TAB 03
- 34 • Monthly Operations and Comment Report ----- TAB 04

35 Vice President Hetherington requested to pull Tab Items 01 & 04.

36 Vice President Hetherington noted her edits to the October 28, 2020 Regular Meeting Minutes.

37 Vice President Hetherington noted the increase in Jet and Piston operations for the month of November,  
38 as well as the increase in comments. Vice President Hetherington requested staff to highlight the airport’s  
39 main operators on the report, as well as flight simulator monthly usage (by the hour), and also for the  
40 noise hotline number be adjusted as two numbers are referenced (one number on the website and a  
41 different one on the voicemail). Mr. Smith highlighted the small amount of night operations (three  
42 operations) the Airport had and thanked staff for their efforts with itinerate operator outreach regarding  
43 the voluntary curfew. Mr. Bullock noted Sierra Aero/Sierra Skyport/Mountain Lion Aviation’s signatory  
44 incentive built into their lease to use the noise abatement procedures and to follow the curfew.

45 **PUBLIC COMMENT:** None

46 **MOTION #1 DECEMBER-1-2020:** Vice President Hetherington motioned to approve Tab Items 1-4 as  
47 amended by Vice President Hetherington. Director Wallace seconded the motion. President O’Dette, yes.  
48 Vice President Hetherington, yes. Director Stephens, yes. Director Wallace, yes. Director Rohlf, yes. The  
49 motion passed via roll call vote.

50 **HOUSING SURVEY RESULTS AND JPA REPORT REVIEW (TAB 05)**

51 Mr. Smith noted that the District is one of the founding Members of the JPA. One of the first initiatives of  
52 the JPA was to gain assessments of the District’s staff. Mr. Smith introduced the consultant hired to  
53 conduct the housing assessment survey, Ms. Wendy Sullivan of WSW Consulting, inc., and Ms. Emily Vitas,  
54 Executive Director of Truckee Tahoe Workforce Housing Agency.

55 Ms. Vitas and Ms. Sullivan reviewed the Housing Survey as well as the final version of the Housing Study.  
56 Discussion ensued regarding adding a goal to help employees reduce their commute to work (greenhouse  
57 gas reduction), comparison of results of the JPA’s survey and the Mountain Housing Council’s survey from  
58 a few years ago, market rate rent costs, and possible rental solutions with the proposed Nahas property.

59 Then Board and staff thanked Ms. Vitas and Ms. Sullivan for their update.

60 **PUBLIC COMMENT:** None.

61 Mr. Smith indicated that the JPA would use this information to help inform and tailor programs to meet  
62 the needs of our member employees.

63 **BIANNUAL RUNWAY UTILIZATION REPORT (TAB 06)**

64 Mr. David Van Quest introduced the item to the Board. Vice President Hetherington noted that she  
65 requested this report June of 2019. Mr. Tom Breen, from Vector, reviewed the Runway Utilization  
66 presentation which provided an overview of Q3 development tasks, flight track weather data, enhanced  
67 PCA metrics, origin/destination data activity, runway use analysis, and calm wind analysis. Discussion  
68 ensued on various sections of the Runway Utilization presentation. Mr. Bullock played the departure and  
69 arrival heat maps by aircraft type. There was Board consensus to have staff investigate obtaining IFR  
70 arrival/departure data from 2015/16 (before tower installation) for runway 11/29.

71 **PUBLIC COMMENT:** Mr. David Diamond, Truckee resident, made a public comment inquiring about  
72 normalization of aeronautical operations during calm wind conditions.

73 There was Board consensus to accept the runway utilization tool and to provide bi-annual reports  
74 regarding Runway Utilization.

75 **FLIGHT PROCEDURE OUTREACH PRESENTATION (TAB 07)**

76 Mr. Bullock noted that the Board will be reviewing the Flight Procedure Feasibility Assessment that was  
77 conducted by Flight Tech Engineering, as well as review the Community and Pilot outreach strategy  
78 completed by Aviatrix.

79 Mr. Alec Seybold, Flight Tech Engineering, reviewed the Flight Procedure Feasibility Assessment  
80 presentation which provided an overview of the various proposed departure and arrival procedures for  
81 the Board of Directors.

82 Mr. Bullock played the Flight Procedure Community and Pilot Outreach strategy overview video by  
83 Aviatrix.

84 Mr. Bullock played Flight Track animations for the proposed arrival and departure procedures.

85 Discussion ensued regarding the community outreach timeline, timelines associated with flight procedure  
86 development and approval by the FAA, and procedure flight tests. There was Board consensus for Staff to  
87 schedule a Board workshop to review the community outreach program and proposed procedures in  
88 detail prior to the regular January Board meeting, as well as directed staff to hire a cinematographer to

89 film both existing procedures and proposed procedures in a turbine airplane that can be used for the  
90 community outreach program pending final hard costs (estimate: between \$10,000 - \$15,000).

