

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, January 27, 2021 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 Kat Rohlf (via Teleconference)
8 Director Rick Stephens (via Teleconference)
9 Director David Diamond (via Teleconference)

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:** 10

20 **SPECIAL ACTION ITEM**

21 **SELECTION OF BOARD PRESIDENT, VICE PRESIDENT AND INTERNAL AUDITOR (TAB 01)**

22 Director Stephens nominated President O’Dette to serve as Board President and Director Diamond as Vice
23 President for the next calendar year (2021).

24 **PUBLIC COMMENT:** None.

25 **MOTION #1 JANUARY-27-2021:** Director Stephens motioned to approve President O’Dette to serve as
26 Board President and Director Diamond as Vice President for the next calendar year (2021). Vice President
27 Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director
28 Stephens, yes. Director Rohlf, yes. Director Diamond, yes. The motion passed via roll call vote.

29 Ms. Woo reviewed the meeting (with staff) requirements, as well as the position duties of the Internal
30 Auditor. Mr. Smith noted that a quarterly board report is required as well.

31 **PUBLIC COMMENT:** None.

32 **MOTION #2 JANUARY-27-2021:** Director Stephens motioned to approve Director Rohlf to serve as Board
33 Internal Auditor for the next calendar year (2021). Vice President Hetherington seconded the motion.
34 President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director
35 Hetherington, yes. The motion passed via roll call vote.

36 **MODIFICATION OF AGENDA:** None.

37 **SPECIAL ORDERS OF BUSINESS:**

- 38 • Resolution 2021-01 Commending Director Katheryn Rohlf (TAB 02)

39 **PUBLIC COMMENT:** None.

40 **MOTION #3 JANUARY-27-2021:** Director Hetherington motioned to approve Resolution 2021-01
41 Commending Director Katheryn Rohlf and read the resolution in its entirety. President O’Dette seconded
42 the motion. President O’Dette, yes. Vice Diamond, yes. Director Stephens, yes. Director Rohlf, yes.
43 Director Hetherington, yes. The motion passed via roll call vote.

- 44 • Resolution 2021-02 Commending Director Lisa Wallace (TAB 03)

45 **PUBLIC COMMENT:** None.

46 **MOTION #4 JANUARY-27-2021:** Director Stephens motioned to approve Resolution 2021-02
47 Commending Director Lisa Wallace and read the resolution in its entirety. Director Hetherington seconded
48 the motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf,
49 yes. Director Hetherington, yes. The motion passed via roll call vote.

- 50 • Resolution 2021-03 Commending Director David Diamond (TAB 04)

51 **PUBLIC COMMENT:** None.

52 **MOTION #5 JANUARY-27-2021:** Director Stephens motioned to approve Resolution 2021-03
53 Commending Director David Diamond and read the resolution in its entirety. Director Hetherington
54 seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes.
55 Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

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

57 **PUBLIC COMMENT:**

58 Mr. Tom Meadows, Truckee Resident, made a public comment requesting the EAA/CAP building
59 replacement be a higher priority for the Board of Directors.

60 **CONSENT ITEMS**

- 61 • Minutes: December 2, 2020 Regular Meeting ----- TAB 05
- 62 • Minutes: January 14, 2021 Special Meeting ----- TAB 06
- 63 • Monthly Service Bills and Fees ----- TAB 07

64 Vice President Hetherington requested to pull Tab Item 05. Director Hetherington noted the missing
65 Service Bills and Fees for the month of November. Director Hetherington amended the December 2, 2020
66 Regular Meeting minutes with additional statements and clarifications. There was Board consensus to
67 include Director Hetherington’s comments in the minutes.

68 **PUBLIC COMMENT:** None.

69 **MOTION #6 JANUARY-27-2021:** Vice President Hetherington motioned to approve Tab Item 05 as
70 amended, and Tab Items 06 & 07 as presented. Director Stephens seconded the motion. President
71 O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director
72 Hetherington, yes. The motion passed via roll call vote.

