



**TRUCKEE TAHOE AIRPORT DISTRICT**  
10356 Truckee Airport Rd.  
Truckee, CA 96161  
(530) 587-4119 tel  
(530) 587-2984 fax  
[WWW.TRUCKEETAHOEAIRPORT.COM](http://www.TruckeeTahoeAirport.com)

## **DIRECTORS**

DAVID DIAMOND  
MARY HETHERINGTON  
TERESA O'DETTE  
KATHRYN ROHLF  
RICK STEPHENS

## **AGENDA FOR APRIL 28, 2021**

<http://ttctv.org/live-meeting/truckee-tahoe-airport/>

A meeting of the Truckee Tahoe Airport District will be held on **Wednesday, April 28, 2021 at 4:30 p.m.** Pursuant to Executive Order N-29-20, this meeting will be held exclusively via live web streaming: <http://ttctv.org/live-meeting/truckee-tahoe-airport/> Public comment can be sent to the following email and will be read aloud during Public Comment sections of each agenda topic: [Emily.Pindar@truckeetahoeairport.com](mailto:Emily.Pindar@truckeetahoeairport.com) Live Public Comment can be made: <https://truckeetahoeairport.zoom.us/j/84917023029> Meeting ID: 849 1702 3029. No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the Truckee Tahoe Airport District office at (530) 587-4119, at least three days prior to the meeting.

The Board of Directors may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will be heard at or after the time noted, but the Directors may interrupt or defer discussion in order to deal with other matters.

All written public comments received by 4:30 PM on Tuesday before the regularly scheduled Board meeting will be posted on the District website and forwarded to District Board Members for their consideration at the meeting.

### **MISSION STATEMENT:**

*The Truckee Tahoe Airport is a community airport that provides high quality aviation facilities and services to meet local needs, and strives for low impact on our neighbors, while enhancing the benefit to the community-at-large.*

**REGULAR MEETING:** 4:30 PM

**STANDING ORDERS:** Call the Meeting to Order

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**SPECIAL ORDERS OF BUSINESS**

**MODIFICATION OF AGENDA:** The Board President reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Board of Directors; Items may be pulled or removed from the agenda at any time.

**PUBLIC COMMENT:** Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board and ACAT. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board or ACAT on any issue brought forth under Public Comment. Comments relating to items on today's agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board President; however, comments will generally be limited to three minutes. Pursuant to Executive Order N-29-20, public comment may be provided by email. Please email all comments to [Emily.Pindar@truckeetahoeairport.com](mailto:Emily.Pindar@truckeetahoeairport.com) and staff will endeavor to read them during the meeting. Live Public Comment can be made: <https://truckeetahoeairport.zoom.us/j/84917023029> Meeting ID: 849 1702 3029

**CONSENT AGENDA**

**Consent Action Items:**

- 1. Minutes: March 24, 2021 Regular Meeting -----TAB 01
- 2. Monthly Service Bills and Fees – March 2021 -----TAB 02
- 3. Approve and Issue Classification and Compensation Study RFP(s) -----TAB 03
- 4. Approve update to Policy Instruction 121 COVID-19 Response Policy -----TAB 04
- 5. Approve 3-year extension to the Contract with Vector Airport Systems LLS -----TAB 05
- 6. Approve Flight Tech Engineering Contract Procedure Development Contract -----TAB 06
- 7. Approve and Cast LAFCO Ballot -----TAB 07

**Consent Information Items (no motion required):**

None

**MANAGEMENT TEAM REPORTS**

- 8. General Managers Report -----TAB 08
  - a. Attachment – SPI 125 ACT Program and Administrative Details
  - b. Attachment – 2021 District Goals with Goal Worksheets
- 9. Operations and Maintenance Department Report -----TAB 09
  - a. Update on Taxiway A Project
- 10. Finance and Administration Department Report -----TAB 10
  - a. Quarterly Financial Report
- 11. Aviation and Community Services Department Report -----TAB 11
  - a. Quarterly Operations and Comment Report
  - b. Quarterly Communications Report
  - c. Quarterly Pilot and Passenger Outreach Report
  - d. Commenter Call List Report

