

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, June 23, 2021, via live web streaming.

3 **CALL MEETING TO ORDER: 4:30 PM**

4 **PLEDGE OF ALLEGIANCE**

5 **DIRECTORS PRESENT:** Vice President David Diamond (via Teleconference)  
6 Director Mary Hetherington (via Teleconference)  
7 Director Kat Rohlf (via Teleconference)  
8 Director Rick Stephens (via Teleconference)

9 **DIRECTORS ABSENT:** President Teresa O’Dette

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 & Maintenance (via Teleconference)  
15 Mr. Josh Nelson, District Legal Counsel (via Teleconference)  
16 Mr. Marc Lamb, Community Relations Manager (via Teleconference)  
17 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

18 **VISITORS PRESENT: 5**

19 **MODIFICATION OF AGENDA:** None.

20 **SPECIAL ORDERS OF BUSINESS:**

21 Vice President Diamond expressed his condolences for the loss of Mr. James Harrell, a flight instructor for  
22 Mountain Lion Aviation.

23 • **RESOLUTION 2021-05 Commending Mr. Leigh Golden (TAB 01)**

24 **PUBLIC COMMENT:** None.

25 **MOTION #1 JUNE-23-2021:** Director Hetherington read Resolution 2021-05 in its entirety Commending  
26 Mr. Leigh Golden for his Service on the Truckee Tahoe Airport District’s Airport Community Advisory  
27 Team. Director Stephens seconded the motion. Vice President Diamond, yes. Director Hetherington, yes.  
28 Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

29 • **RESOLUTION 2021-06 Commending Ms. Stacy Caldwell (TAB 02)**

30 **PUBLIC COMMENT:** None.

31 **MOTION #2 JUNE-23-2021:** Director Rohlf read Resolution 2021-06 in its entirety Commending Ms. Stacy  
32 Caldwell for her Service on the Truckee Tahoe Airport District’s Airport Community Advisory Team.  
33 Director Stephens seconded the motion. Vice President Diamond, yes. Director Hetherington, yes.  
34 Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

35 • **RESOLUTION 2021-07 Commending Ms. Lynne Larson (TAB 02)**

36 **PUBLIC COMMENT:** Ms. Lynne Larson, Truckee Resident and ACAT member acknowledged the pioneers  
37 of ANAC.

38 **MOTION #2 JUNE-23-2021:** Vice President Diamond read Resolution 2021-07 in its entirety Commending  
39 Ms. Lynne Larson for her Service on the Truckee Tahoe Airport District’s Airport Community Advisory

40 Team. Director Stephens seconded the motion. Vice President Diamond, yes. Director Hetherington, yes.  
41 Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

42 Mr. Smith congratulated District employee Mr. Alan Feik for his achievement of obtaining his Airport  
43 Certified Employee (ACE) in Airfield Lighting.

44 **PUBLIC COMMENT:** Mr. Tom Meadows, Truckee resident, made a public comment regarding non-  
45 aeronautical development on aviation properties.

46 **CONSENT ITEMS**

- 47 • Minutes: May 26, 2021 Regular Meeting ----- TAB 04
- 48 • Monthly Service Bills and Fees – May ----- TAB 05
- 49 • Approval of Annual Employee COLA ----- TAB 06
- 50 • Investment Policy Instruction Review ----- TAB 07

51 **PUBLIC COMMENT:** None.

52 Director Hetherington noted that she will abstain from voting for the May 26, 2021 Regular Meeting  
53 Minutes due to her absence at that meeting.

54 **MOTION #4 JUNE-23-2021:** Director Stephens motioned to approve tab items 04 - 07 as presented.  
55 Director Hetherington seconded the motion but abstains her vote for tab item 04. Vice President  
56 Diamond, yes. Director Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed  
57 via roll call vote.

58 **TTWH-JPA SPECIAL PRESENTATION – 1 YEAR UPDATE (TAB 08)**

59 Ms. Emily Vitas, Executive Director of the Truckee Tahoe Workforce Housing Agency (TTWH-JPA) provided  
60 a 1-year update presentation on the programs and activities of the TTWH-JPA.

61 **PUBLIC COMMENT:** None.

62 The Board thanked Ms. Vitas for her update and the efforts the TTWHA are trying to solve within the  
63 community regarding housing.