73 **REVIEW OF PROPOSAL BY DIRECTOR DIAMOND TO “RESTRUCTURE ACAT FOR INCREASED REACH AND**
74 **VALUE (TAB 08)**

75 Vice President Diamond reviewed his proposal requesting ACAT to be restructured to better meet its
76 primary goal of being a connection between the airport and the community. He presented his proposal
77 for a new format for ACAT and seeks further comment and discussion from the full Board.

78 Director Stephens noted his concerns about restructuring ACAT and that he did not want to lose the
79 structure and positive work ACAT has been doing. Director Hetherington indicated support towards the

80 restructuring of ACAT and trying new methods. Directors Rohlf and O’Dette noted support of a critical
81 look and review of ACAT structure and effectiveness but were not sure about a full restructure of ACAT or
82 losing what ACAT has provided over the years. General Manager Kevin Smith commented that staff would
83 support taking a closer look at the options provided and returning to the Board with more information.

84 Discussion ensued regarding Board participation at ACAT meetings (amount of Board members present),
85 the amount of staff time required with the proposed restructuring, as well as the limitations the Brown
86 Act places on ACAT in general.

87 **PUBLIC COMMENT:**

88 Ms. Nancy Woody, Truckee resident, made a public comment in favor of the proposed restructuring of
89 ACAT.

90 Ms. Ann Penfield, Truckee resident, made a public comment in favor of the proposed restructuring of
91 ACAT.

92 Mr. Gerrald Herrick, Truckee resident, made a public comment in favor of the proposed restructuring of
93 ACAT.

94 Mr. Linda Russon, Truckee resident, made a public comment in favor of the proposed restructuring of
95 ACAT.

96 Mr. Tom Meadows, Truckee resident, made a public comment not in favor of the proposed restructuring
97 of ACAT.

98 Mr. Dan Lutkenhouse, Truckee resident, made a public comment in favor of the proposed restructuring
99 of ACAT.

100 Ms. Stacy Caldwell, Truckee resident and current ACAT member, made a public comment noting her
101 concerns regarding the proposed restructuring of ACAT as well as some positive impacts that could come
102 from enhancing the current ACAT format.

103 Mr. Lamb read Ms. Lynne Larson’s (Truckee resident and current ACAT member) submitted written
104 comment regarding her concern over substantial changes to ACAT and less emphasis on the Brown Act.

105 Mr. Alexei Sapsford, ACAT applicant, noted that he would hold his application until a consensus is found
106 by the Board of Directors.

107 There was Board consensus to discuss the proposed restructuring further at the February 11th Board
108 workshop where Staff will provide various restructuring examples/ideas for ACAT, and to table the
109 selection of new ACAT members until after a consensus is found regarding the possible restructuring.

110 **UPDATE ON 2021 AIR SHOW AND FAMILY FESTIVAL FROM AIR SHOW COMMITTEE**

111 The Air Show Committee provided an update for the 2021 Air Show and Family Festival. The new proposed
112 date for the festival is September 11, 2021. Mr. Smith reviewed the expenditure process of the Air Show
113 and noted that the committee will stay in contact with Nevada County Public Health regarding group event
114 gatherings restrictions tied with Covid-19. The Board was in agreement that the September 11, 2021 date
115 is acceptable and thanked the Air Show Committee for their great work.

116 **PUBLIC COMMENT:** None.

117 **REVISED AGENCY PARTNERSHIP PRESENTATION (TAB 10)**

118 Ms. Emily Vitas reviewed the agency partnership policy revision presentation which reviewed ACAT
119 recommendations, deliverables (submission guide and application), program outline, and

120 recommendations. Discussion ensued amongst Board members regarding possibly outsourcing the
121 vetting process to a third party, selecting a final funding amount, narrowing the board's focus areas for
122 the program which would significantly reduce the candidate pool, and a possible legal structure that
123 would allow for other public agencies to participate without creating another layer of government (I.e.:
124 JPA).

125 **PUBLIC COMMENT:**

126 Mr. Dan Lutkenhouse, Truckee resident, made a public comment supporting the idea of having a 3rd party
127 take over the Agency Partnership vetting and recommendation process.