**ACTION ITEMS**

- 12. 401 WEST LAKE BLVD TAHOE CITY PROPERTY MEMORANDUM OF UNDERSTANDING (MOU) PROPOSAL -----TAB 12  
The Board will consider a proposal from the Tahoe City Public Utility District seeking District financial participation in the improvement and enhancement of the previous Tahoe Maritime Property at 401 West Lake Blvd in Tahoe City.
- 13. PROPOSAL TO APPROVE AGENCY PARTNERSHIP PROGRAM REVISIONS AND PROGRAM ADMINISTRATOR ----- TAB 13  
The Board will review and consider revisions to the Agency Partnership program under PI -311. Consider program funding for 2021 and a proposal from the Truckee Tahoe Community Foundation to act as the Districts Program Administrator.
- 14. APPROVAL OF POLICY INSTRUCTION 512 HANGAR DOOR MOMENTARY SAFETY SWITCH OPERATIONS & ENFORCEMENT POLICY -----TAB 14  
The Board will review and possibly adopt a new Policy Instruction outlining process and enforcement procedures related to hangar door switch operations.
- 15. AIR TRAFFIC CONTROL TOWER SERVICES CONTRACT SELECTION -----TAB 15  
The Board will consider a recommendation from Staff to select a vender to provide air traffic control services.
- 16. RENTAL CAR CONCESSIONAIRE SELECTION-----TAB 16  
The Board of Directors will receive a recommendation from Staff regarding the selection of a rental car concessionaire.

**BOARD AD HOC COMMITTEE REPORTS AND OTHER ITEMS**

- 17. Board Committee Assignments and Ad Hoc Committee Reports -----TAB 17
  - a. Mountain Housing Council Report
  - b. Agency Partnership Ad Hoc Report
  - c. Revenue and Cost Allocation Ad Hoc Report
    - i. Review of Revenue and Cost Centers
  - d. Truckee Tahoe Workforce Housing Joint Powers Authority Update
    - i. Request for Board input on pending TTAD Housing JPA Vote
  - e. Review Activities and Next Steps of Greenhouse Gas Reduction Exploratory Group/Council
- 18. Future Agenda Priorities and Meeting Management -----TAB 18
  - a. Review and discuss feasibility of future in person Board Meetings.

## 19. Staff and Board Member Conference Attendance Reports

### **CLOSED SESSION**

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: APNs 19-440-81 and 49-004-11  
Agency negotiator: Kevin Smith  
Negotiating parties: TTSA  
Under negotiation: Price and Terms of Payment
- QUARTERLY GM PERFORMANCE REVIEW

**BOARD MEMBER ANNOUNCEMENTS:** Pursuant to Government Code Section 54954.2, Board members may make a brief announcement or report on activities. Board members may also provide a reference to staff or other resources for information, or request staff to report back to the Board at a subsequent meeting concerning any matter.

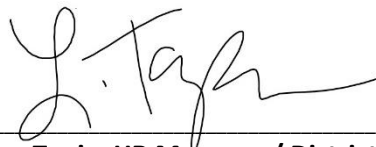
**SCHEDULE FOR UPCOMING MEETINGS:** The Board President and Airport Manager shall determine the agenda. Scheduled meetings of the Truckee Tahoe Airport Board of Directors are as follows:

- **Regular Board Meeting** – May 26, 2021, **4:30 PM** via Live Web Streaming
- **Regular Board Meeting** – June 23, 2021, **4:30 PM** via Live Web Streaming
- **Regular Board Meeting** – July 28, 2021, **4:30 PM** via Live Web Streaming

### **ADJOURNMENT OF MEETING**

**NOTE:** *A copy of the agenda packet and all documents related to this agenda are available for public review at the Airport Administration Office, 10356 Truckee Airport Road, Truckee, California 96161. Agenda items that are not able to be addressed at today's meeting may be placed on the next regularly scheduled Board meeting agenda. Requests for agenda items and/or supporting background information must be submitted in writing to the Airport Manager or the Board President ten days prior to the next meeting.*

*I declare a copy of this agenda was posted at the Truckee Tahoe Airport District Administration Office, 10356 Truckee Airport Road, Truckee, CA, and mailed on April 23, 2021.*



---

**Lauren Tapia, HR Manager / District Clerk**