

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, April 28, 2021 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 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. Dave Hoffman, Director of Operations and Maintenance  
15 Mr. Brent Collinson, 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. Jill McClendon, Aviation and Community Services Property Manager (via  
21 Teleconference)  
22 Ms. Emily Pindar, Administrative Clerk (via Teleconference)

23 **VISITORS PRESENT:** 6

24 **MODIFICATION OF AGENDA:** None.

25 **SPECIAL ORDERS OF BUSINESS:** None.

26 **PUBLIC COMMENT:** None.

27 **CONSENT ITEMS**

- 28 • Minutes: March 24, 2021 Regular Meeting ----- TAB 01
- 29 • Monthly Service Bills and Fees – March 2021 ----- TAB 02
- 30 • Approve and Issue Classification and Compensation Study RFP(s) ----- TAB 03
- 31 • Approve update to Policy Instruction 121 COVID-19 Response Policy ----- TAB 04
- 32 • Approve 3-year extension to the Contract with Vector Airport Systems LLS ----- TAB 05
- 33 • Approve Flight Tech Engineering Contract Procedure Development Contract -----TAB 06
- 34 • Approve and Cast LAFCO Ballot ----- TAB 07

35  
36 Director Hetherington requested to pull Tab Item 02, Tab Item 05, and Tab Item 06.

37  
38 **MOTION #1 APRIL-28-2021:** Director Stephens motioned to approve Tab Items 01, 03, 04 and 07 as  
39 presented. Director Hetherington seconded the motion. President O’Dette, yes. Vice President  
40 Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion  
41 passed via roll call vote.

42 Director Hetherington inquired about duplicate invoicing and payments made to Vail Corporation. Mr.  
43 Smith responded that due to the original invoicing methods, there was some confusion, but staff is  
44 rectifying the duplicity and watches such transactions very closely.

45 Director Hetherington inquired about the length of time MLAT services would continue be an expense  
46 with the ADSB system now certified. Mr. Bullock responded that certification of ADSB occurred in  
47 December of 2020, and staff expected an eighteen-month time frame but would bring back a report to  
48 the Board on MLAT services for future discussion.

49 Director Hetherington inquired about expenses related to the Care Flight Modular and whether staff  
50 could bring forward a report that detailed facility maintenance expenses over the last five years. Ms.  
51 Woo noted that the expenses for the HVAC project specifically were budgeted as a portion of the  
52 Facilities Maintenance Plan, but staff could compile such a report. Mr. Smith noted that maintenance  
53 expenses of facilities are not done for individual businesses, are long term, and may span multiple  
54 tenants and leases. Director Hetherington added that the expense information would be helpful in  
55 setting rates and recovering expenses if appropriate. There was positive Board consensus regarding  
56 Director Hetherington's suggestion.

57 **PUBLIC COMMENT:** None.

58 **MOTION #2 APRIL-28-2021:** Director Hetherington motioned to approve Tab Item 02. President  
59 Stephens seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens,  
60 yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

61 Director Hetherington indicated interest in the optional use of web-based billing for landing fees if  
62 appropriate in the future. There was positive consensus from the Board regarding Director  
63 Hetherington's suggestion.

64

65 **PUBLIC COMMENT:** None.

66 **MOTION #3 APRIL-28-2021:** Director Hetherington motioned to approve Tab Item 05. President  
67 Stephens seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens,  
68 yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

69 Director Hetherington inquired about multiple options presented as a consent item under Tab 06. Mr.  
70 Bullock responded that his intention was to handle those options in the agreement as though the item  
71 were flagged within the budget and bring back to the Board as task orders for Board approval  
72 throughout the process. Mr. Bullock also added that the contract was reviewed by legal counsel Peter  
73 Kirsch who provided further task order clarification and hold harmless language.

74 **PUBLIC COMMENT:** None.

75 **MOTION #4 APRIL-28-2021:** Director Hetherington motioned to approve Tab Item 06 with the  
76 clarification provided and BBK comments included. Director Stephens seconded the motion. President  
77 O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director  
78 Hetherington, yes. The motion passed via roll call vote.