128 There was Board consensus to have staff meet with the Community Foundation and Ms. Vitas to develop
129 options to set up a system where Agency Partnership Applications would go through a 3rd party vetting
130 process, make recommendations, with final candidates being presented to the Board for a final decision
131 once a year, as well as form an Ad Hoc Committee with Directors Stephens and Rohlf as committee
132 members. Mr. Smith noted that a formalized proposal will be presented at the regular March Board
133 meeting.

134 **BREAK:** 6:38 PM – 6:42 PM

135 **PRESENTATION OF NEW FACILITY MAINTENANCE PLAN AND ACCEPTANCE OF PLAN (TAB 11)**

136 Auerbauch Engineering reviewed the final draft of the Updated 2021 Airport District Facilities
137 Maintenance Plan. Discussion ensued regarding Hanger Row E roof replacement and timing of that
138 project, definition of what "legal and non-conforming" means regarding electrical code, various unofficial
139 tenant improvements in various hangars, and Alder Creek Beacon.

140 There was Board consensus to have staff provide further information regarding the status of the Alder
141 Creek beacon at a future Board meeting. Mr. Smith also noted that the Board will have the ability to
142 approve specific projects, year by year as part of our regular Budget process.

143 **PUBLIC COMMENT:** None.

144 **MOTION #7 JANUARY-27-2021:** Director Stephens motioned to accept the 2021 Facility Maintenance Plan
145 as presented. Director Rohlf seconded the motion. President O'Dette, yes. Vice President Diamond, yes.
146 Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call
147 vote.

148 **QUARTERLY (Q4) AND ANNUAL COMMUNIATIONS REPORT (TAB 12)**

149 Mr. Lamb reviewed the Quarterly (Q4) and Annual (2020) Communications Report.

150 Director Hetherington noted comments regarding increasing outreach efforts towards corporate pilots.
151 Mr. Smith noted that a Pilot and Passenger outreach report will be presented at the regular February
152 Board meeting where an update on those efforts will be provided.

153 President O'Dette left meeting at 7:32 PM due to power failure at her residence.

154 Director Hetherington requested Greenhouse Gas and Emergency Landing Map information to be added
155 to the Pilot News. Mr. Smith noted that both are in the pilot news as well as posted inside hangars.
156 Director Hetherington requested DOI's be sent on weekends. Discussion ensued on Director
157 Hetherington's request. Mr. Smith indicated that they were looking at ways to accommodate this but
158 there are difficulties to do this year-round due to qualified staffing challenges. It is likely that we can
159 provide the daily service during peak periods in Summer.

160 **PUBLIC COMMENT:**

161 Mr. Dan Lutkenhouse, Truckee resident, noted comments regarding data requests he and Director
162 Hetherington has placed in the past and frustration of requests not being fulfilled.

163 **MONTHLY FINANCIAL REPORT (TAB 14)**

164 Ms. Woo reviewed the Monthly Financial Report through December 31, 2020.

165 **PUBLIC COMMENT:** None.

166 There was Board consensus to accept the Monthly Financial report as presented by Ms. Woo.

167 **QUARTERLY (Q4) AND ANNUAL OPERATIONS AND COMMENT REPORT (TAB 13)**

168 Mr. Van Quest reviewed the Quarterly (Q4) and Annual Operations and Comment Report.

169 Director Hetherington posted questions and expressed comments on the Quarterly and Annual
170 Operations and Comment report. Discussion ensued regarding glider operations and their relationship
171 with the airspace they operate in with other air traffic.

172 **PUBLIC COMMENT:**

173 Mr. Dan Lutkenhouse, noted comments regarding data requests he has placed in the past and frustration
174 that Director Hetherington’s request of additional data not being fulfilled.

