

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT AIRPORT COMMUNITY ADVISORY TEAM (ACAT) regular meeting held Tuesday, February 4, 2020 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California.

CALL MEETING TO ORDER: 9:09 AM

PLEDGE OF ALLEGIENCE

MEMBERS PRESENT: Chair Leigh Golden  
Member Joe Lorenz  
Member David Diamond  
Member Kat Rohlf  
Member Stacy Caldwell

MEMBERS ABSENT: Member Lynne Larson

STAFF PRESENT: Mr. Hardy Bullock, Director of Aviation & Community Services  
Mr. Marc Lamb, Community Relations Manager  
Ms. Kelly Woo, Director of Finance and Administration  
Mr. David Van Quest, Aviation & Community Services Associate  
Ms. Jill McClendon, Aviation & Community Services Program Coordinator (clerk)

MEMBERS OF THE PUBLIC: 1

SPECIAL ORDERS OF BUSINESS: None

Member Diamond requested an agenda item regarding the JTA Diesel Aircraft owned by the District and the current reservation policy to be added to an agenda for a future ACAT meeting.

CONSENT ITEMS:

- Minutes: January 7, 2020 – Regular Meeting

Member Caldwell noted a typo on the January 7, 2020 meeting minutes under the Staff, Member and Subcommittee Reports. Instead of “snowing” it should read “showing.” Staff confirmed that correction will be made in the minutes.

**MOTION #1:** Member Caldwell made a motion to approve the January 7, 2020 meeting minutes. Member Rohlf seconded the motion. Chair Golden, Members Lorenz, Diamond, Rohlf and Caldwell voted in favor of the motion.

**SPECIAL PRESENTATION**

**ACAT 2019 Financial Report Overview**

Ms. Kelly Woo, Director of Finance and Administration discussed the wrap-up of ACAT’s 2019 budget and highlighted some of the larger expense items. Ms. Woo noted that at a future ACAT meeting, the 2020 budget will be presented for review by the members.

Member Diamond inquired regarding wireless plans and wanted to ensure the District and ACAT aren't unnecessarily being charged for accounts that should be inactive. Member Lorenz asked for additional information regarding the money that was allocated as part of the Skydive aircraft modification.

#### **Q4 Communications Report**

Mr. Marc Lamb presented the Q4 and Annual Communications Report that was presented to the Board of Directors at their last meeting. Mr. Lamb provided an update on the agency partnership program and the applications that the Board will be reviewing over the next couple of months.

Member Diamond inquired about the status of the Communications Master Plan from Aviatrix. Mr. Lamb shared that Aviatrix has supplied a final draft to Airport staff. Mr. Lamb also shared a mock-up of a marketing ad that Aviatrix developed on behalf of the Airport. ACAT discussed the ad and gave input to staff. Mr. Lamb made note of the input.

#### **ACTION ITEMS**

##### **2020 ACAT Chair and Vice Chair Selection**

Mr. Bullock gave an overview of the responsibilities of the Chair and Vice Chair.

**Motion #2:** Member Diamond volunteered to serve as Chair. Member Lorenz expressed his support for Member Diamond to fill that position. Chair Golden made a motion to nominate Member Diamond as chair. Member Lorenz seconded the motion. Chair Golden, Member Diamond, Lorenz, Rohl and Caldwell voted in favor. The motion passed.

**Motion #3:** Member Caldwell made a motion to nominate member Lorenz as Vice Chair. Member Diamond seconded the motion. Chair Golden, Member Lorenz, Diamond, Caldwell and Rholf voted in favor of the motion. The motion passed.

Break in meeting at 10:24 AM

Meeting resumes at 10:31 AM

#### **SUB-COMMITTEES AND REPORTS**

##### **Emergency Map Project Update**

Member Diamond discussed the progress of this project and that Mr. David Van Quest will be the Airport's staff lead. Rough areas have been outlined and staff will be working on getting drone footage and developing the narrative portion for each identified site. Mr. Bullock received comments back from the flight instructors and will share those with the ad-hoc committee.

##### **Safe Haven Project Update**

Member Diamond provided an update regarding this project and noted that Pilot and Passenger Outreach Coordinator Mr. Mark Covey will be moving forward as the staff lead.

##### **Real Estate Guide Update**

Member Diamond noted that the ad-hoc committee which includes Members Diamond, Larson and Caldwell plan to meet in the near future regarding this project. Member Caldwell asked for past meeting

notes on the topic as a refresher for the ad-hoc committee. Member Golden asked if the properties under the CLUP have disclosures that are required. The committee hopes to discuss the project with local real estate entities.

Mr. Bullock provided an update regarding Truckee Tahoe Soaring Association's (TTSA) request for funding of installation of ADS-B equipment for their aircraft. Mr. Bullock reminded ACAT that when they reviewed the request, they declined to provide the funding at that time. TTSA has connected with the Board of Directors and may present their request at a future Board meeting. When that topic comes before the Board, Mr. Bullock noted that he would like a member of ACAT to be present so that they can share their perspective on the project. Member Lorenz noted that the TTSA request came through before the bylaws were amended and that if that request were to come through at this time it would be different based on the bylaw change and discussion that has taken place since regarding fiduciary responsibilities.

Mr. Bullock noted that Trails will be included on the agenda for a future ACAT meeting and General Manager Kevin Smith will be included in that discussion to ensure ACAT's initiatives align with the priorities of the Board.

Member Caldwell thanked Member Golden for his service as chair.

#### **ADJOURNEMENT OF MEETING**

**Motion #4:** Chair Golden moved to adjourn the meeting. Member Caldwell seconded. Chair Golden, Members Caldwell, Lorenz, Diamond and Rohlif voted in favor of the motion. Motion passed.

At 10:58 AM the February 4, 2020 regular meeting of the Truckee Tahoe Airport Community Advisory Committee adjourned.