64 **REVIEW AND POSSIBLE APPROVAL OF NEWLY UPDATED AVIATION FORECAST (TAB 09)**

65 Mr. Brad Musinski, Mead & Hunt, reviewed the 5-year update to the Airport Aviation Forecast. The Board  
66 of Directors posed questions to Mr. Musinski and District staff. Discussion ensued regarding the  
67 tree/obstruction survey map, classifications/designations of KTRK’s runways, increased touch and go  
68 operations, regression data vs. peer airport data, the number of PC-12 operations and it’s designation as  
69 a “critical” aircraft, and the amount of based aircraft that have hangars at KTRK.

70 **PUBLIC COMMENT:** None.

71 **MOTION #5 JUNE-23-2021:** Vice President Diamond motioned to approve the 5-year Airport Aviation  
72 Forecast as presented. Director Rohlf seconded the motion. Vice President Diamond, yes. Director  
73 Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

74 **GENERAL MANAGERS REPORT (TAB 10)**

75 Mr. Smith reviewed the ACT meeting report with occurred on June 9<sup>th</sup> at 6:00 PM. Mr. Smith requested  
76 feedback regarding a possible new electric bike share program. There was consensus of support for the  
77 idea but more details are needed. Mr. Smith noted his participation in a work group with other agency  
78 employees regarding the subject of biomass and that a proposal to study biomass would be forthcoming  
79 at a future meeting. The Board requested information regarding the greenhouse gas impact of the

80 District's annual Air Show. Mr. Smith noted that the District can have First Environment provide a cost  
81 estimate to provide an analysis and would bring that forward to a future meeting. The Board did not pose  
82 any further questions on the GM Report. There was Board consensus to accept the General Managers  
83 Report as presented.

84 **PUBLIC COMMENT:** None.

85 **OPERATIONS AND MAINTENANCE DEPARTMENT REPORT**

86 Mr. Smith provided an Operations and Maintenance Department update in Mr. Hoffman's absence. Mr.  
87 Smith noted key updates for the Taxiway Alpha project and that a water quality report will be provided at  
88 a future Board meeting. The Board did not pose any questions. There was Board consensus to accept the  
89 Operations & Maintenance Report as presented.

90 **PUBLIC COMMENT:** None.

91 **FINANCE DEPARTMENT REPORT (TAB 11)**

92 Ms. Woo reviewed the May Finance for the month end May 2021. Ms. Woo requested feedback from the  
93 Board of Directors. The Board did not pose any questions. There was Board consensus to accept the  
94 Monthly Financial Report as presented.

95 **PUBLIC COMMENT:** None.

96 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 12)**

97 Mr. Bullock reviewed the various projects highlighted in the Aviation and Community Services Department  
98 Report. Mr. Bullock requested feedback from the Board of Directors regarding the Aviation and  
99 Community Services Department Report. Discussion ensued regarding items noted in the operations and  
100 comment report, super chargers on the skydiving plane, and the firework show for the high school's sober  
101 graduation night. There was Board consensus to accept the Monthly Aviation and Community Services  
102 Report as presented.

103 **PUBLIC COMMENT:** None.

104 **APPROVAL OF SELECTION OF CONSULTANT FOR BOTH THE CLASSIFICATION AND COMPENSATION**  
105 **STUDIES (TAB 13)**

106 Ms. Tapia presented the Board of Directors with staff's recommendation to select Bryce Consulting to  
107 conduct both the Classification and Compensation studies. The Board of Directors inquired if staff could  
108 approach other local agencies with the concept of everyone going all in and participating in the studies  
109 together in the future. Staff noted that they will continue to have conversations with other Districts about  
110 the concept. There was consensus from the Board to accept staff's recommendation to select Bryce  
111 Consulting for both components of the study.

112 **PUBLIC COMMENT:** None

113 **MOTION #6 JUNE-23-2021:** Director Hetherington motioned to select Bryce Consulting to conduct both  
114 the Classification and Compensation Study for the Truckee Tahoe Airport District. And to authorize the  
115 General Manager and Human Resources Manager to finalize the Scope of Work and Contract with Bryce  
116 Consulting and authorize the Board President to sign final contracts. Director Stephens seconded the  
117 motion. Vice President Diamond, yes. Director Hetherington, yes. Director Stephens, yes. Director Rohlf,  
118 yes. The motion passed via roll call vote.

119 **BREAK:** 6:55 PM – 7:00 PM

120 **DESIGNATION OF UNRESTRICTED NET ASSETS (TAB 14)**

121 Ms. Woo reviewed the updated Policy Instruction 309 Designating the Unrestricted Net Assets. The Board  
122 requested that the control tower be removed from the Capital Projects section of PI 309.

123 **PUBLIC COMMENT:** None.