79 **GENERAL MANAGERS REPORT (TAB 08)**

80 Mr. Smith requested feedback from the Board of Directors regarding the General Managers Report. Mr.  
81 Collinson noted that the ACT program is strictly directed at the staff level without Board involvement.

82 Mr. Collinson further advised the Board on limitations to participation provided by the Brown Act. The  
83 Board of Directors made various comments and posed informational questions on the General Manager  
84 Report. Discussion ensued regarding the ACT program including when the meetings would be held. The  
85 General Manager answered some clarifying questions regarding the program. The Board acknowledged  
86 this is a staff directed program and hoped for success in its implementation. Staff indicated that we  
87 would reevaluate the program in 6 months and report back to the Board on the effectiveness of the  
88 program.

89 **PUBLIC COMMENT:** None.

90 **OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 09)**

91 Mr. Hoffman requested feedback from the Board of Directors regarding the Operations and  
92 Maintenance Department Report. The Board of Directors made various comments and posed questions  
93 on the Operations and Maintenance Report. Discussion ensued regarding the Taxiway Alpha repaving  
94 project. There was Board consensus to accept the Operations and Maintenance Report as presented.

95 **PUBLIC COMMENT:** None.

96 **FINANCE DEPARTMENT REPORT (TAB 10)**

97 Ms. Woo requested feedback from the Board of Directors regarding the Quarterly Financial Report for  
98 quarter end March 2021. The Board of Directors made various comments and posed questions on the  
99 Quarterly Financial Report. Discussion ensued regarding the hangar waitlist and that they would like an  
100 agenda item in the future to break down and get further clarity on the waitlist. Staff indicated they  
101 would bring this item back to the May Board Meeting. There was Board consensus to accept the  
102 Quarterly Financial Report as presented.

103 **PUBLIC COMMENT:** None.

104 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 11)**

105 Mr. Bullock requested feedback from the Board of Directors regarding the Aviation and Community  
106 Services Department Report. The Board of Directors made various comments and posed questions on  
107 the Aviation and Community Service Department Report. Discussion ensued regarding the caller  
108 comment survey data, the increase in operations, and mitigation opportunities and limitations. There  
109 was Board consensus to accept the Aviation and Community Services Report as presented.

110 **PUBLIC COMMENT:**

111 Mrs. Megan Butcher, Truckee resident, made a comment about the increased noise and annoyance  
112 from aircraft traffic in her neighborhood, and the small scope of the caller commentor survey.

113 Mr. Mat Miller, Truckee resident, made a comment regarding the Airshow and its alignment with the  
114 goal of reducing greenhouse gas emissions.

115 Mr. Steve Ingebretson, Truckee resident, made a comment that the percent change was not  
116 represented in the caller commentor survey.

117 **DISCUSSION AND POSSIBLE ACTION ON A MEMORANDUM OF UNDERSTANDING (MOU) PROPOSAL**  
118 **FOR 401 WEST LAKE BLVD TAHOE CITY PROPERTY (TAB 12)**

119 Mr. Smith presented a MOU proposal by the Tahoe City Public Utility District seeking District financial  
120 participation in the improvement and enhancement of the previous Tahoe Maritime Property at 401

121 West Lake Blvd in Tahoe City that would include a landing site for emergency firefighting staging and  
122 public meeting space. The Board of Directors posed various questions and comments to both District  
123 Staff and to Sean Barclay, General Manager of the Tahoe City PUD. Mr. Collinson advised that the MOU  
124 did not have a provision that allowed for financial reimbursement if the property became unusable.  
125 Discussion ensued regarding site usability and provisions in the MOU if said usability was limited or  
126 restricted in some way. Mr. Smith noted that based upon a preliminary engineering analysis, the use of  
127 the emergency heliport landing site is limited to a forward operating location for staging a helicopter  
128 attack crew in a catastrophic fire event. Mr. Barclay thanked the Board for its consideration of the  
129 proposal. Mr. Smith indicated that staff would contact fire fighting helicopter operators to assure  
130 usability of the site before we return with a final agreement.

