

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, February 24, 2021 via live web streaming.

3 **CALL MEETING TO ORDER:** 4:44 PM

4 **PLEDGE OF ALLEGIANCE**

5 **DIRECTORS PRESENT:** President Teresa O’Dette (via Teleconference)
6 Vice President David Diamond (via Teleconference)
7 Director Kat Rohlf (via Teleconference)
8 Director Rick Stephens (via Teleconference)
9 Director Mary Hetherington (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. Brent Collinson, District Legal Counsel (via Teleconference)
15 Mr. Josh Nelson, District Legal Counsel (via Teleconference)
16 Mr. Marc Lamb, Community Relations Manager (via Teleconference)
17 Mr. David Van Quest, Aviation and Community Services Associate (via
18 Teleconference)
19 Ms. Stacey Justesen, Safety and Security Manager (via Teleconference)
20 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

21 **VISITORS PRESENT:**

22 **SPECIAL ACTION ITEM**

23 **MODIFICATION OF AGENDA:** None.

24 **SPECIAL ORDERS OF BUSINESS:**

25 Mr. Smith gave a District Covid-19 Business continuity update. Mr. Bullock gave an update for Nevada
26 County.

27 **PUBLIC COMMENT:** None.

28 **CONSENT ITEMS**

- 29 • Minutes: January 27, 2020 Regular Meeting ----- TAB 01
- 30 • Monthly Service Bills and Fees ----- TAB 02
- 31 • PI 118 Use of Social Media by the District – Policy Revision ----- TAB 03
- 32 • Monthly Operations and Comment Report ----- TAB 04

33 Director Stephens requested to pull Tab Item 01. Director Hetherington requested to pull Tab Item 04.

34 Director Stephens made an amendment to the minutes.

35 **PUBLIC COMMENT:** None.

36 **MOTION #1 FEBRUARY-24-2021:** Director Stephens motioned to approve Tab Items 01 as amended as
37 well as Tab Items 02-03 as presented. Director Hetherington seconded the motion. President O’Dette,
38 yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes.
39 The motion passed via roll call vote.

40 Director Hetherington noted her questions and comments for the Monthly Operations and Comment
41 report. Discussion ensued regarding whether or not staff should identify “top 5 individual airport users”
42 on the Monthly Operations and Comment Report. There was no consensus from the Board regarding to
43 start reporting “top 5 individual airport users”.

44 **PUBLIC COMMENT:** None.

45 **QUARTERLY (Q4) AND ANNUAL SAFETY AND SECURITY REPORT (TAB 05)**

46 Ms. Stacey Justesen reviewed the Quarterly (Q4) and Annual Safety and Security Report and answered
47 questions posed by the Board of Directors. There was Board consensus to accept the Quarterly and Annual
48 Safety and Security Report as presented.

49 **PUBLIC COMMENT:** None.

50 **MONTHLY FINANCIAL REPORT (TAB 06)**

51 Ms. Woo reviewed the Monthly Financial Report for month end January 2021 and answered questions
52 posed by the Board of Directors. There was Board consensus to accept the Monthly Financial Report as
53 presented.

54 **PUBLIC COMMENT:** None.

55 **CONSIDERATION OF ADOPTION OF POLICY INSTRUCTION 208.1 BOARD MEETING MINUTES (TAB 07)**

56 Ms. Tapia reviewed the proposed District Minutes policy requesting the Monthly Board meeting minutes
57 to be drafted in a “brief summary” style. Ms. Tapia indicated that it is a best practice to have a minutes
58 policy which the District currently does not have. Discussion ensued regarding the proposed policy
59 Instructions with the Board expressing overall support of the proposed minutes policy. There was also a
60 request for staff to review Policy Instructions that are no longer relevant and update accordingly, as well
61 as talking with TTCTV about having a faster turnaround time regarding indexing the archived video with
62 the Agenda.

63 **PUBLIC COMMENT:** None.

64 **MOTION #2 FEBRUARY-24-2021:** Vice President Diamond motioned to approve the adoption of PI 208.1
65 District Board Meeting Minutes Policy as presented. Director Stephens seconded the motion. President
66 O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director
67 Hetherington, yes. The motion passed via roll call vote.

68 **REVIEW AND APPROVAL OF 2021 DISTRICT GOALS (TAB 08)**

69 Mr. Smith noted that this was last discussed at the Board workshop held earlier in the month. Mr. Smith
70 presented the new draft version of the 2021 that incorporated the Board’s input that was provided at the
71 workshop. Each Board member provided feedback to Mr. Smith on the presented Goals. There was Board
72 consensus to have Mr. Smith create an expanded Goal matrix and presented at the April Board meeting
73 Closed Session for his quarterly evaluation.

74 **PUBLIC COMMENT:** None.

75 **MOTION #3 FEBRUARY-24-2021:** Director Hetherington motioned to approve the Airport 2021 Goals as
76 discussed as attached with the following modifications: “reducing” impact on our neighbors in lieu of
77 “Low” (under specific 2021 goals) and the General Manager will return in April with the objective matrix
78 for the Board to review. Director Stephens seconded the motion. President O’Dette, yes. Vice President
79 Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed
80 via roll call vote.

81 **EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY DISCUSSION (TAB 10)**

82 Mr. Smith noted that every 5 years the District typically completes an Employee Classification and
83 Compensation Study. The proposed study is currently a flagged item in the 2021 Budget. Staff would like
84 to prepare and RFP for the Study and return to the March Board meeting and review it with the Board for
85 consideration and approval. An estimated timeline of the project is outlined within the submitted staff
86 report. Discussion ensued amongst the Board regarding the cost of the study, the pros and cons of
87 conducting the study, salary surveys, the thought of banning together with other districts to conduct
88 surveys at the same time (to reduce the costs of the study) and having the two parts of the study
89 (classification and compensation) be separate RFP's. There was Board consensus for staff to return to the
90 March Board meeting with a two part RFP and for the General Manager to hold conversations with other
91 local public agencies to see if anyone else is conducting a similar study this year and partner with them.