124 **MOTION #7 JUNE-23-2021:** Director Hetherington moved to approve the proposed allocations and  
125 designations of the Districts Unrestricted Net Assets for CY2020 and move to approve the revised PI 309  
126 with the removal of the Control Tower. Director Rohlf seconded the motion. Vice President Diamond, yes.  
127 Director Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call  
128 vote.

129 **NEW PILOT GROUP PROPOSAL (TAB 15)**

130 Vice President Diamond reviewed his white paper bringing forth the proposal of a new Airport Pilot Group.  
131 There was Board consensus to have staff continue working with Vice President Diamond and Director  
132 Rohlf to develop this program further into a Policy Instruction for the Board to potentially adopt, as well  
133 as to create a 30–60-minute training program for the Board to review. There was also consensus to form  
134 an Ad Hoc committee with Vice President Diamond and Director Rohlf as members.

135 **PUBLIC COMMENT:** None.

136 **CALPERS PENSION UNFUNDED LIABILITY DISCUSSION AND POSSIBLE ACTION (TAB 16)**

137 Ms. Woo reviewed the staff report reviewing the district’s unfunded liability with CalPERS, as well as  
138 various options the District can participate in to paying down the unfunded liability quicker. The Board of  
139 Directors made various comments and posed questions to District staff and Mr. Jeff Chang, pension expert  
140 with BBK Law. After review of the facts, there was Board consensus to work toward paying down the  
141 unfunded pension liability to reduce long term costs and liability to the District. There was Board  
142 consensus to give staff the option of approaching Bartle Associates to conduct a quick CalPERS review and  
143 to provide prefunding alternative analysis in time for the District’s budget workshop in August. There was  
144 also Board interest and consensus to bring an action item forward at the July Board meeting to pay down  
145 the unfunded liability associated with CalPERS.

146 **PUBLIC COMMENT:** None.

147 **MOTION #8 JUNE-23-2021:** Director Stephens approve an expenditure not to exceed \$5,000 to engage  
148 Bartel Associates to conduct a very quick CalPERS review and prefunding alternatives analysis that will be  
149 ready in time for the District’s budget workshop in August. Director Rohlf seconded the motion. Vice  
150 President Diamond, yes. Director Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The  
151 motion passed via roll call vote.

152 Director Stephens left meeting at 8:02 PM.

153 **WEBSITE, SOCIAL MEDIA, AND NEWSLETTER DISCUSSION**

154 Vice President Diamond requests to have this discussion item be placed on the July workshop agenda.  
155 There was consensus of agreement to move the discussion item to the workshop.

156 **PUBLIC COMMENT:** None.

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

- 158 • Mountain Housing Council

159 Director Stephens was absent from the meeting to provide his monthly update.

- 160 • Revenue and Cost Allocation Ad Hoc Committee Report

161 Mr. Smith provided update indicating the project continues to move forward and that staff is working on  
162 the time allocation which will be provided to the ad hoc committee. He also noted that ore information  
163 will be forth coming at the July meeting.

164 • TTWH JPA Update

165 Mr. Smith stated that the JPA gave a full update earlier in the evening. Mr. Smith also noted the JPA's  
166 need of office space for the Executive Director, and that the District has an additional office space that  
167 could be made available to the JPA. There was Board consensus to consider this proposal. Mr. Smith  
168 indicated he would try and work out an agreement based on our going rate for the leased space and that  
169 any lease would be one year or less allowing the GM to sign lease agreement.

170 • Regional GHG Collective Update

171 Vice President Diamond provided a Regional GHG Collective update. Sierra Business Council will be  
172 submitting a proposal by July 9<sup>th</sup>. Mr. Diamond indicated he is hopeful a more formal structure and  
173 proposal will be forthcoming to the Board at the July or August meetings.

174 • ACT Board of Directors Attendance

175 By Board consensus it was decided that Director Rohlf and Vice President Diamond will be attending the  
176 July ACT meeting.

177 **PUBLIC COMMENT:** None.

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

179 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the regular July Board  
180 meeting.

181 **PUBLIC COMMENT:** None.

182 **ADJOURN**

183 **PUBLIC COMMENT:** None.

184 At 8:17 PM the June 23, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

185 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JUNE 23, 2021, REGULAR BOARD MEETING.**

186 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/183495/truckee-tahoe-](https://ttm.open.media/sessions/183495/truckee-tahoe-airport-district-board-june-23-2021?category=458)  
187 [airport-district-board-june-23-2021?category=458](https://ttm.open.media/sessions/183495/truckee-tahoe-airport-district-board-june-23-2021?category=458)