175 **CONSIDER PROPOSAL TO JOIN GOOD TRAVELER PROGRAM AND REVIEW OF GHG REDUCTION**
176 **MATERIALS (TAB 15)**

177 Mr. Smith requested the Board to consider the proposal and funding request (\$5,000 per year) to join the
178 Good Traveler Program and to be able to market/brand with them to distribute collateral for Aeronautical
179 uses to offset their carbon footprint of their operations at KTRK. Mr. Smith reviewed the first draft of the
180 flier for the Good Traveler Program. Director Hetherington noted suggested changes to the proposed flier
181 as well as comments regarding hesitation of officially being a member of the Good Traveler program and
182 suggested the District investigate joining the Sierra Business Council’s program(s). Discussion ensued
183 regarding staff’s opinion regarding officially joining the Good Traveler program vs. joining a Sierra Business
184 Council program and conducting a survey of other GA airports that participate in the Good Traveler
185 Program and their ROI of their membership.

186 There was Board consensus to have Staff contact other GA Airports and survey their experiences with the
187 program as well their ROI of their members and present their findings at a future Board meeting. Mr.
188 Smith indicated that we would continue using the Good Traveler without joining as a call to action for
189 carbon off set and that we would revisit this later this year.

190 **PUBLIC COMMENT:** None.

191 **BOARD AND STAFF TRAINING ITEM REGARDING AB-992 OPEN MEETING LAW AND SOCIAL MEDIA (TAB**
192 **16)**

193 District Counsel reviewed communication restrictions placed on the Board of Directors in relation to the
194 Brown Act. District Counsel Nelson then reviewed Assembly Bill 992: Meeting Laws and Social Media for
195 the Board of Directors and Staff. Discussion ensued regarding what elected Board members can and
196 cannot do on social media. Vice President Diamond made a request to the Board that they do not respond
197 (like or comment) on anything that is posted to the Airport District’s social media accounts. There was
198 Board consensus to Vice President Diamond’s request.

199 **PUBLIC COMMENT:** None.

200 **REVISIONS TO PI 118 – USE OF SOCIAL MEDIA BY THE DISTRICT (TAB 17)**

201 Vice President Diamond reviewed his request to revise PI 118: Use of Social Media by the District by
202 removing the Board of Directors from the Policy. District Counsel Nelson noted that the passing of AB 992
203 there is no need to include the Board Directors in PI 118. There was Board Consensus to remove the Board
204 from PI 118 language. The revised Policy Instruction will be presented as a consent item at the regular
205 February Board meeting.

206 **PUBLIC COMMENT:** None.

207 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 18)**

208 Vice President Diamond reviewed his proposal of having multiple Board meetings each month. Director
209 Hetherington expressed support to Vice President Diamond’s proposal especially while meetings are
210 taking place digitally. Discussion ensued regarding meeting management in relation to staff scheduling
211 and workflow, agenda posting requirements and the differences between special and regular meetings.
212 Mr. Smith reviewed the idea of having the Rolling Agenda as its own agenda item and to not be included
213 in the GM report. There was consensus to continue this item to the February 11, 2021 Board Workshop.

214 **PUBLIC COMMENT:**

215 Mr. Tom Meadows, Truckee resident, made a public comment not supporting the proposal of having
216 multiple regular meetings a month.

217 **GENERAL MANAGERS REPORT (TAB 19)**

218 • **Upcoming Training/Conference Opportunities**

219 Mr. Smith noted that there has been some movement to have more regular in person trainings and
220 meetings the first being the AAAE Conference and Convention in Las Vegas in July. Mr. Smith indicated
221 that he planned to attend. Mr. Smith encouraged the Board to look at the list of opportunities and to let
222 us know if anything sounded interesting for Board attendance.

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

224 Nothing to Update.

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

226 Mr. Smith reviewed a brief update on the Truckee Tahoe Workforce Housing JPA actions and activities for
227 the month of January.