92 **PUBLIC COMMENT:** None.

93 **MOTION #4 FEBRUARY-24-2021:** Director Stephens motioned to direct staff to return to the March Board
94 meeting with a two part RFP and for the General Manager to hold conversations with other local public
95 agencies to see if anyone else is conducting a similar study this year and partner with them. Vice President
96 Diamond seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens,
97 yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

98 **REVENUE AND COST ALLOCATION ANALYSIS AND FBO FEE STUDY (TAB 09)**

99 Mr. Smith noted that the Board is considering acceptance of a proposal from AMCG to update the 2010
100 District's Revenue and Cost Allocation Analysis as well as consider an FBO Fee Study as part of the analysis.
101 This project is included in the 2021 District Budget. Mr. Jeff Kolman, with AMCG, reviewed AMCG's
102 proposal, explained the process of conducting a Cost Allocation Analysis, and answered questions posed
103 by the Board of Directors. Discussion ensued regarding how the study will be utilized once completed, the
104 benefits of knowing and understanding the costs of the various business lines of the District, further
105 explanation of the FBO Fee study, and how the Budget process shouldn't be used to try to understand
106 how property taxes subsidize certain elements of the District. There was consensus from the Board to
107 form an Ad Hoc committee with Vice President Diamond and Director Hetherington to help work with
108 staff and AMCG on the Study.

109 **PUBLIC COMMENT:** None.

110 **MOTION #5 FEBRUARY-24-2021:** Director Stephens motioned to approve the proposal from AMCG to
111 complete the Financial Allocation Analysis per the attached proposal and to include the FBO Fee Study,
112 and to authorize the General Manager to sign an agreement not to exceed \$35,000. Director Hetherington
113 seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes.
114 Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

115 **BREAK:** 7:33 PM – 7:42 PM

116 **TTS-A AND TTAD LAND EXCHANGE DISCUSSION (TAB 11)**

117 Mr. Smith reviewed the staff report that highlights the background of the land exchange as well as the
118 pros and cons of the land transfer. Mr. Smith noted that it is staff's recommendation to continue with the
119 land transfer process as staff believes, in their view, the pros outweigh the cons on this endeavor. Mr.
120 Smith also expressed that the likelihood of any successful long term non-aviation development on Parcel
121 B is unlikely. Currently the project is on hold until the Board comes to a collective decision on how to
122 proceed further. Each Board member noted their comments on whether to go forward or not with the
123 land exchange. At this time there was not a majority of members in favor of continuing to pursuing to the

124 land exchange until more research could be completed by members of the Board. There was some
125 discussion regarding waiting until after the Master Plan project is complete. Mr. Smith stated that the
126 topic is just a discussion item, it will be brought forth at a future meeting as an Action item which will
127 allow for a vote of the Board.

128 **PUBLIC COMMENT:** None.

129 **MONTHLY FLIGHT PROCEDURES PROGRAM UPDATE (TAB 12)**

130 Mr. Bullock reviewed the monthly flight procedure program update and several additional heat map
131 exhibits for the Board of Directors. Board Members provided feedback on the heat map exhibits. Mr.
132 Bullock took note of the feedback suggestions.

133 **PUBLIC COMMENT:** None.

134 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 13)**

135 Vice President Diamond reviewed his proposal regarding the idea of having multiple meetings a month,
136 and the various meeting options. There was Board discussion and consensus for staff to move to
137 Department Reports and group their items. If the Board reviews information provided by Staff, full reports
138 would be unnecessary which will save time and help make the meetings more time efficient. There was
139 consensus to keep the standard meeting schedule but to add periodic special meetings to address more
140 technical subjects/projects, and to also utilize the option to roll extended meetings to the following day.

141 Mr. Smith reviewed the Rolling Agenda.

142 **PUBLIC COMMENT:** None.

143 **GENERAL MANAGER'S REPORT (TAB 14)**

144 Mr. Smith inquired if any Board Members had any comments on the General Manager's report. Discussion
145 ensued regarding Hertz Rental Car wishing to participate (they missed the deadline) in the Rental Car RFP
146 even though they vacated the unit and still owe back rent (due to their bankruptcy). Mr. Smith noted that
147 the District will likely receive responses to the RFP from other vendors along with Hertz. There was positive
148 consensus from the Board regarding the Bike Share Community Initiative. Director Stephens gave a brief
149 update on the Agency Partnership Ad Hoc committee meeting with Tahoe Truckee Community
150 Foundation.

151 **PUBLIC COMMENT:** None.

152 **BOARD MEMBER ANNOUNCEMENTS:** Director Hetherington noted that she will not be present for the
153 May 2021 meeting.

154 **ADJOURN**

155 **PUBLIC COMMENT:** None.

156 **MOTION #6 FEBRUARY-24-2021:** Director Stephens motioned to adjourn the meeting. Director
157 Hetherington seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director
158 Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

159 At 7:35 PM the February 24, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors
160 adjourned.

161 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 24, 2021 REGULAR BOARD**
162 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/163056/truckee-](https://ttm.open.media/sessions/163056/truckee-tahoe-airport-board-feb-24-2021?category=458)
163 [tahoe-airport-board-feb-24-2021?category=458](https://ttm.open.media/sessions/163056/truckee-tahoe-airport-board-feb-24-2021?category=458)