131 **PUBLIC COMMENT:** None.

132 **MOTION #5 APRIL-28-2021:** Vice President Diamond motioned to authorize staff to expend \$500,000 to  
133 TCPUD pending final contract approval by the Board that includes confirmation of the usability of the  
134 site and provides a monetary provision if the site becomes unusable. Director Stephens seconded the  
135 motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes.  
136 Director Hetherington, yes. The motion passed via roll call vote.

137 **DISCUSSION AND POSSIBLE ACTION ON AGENCY PARTNERSHIP PROGRAM REVISIONS AND SELECTION**  
138 **OF A PROGRAM ADMINISTRATOR (TAB 13)**

139 Mr. Lamb reviewed the ad hoc committee and staff recommendations presented within the Agency  
140 Partnership Program Revision staff report. Discussion ensued regarding the Tahoe Truckee Community  
141 Foundation’s (TTCF) proposal to administer the program and their qualifications, the program’s budget,  
142 and the applicant review cycle process. TTCF was the only submitter to the RFP.

143 **PUBLIC COMMENT:** None.

144 **MOTION #6 APRIL-28-2021:** Director Stephens motioned to approve all three of the ad hoc committee  
145 and staff’s recommended Agency Partnership program revisions to include: selecting the Tahoe Truckee  
146 Community Foundation as the managing consultant for a period of two years, adopting a 2021 Agency  
147 Partnership program budget of \$500,000 and approving an initial application packet cycle in 2021.  
148 Director Rohlf seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director  
149 Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.  
150

151 **DISCUSSION AND POSSIBLE APPROVAL OF POLICY INSTRUCTION 512 HANGAR DOOR MOMENTARY**  
152 **SAFETY SWITCH OPERATION AND ENFORCEMENT POLICY (TAB 14)**

153 Ms. Justesen reviewed the staff recommendations presented within the Policy Instruction 512-Hangar  
154 Door Momentary Safety Switch Operation and Enforcement Policy staff report.

155 **PUBLIC COMMENT:** None.

156 **MOTION #7 APRIL-28-2021:** Director Hetherington motioned to approve adopt PI 512 Hangar Door  
157 Momentary Safety Switch Operation and Enforcement Policy as attached. Vice President Diamond  
158 seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes.  
159 Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.  
160

161 **DISCUSSION AND POSSIBLE APPROVAL OF AIR TRAFFIC CONTROL TOWER SERVICES CONTRACT**  
162 **SELECTION (TAB 15)**

163 Mr. Bullock reviewed the staff recommendations presented within the Air Traffic Control Tower Services  
164 Contract Selection staff report and selection of Midwest ATC as the preferred vendor. Discussion  
165 ensued regarding additional weather reporting and training extras costs. Further discussion followed  
166 regarding air traffic controller training and certification processes, staffing turnover levels, the  
167 seasonality of operations, and the consistency and enhanced safety brought about by tower operations.  
168 There was desire by the Board to have staff review controller resumes to assure we do not become a  
169 training tower. Mr. Bullock indicated that Midwest will only have seasoned experienced controllers and  
170 that Midwest was happy to provide controller resumes to the District. Mr. Bullock noted that any  
171 extras beyond the scope of the original RFP and contract would be brought back before the Board for  
172 approval.

173 **PUBLIC COMMENT:** None.

174 **MOTION #8 APRIL-28-2021:** Vice President Diamond motioned to approve the selection of Midwest ATC  
175 as the final vendor and direct the General Manager to enter final contract negotiations and return to the  
176 Board of Directors a final service agreement in May of 2021. Director Stephens seconded the motion.  
177 President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director  
178 Hetherington, yes. The motion passed via roll call vote.