91 **PUBLIC COMMENT:** None

92 Director Wallace left meeting at 7:20 PM.

### 93 **ACAT MEMBER SELECTION PROCESS (TAB 08)**

94 Mr. Bullock reviewed the ACAT Member selection process. ACAT's membership has been impacted by a  
95 Member's untimely passing, a Member being appointed to the Board of Directors, and two Members that  
96 ran in the General Election for the Board of Directors (official election results are still pending). Discussion  
97 ensued regarding the purpose of ACAT and the future of ACAT.

98 **PUBLIC COMMENT:** Mr. David Diamond, Truckee Resident, made a public comment requesting the Board  
99 not take action on recruitment until the new Board is seated as some ideas regarding how ACAT could be  
100 reconstituted would be discussed.

101 While public comment was discussed and considered, there was Board consensus to have District staff  
102 advertise immediately to recruit for the three vacant seats, and a spread sheet of ACAT accomplishments  
103 sent to the Board of Directors.

### 104 **MONTHLY ACAT REPORT (TAB 09)**

105 ACAT Chair Diamond reviewed the monthly ACAT Report for the month of November. ACAT reviewed  
106 various other ACAT Group forms and functions, the Agency Partnership Policy, Past Aircraft Equipment  
107 Modification projects summary, and passed the monthly ACAT minutes. ACAT Meetings will be suspended  
108 until further notice due to lack of a quorum. Staff anticipates Board selection to fill the vacant seats at the  
109 regular January Board meeting.

110 **PUBLIC COMMENT:** None.

### 111 **QUARTERLY (Q3) SAFETY AND SECURITY REPORT (TAB 10)**

112 Ms. Stacey Justesen, Safety and Security Manager, reviewed the 3<sup>RD</sup> Quarter Safety and Security report  
113 which includes information on safety reports (22 incidents), OSHA Training, Airport Specific trainings,  
114 Construction, Fire Break projects and Covid-19 response. Mr. Smith noted that policy instruction will be  
115 brought forth to the Board of Directors that will address tenants who continue to bypass the momentary  
116 hangar door switch at a future meeting in 2021.

117 The Board thanked Ms. Justesen for her report.

118 **PUBLIC COMMENT:** None.

### 119 **QUARTERLY (Q3) PILOT AND PASSENGER OUTREACH REPORT (TAB 11)**

120 Mr. Mark Covey, Pilot and Passenger Outreach Coordinator, reviewed the 3<sup>rd</sup> Quarter Pilot and Passenger  
121 Outreach report which includes information about outreach concentration, comment outreach process,  
122 fly quiet/curfew violation outreach process, and a Russell Valley outreach success story. Discussion  
123 ensued regarding the amount of hangar tenants that have had their incentives revoked, as well as  
124 additional collateral for Mr. Covey to hand out to pilots/operators while he is conducting his outreach in  
125 addition to the Noise Abatement Procedures (NAP).

126 The Board thanked Mr. Covey for his report.

127 **PUBLIC COMMENT:** None.

### 128 **MONTHLY FINANCIAL REPORT (TAB 12)**

129 Ms. Woo reviewed Monthly Financial report for the month end of October 2020. Ms. Woo noted FBO  
130 Services is \$328k under budget and \$30k under 2019. Overall fuel sales were down \$184k in revenue, TU  
131 Fees, tie downs and other services were down \$144k. Ms. Woo stated that October YTD 100LL gallons

132 sold were down .06% to 2019 and Jet A was up 18.2%. R&M expenses are under budget mostly due to  
133 timing of invoices. November and December should reflect more R&M Expenses as projects are now  
134 underway. Vice President Hetherington thanked Ms. Woo for reflecting Net Revenue on her report.

135 **PUBLIC COMMENT:** None.

#### 136 **REVIEW AND APPROVAL OF FY 2021 BUDGET - FINAL (TAB 13)**

137 Vice President Hetherington thanked staff for the time they provided to both Director Rohlf and herself.  
138 Vice President Hetherington noted comments and suggested changes to various lines in the budget  
139 narrative. There was Board consensus to flag the design work and the EAA/CAP building concept and flag  
140 the playground expansion.

141 Ms. Woo requested if the Board would like her to review the revisions made through the Draft Budget  
142 reviews in September and October. The Board noted that they read her staff report and acknowledged  
143 the revisions.

144 **PUBLIC COMMENT:** None

145 **MOTION #2 DECEMBER-1-2020:** Director Stephens motioned to approve the FY 2021 Budget as written  
146 and the Budget Narrative as amended. President O’Dette seconded the motion. President O’Dette, yes.  
147 Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll  
148 call vote.

#### 149 **REVIEW AND APPROVAL OF TOWER SERVICES REQUEST FOR INFORMATION (RFI) (TAB 14)**

150 Mr. Bullock reviewed the draft Tower Services Request and the four objectives included in the Request  
151 for Information (RFI). Discussion ensued regarding the status of MLAT information as well as liability  
152 insurance amounts for the Tower. There was Board consensus to reach out to Airport Legal Counsel, Mr.  
153 Peter Kirsch, on his opinion of having a larger insurance certificate (larger than \$10m).