228 • **Administration Building Parking Lot Expansion**

229 Mr. Smith provided an update to the Board that the Administration Building Parking Lot Expansion will be
230 ready to go out to bid . At the August 2020 Budget Workshop, the Board and Staff decided to hold off on
231 final bidding and construction of the Administration Building addition and instead lease office space close
232 to the airport. There was consensus to continue with final design and bidding of the Parking Lot expansion
233 for the Administration building/terminal area at that time. This parking project will assist in addressing
234 short term parking needs, employee parking, and circulation addressing landside access needs. The Plan
235 also accommodates future uses such as the previously planned Hangar 2 and Hangar 3 projects as well as
236 a future expansion of the administration building. In light of the recent report on the Facility Maintenance
237 Plan the Board indicated that they are not ready to bid this project and inquired if staff should concentrate
238 on Hangar Row C and E roof projects. Staff indicated that they would go and analyze that option. There
239 was Board consensus not to pursue parking lot bidding at this time. Mr. Smith reminded the Board that
240 80% to 90% of the building design and County permitting was complete when the Board decided not to
241 pursue the project. Mr. Smith indicated that they are going to finalize the plan set as to receive value for
242 the work already completed as well as finish the county permitting process as those fees were paid and the

243 permit from the county is good for 7 years. Staff will then table this project until a future date as directed
244 by the Board.

245

246 • **Revenue and Cost Allocation Study - Proposal**

247 As part of the Budget discussion for the 2021 Budget, funding was included to conduct an update of the
248 2010 Revenue and Cost Allocation Study. In speaking with Jeff Kohlman of AMCG, who has provided past
249 studies, they estimate the cost to be \$25,000 for a 2021 update to the District's previous studies. This
250 expense is included in the 2021 Budget. Staff would like to proceed with obtaining a proposal from AMCG
251 and return at a future meeting with detailed a proposal and cost to complete the Study. There was Board
252 consensus to bring back a bid from AMCG at the regular February Board meeting.

253 • **Rental Car Operations - Update**

254 Mr. Smith noted that Hertz is moving out of their space, and that the company is in Bankruptcy. The
255 District has posted an RFP and is due Friday, front runners thus far is Avis/Budget. The District did sign a
256 concession agreement with GoRentals. Staff will bring a proposal for a 4-year tenant lease to the regular
257 February 24, 2021 Board Meeting.

258 • **Land Lease Discussion with TFHD**

259 Mr. Smith noted that preliminary conversations have taken place with Tahoe Forest Hospital District for a
260 clinic on the east side of Truckee. They have identified our property as a potential location. They also
261 discussed a potential opportunity to move our Care Flight facilities to a more state of the Art integrated
262 heliport on this proposed facility. These are very preliminary discussions, but staff wanted the Board to
263 be aware that this conversation is in process.

264 • **SEED Project Proposal**

265 In September 2018 the District entered an MOU with Strategic Energy Innovations (SEI) and Optony to
266 participate in the State of California SEED Fund which assists local governments to procure and collectively
267 buy Solar energy. For the past 2 years SEI and Optony have worked to organize a group of public agencies
268 to participate in a regional solar power purchase. The District is eligible but not obligated to participate in
269 this program but have the option of allowing construction of a solar project on airport property at no cost
270 to the District and in return enter into a Power Purchase Agreement to purchase solar energy from on-
271 airport solar facilities they would construct and operate. Director Hetherington noted a CSDA magazine
272 article that refers to a similar project and that Staff conducts due diligence before they express any desire
273 to commit. There was consensus from the Board for staff to bring back further information to the Board
274 at a future Board meeting.

275 • **February 11, 2021 Workshop Agenda**

276 Mr. Smith reviewed the items staff has lined up for the February 11th Board workshop.

277 There was Board consensus to move the Closed Session (GM Annual Performance Evaluation) to the end
278 of the February 11, 2021 Board Workshop.

279 **PUBLIC COMMENT:**

280 None.

281 **BOARD MEMBER ANNOUNCEMENTS**

282 None.

283 **ADJOURN**

284 **PUBLIC COMMENT:** None.

285 **MOTION #8 JANUARY-27-2021:** Director Hetherington motioned to adjourn the meeting. Director
286 Stephens seconded the motion. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes.
287 Director Hetherington, yes. The motion passed via roll call vote.

288 At the January 27, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

289 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JANUARY 27, 2021 REGULAR BOARD**
290 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/161463/truckee-](https://ttm.open.media/sessions/161463/truckee-tahoe-airport-board-january-27-2021?category=458)
291 [tahoe-airport-board-january-27-2021?category=458](https://ttm.open.media/sessions/161463/truckee-tahoe-airport-board-january-27-2021?category=458)