179

180 **DISCUSSION AND POSSIBLE APPROVAL OF THE SELECTION OF A RENTAL CAR CONCESSIONAIRE (TAB**  
181 **16)**

182 Ms. McClendon reviewed the staff recommendations presented within the Rental Car RFP and Tenant  
183 Selection staff report and selection of Go Rentals as the recommended vendor. Discussion ensued  
184 regarding concessionaire ramp access and safety. Further discussion followed about using the  
185 concessionaire as a means of communicating with airport passengers and maintaining concessionaire  
186 competitive pricing and availability among airport vendors. The Board requested that GoRentals  
187 provide noise and annoyance materials in the cars upon rental. Mr. Smith indicated that he did not  
188 think that would be a problem and we would discuss with GoRentals.

189 **PUBLIC COMMENT:** None.

190 **MOTION #9 APRIL-28-2021:** Vice President Diamond motioned to approve the selection of Go Rentals to  
191 enter into a Non-Exclusive Rental Car Lease and Concession Agreement and authorize the Board  
192 president to enter into a three-year lease agreement. Director Rohlf seconded the motion. President  
193 O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director  
194 Hetherington, yes. The motion passed via roll call vote.

195

196 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 17)**

- 197
  - Mountain Housing Council

198 Director Stephens presented an update on the status of housing investment projects.

- 199
  - Agency Partnership

200 Covered under earlier discussion. Nothing to report.

- 201           • Revenue and Cost Allocation

202 Mr. Smith and Vice President Diamond provided a committee update. The committee will have further  
203 information to present at future meetings for Board feedback.

- 204           • Truckee Tahoe Workforce Housing Joint Powers Authority Update

205 Mr. Smith gave an update and asked the Board to provide feedback and consensus on an upcoming vote  
206 allowing other public entities to join the JPA including Nevada and Placer Counties and the Town of  
207 Truckee. Mr. Collinson disclosed that he is the attorney for the JPA, and that Mr. Bullock is a Nevada  
208 County Board of Supervisor. Discussion ensued regarding concerns that the increase in scope may slow  
209 progress of the JPA. There was Board consensus to allow additional membership while maintaining the  
210 Airport’s inclusion in the super majority.

- 211           • Review Activities and Next Steps of Greenhouse Gas Reduction Exploratory Group/Council

212 Vice President Diamond provided a committee update. There was Board consensus to allow the  
213 requested expenditure of \$5,000 to utilize Sierra Business Council to develop a structure proposal for  
214 the group.

215 **PUBLIC COMMENT:** None.

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

217 Mr. Smith reviewed the Rolling Agenda, specifically future workshop scheduling and agenda items slated  
218 for the regular May Board meeting.

219 **PUBLIC COMMENT:** None.

220 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS (TAB 19)**

221 Mr. Smith reviewed upcoming staff conference opportunities.

222 **CLOSED SESSION**

- 223           • CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
224           Property: APNs 19-440-81 and 49-004-11  
225           Agency negotiator: Kevin Smith  
226           Negotiating parties: TTSA Under negotiation: Price and Terms of Payment

- 227  
228           • QUARTERLY GM PERFORMANCE REVIEW  
229

230 **PUBLIC COMMENT:** None.

231 **REPORT ON CLOSED SESSION:** The Board indicated that the TTSA Land Swap Closed Session item needs  
232 to be rescheduled as a public discussion. Quarterly review of the General Manager was completed. The  
233 Board expressed approval of the performance of the General Manager. Direction was given to schedule  
234 a future Board Workshop to discuss the land acquisition.

235 **ADJOURN**

236 **PUBLIC COMMENT:** None.

237 At 8:02 PM the April 28, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

238 THIS SET OF MINUTES IS A CONDENSED VERSION OF THE APRIL 28, 2021 REGULAR BOARD MEETING.  
239 TO WATCH THE MEETING IN ITS ENTIRTY: [https://ttm.open.media/sessions/178349/truckee-](https://ttm.open.media/sessions/178349/truckee-tahoe-airport-board-april-28-2021?category=458)  
240 [tahoe-airport-board-april-28-2021?category=458](https://ttm.open.media/sessions/178349/truckee-tahoe-airport-board-april-28-2021?category=458)