154 **PUBLIC COMMENT:** None.

155 **MOTION #3 DECEMBER-1-2020:** Director Stephens motioned to approve the air traffic control tower  
156 services RFI with two levels of insurance requirements, second level pending opinion from Mr. Peter  
157 Kirsch. Vice President Hetherington seconded the motion. President O’Dette, yes. Vice President  
158 Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

#### 159 **AVIATION AND COMMUNITY SERVICES DEPARTMENT PROJECT UPDATES (TAB 15)**

160 Mr. Bullock gave an update on the Federal Contract Tower Program (FCT) and the status of ADS-B  
161 implementation.

162 **PUBLIC COMMENT:** None.

#### 163 **GENERAL MANAGERS REPORT (TAB 16)**

- 164 • **Upcoming Training/Conference Opportunities**

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

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

168 Nothing to Update.

- 169 • **Truckee Tahoe Workforce Housing JPA – Update**

170 Mr. Smith indicated that the housing survey item previously on the agenda gave a good update on where  
171 the JPA is currently heading. There are various housing initiatives in the works that will come forward for  
172 Board review at a future date.

173 • **Review of Fly Quiet Hangar Posting**

174 There was consensus from the Board that Draft #2 of the Fly Quiet Hangar Posting was the preferred  
175 option. There was also consensus to add the emergency landing maps to the hangar postings.

176 • **Status of Administration Building and Parking Lot Expansion - Update**

177 Mr. Smith indicated in the staff report that construction drawings are complete on the expansion but on  
178 hold until a future date. Mr. Smith indicated in the staff report that the Parking Lot expansion is designed  
179 and ready for bidding.

180 • **Alder Hill Tower Agreement - Discussion**

181 Mr. Smith noted that staff will present, for approval, at the regular January Board meeting an access  
182 agreement with American Towers allowing them to transit through our lot in Alder Hill Estates on the  
183 same easement as other public utilities. There was Board consensus in favor of this concept.

184 • **Timeline for GM Annual Performance Review**

185 Mr. Smith noted that by the 18<sup>th</sup> of December he will be done with his self-evaluation and an informational  
186 email will be sent to the Board on how they will access Trakstar after the holidays. The annual GM  
187 performance review will take place in closed session at the January 27, 2021 Board meeting.

188 • **Review of OBL and Warehouse Lease Tracking List**

189 Vice President Hetherington requested cost per square footage tenants are receiving per their contracts,  
190 as well as the special conditions. Director Stephens noted his desire to have options added to the request.  
191 Discussion ensued regarding the status of Sierra Aero's tenant improvement requirements. Mr. Smith  
192 indicated that he would update the Lease Tracking List and include it periodically in Board Staff Reports.

193 • **Upcoming Board Meeting Schedule and Rolling Agenda**

194 Mr. Smith reviewed the upcoming Board meeting schedule for winter and spring, as well as possible  
195 workshops in January and February.

196 **PUBLIC COMMENT:** None.

197 **SELECTION OF PRO TEM BOARD PRESIDENT AND VICE PRESIDENT (TAB 17)**

198 **PUBLIC COMMENT:** None.

199 **MOTION #4 DECEMBER-2-2020:** Director Stephens motioned to appoint President O'Dette as President  
200 Pro Tem and Vice President Hetherington as Vice President Pro Tem. Vice President Hetherington  
201 seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes.  
202 Director Rohlf, yes. The motion passed via roll call vote.

203 **BOARD MEMBER ANNOUNCEMENTS**

204 Vice President Hetherington requested an update and review to the District's Master Fee Schedule. Mr.  
205 Smith noted that Fees are updated on a regular basis but could be brought forward to the Board to discuss  
206 further. Director O'Dette indicated that she did not see a need to review this at the Board level. Mr.  
207 Smith indicated that he would send out the Jan. 1<sup>st</sup>, 2021 updated fee schedule to the Board. District  
208 Counsel noted that this item could be agendaized at a future meeting as a full discussion is not listed on  
209 the agenda.

210 **PUBLIC COMMENT:** None.

211 **ADJOURN**

212 **MOTION #5 DECEMBER-2-2020:** Vice President Hetherington motioned to adjourn the meeting.  
213 President O’Dette seconded the motion. President O’Dette, yes. Vice President Hetherington, yes.  
214 Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

215 The December 2, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned at  
216 8:42PM.

217 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 2, 2020 REGULAR BOARD**  
218 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/158841/truckee-](https://ttm.open.media/sessions/158841/truckee-tahoe-airport-board-december-2-2020?category=458)  
219 [tahoe-airport-board-december-2-2020?category=458](https://ttm.open.media/sessions/158841/truckee-tahoe-airport-board-december-2-2020?category=458)