

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 special meeting held Monday, July 12, 2021 via live web streaming.

3 **CALL MEETING TO ORDER:** 1:00 PM

4 **PLEDGE OF ALLEGIANCE**

5 **DIRECTORS PRESENT:** President Teresa O’Dette (via Teleconference)  
6 Vice President David Diamond (via Teleconference)  
7 Director Kathryn 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 (via  
15 Teleconference)  
16 Mr. Josh Nelson, District Legal Counsel (via Teleconference)  
17 Mr. Marc Lamb, Community Relations Manager (via Teleconference)  
18 Ms. Emily Pindar, Administrative Clerk (via Teleconference)

19 **VISITORS PRESENT:** 3

20 **MODIFICATION OF AGENDA:** None.

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

22 **PUBLIC COMMENT:** Mr. Tom Meadows, Truckee resident, made a public comment stating that the airport  
23 land along Soaring Way should only be utilized for aeronautical purposes or preserved as an open space  
24 safety buffer and that the District should not do non-aviation land leasing on that property.

25 **REVIEW OF DISTRICT MISSION STATEMENT**

26 Mr. Smith suggested a review and possible update to the District Mission Statement and proposed the  
27 addition of the word “safe” as was recommended during the recent safety gap analysis, and a change  
28 from striving for “low” impact to striving to “reduce” impact. Discussion ensued amongst the Board. There  
29 was discussion that the placement of Safe only referenced aviation safety and tha ta more Broad  
30 statement would be more appropriate. There was discussion regarding neighborhood safety and how the  
31 mission statement could reflect that need also. Board Members provided various options and edits.  
32 There was Board consensus to direct staff to gather these options and edits and bring forward verbiage  
33 options for Board review and action at the July meeting.

34 **PUBLIC COMMENT:** None

35 **2022 DISTRICT GOALS AND BUDGET DISCUSSION**

36 Mr. Smith reviewed the staff report on goal setting and SOAR (Strengths, Opportunities, Aspirations,  
37 Results) as a tool for goal setting framework. Staff and each Board member provided their SOAR analysis.  
38 Potential budget opportunity topics discussed amongst the Board and staff included: regional workforce  
39 housing, regional GHG collaboration planning/group, long term air traffic control tower plan, hangar roof  
40 replacement options, greenhouse gas initiatives, master planning, electric aircraft, EAA building facility  
41 options, community sponsorships and partnerships, a local aviation scholarship program, rates, fees, and  
42 charges review, continued flight procedures development, and education/outreach opportunities for the  
43 public, pilots and the Board, a top down communications strategy as well as updates and upgrades to

44 District website and social media. There was Board consensus to bring forward these budget  
45 opportunities and appropriate goal alignments for Board discussion and action at the next Board budget  
46 development meeting in August.

47 **PUBLIC COMMENT:** Mr. Tom Meadows, Truckee resident, made a comment regarding shade hangars  
48 being inappropriate for the Truckee climate, and objected to Very Light Jet fees. He spoke in support of  
49 an aviation scholarship program and finding a solution to improve community hangar space.

#### 50 **WEBSITE, SOCIAL MEDIA, AND NEWSLETTER DISCUSSION**

51 Mr. Smith spoke to the existing website, social media, and newsletter programs and some upcoming  
52 vendor service contract review opportunities. Discussion ensued amongst the Board regarding the over-  
53 arching web and social media communication strategies, improving the mobile functionality of webpages,  
54 the role of the airport in promotion of airfield commercial businesses, and the value of printed/mailed  
55 media. Various communication strategies were discussed including the effectiveness of the District  
56 Newsletter, proposed updates and revisions to the website, and who should select airport issues to  
57 highlight. There was not clear Board consensus on changing the Newsletter program, highlighting  
58 business at the airport, or direction on the overall communications program of the District at this  
59 workshop. There was consensus amongst the Board to continue discussing the development of a top-  
60 down communication strategy and content policy at a future meeting and to include this topic in our 2022  
61 Budget discussion. Staff did confirm that they would not publish another issue of Connected without  
62 Board input on topics and stories. The next edition is Fall of 2021.

63 **PUBLIC COMMENT:** None

#### 64 **POSSIBLE LAND ACQUISITION WITH FOREST SERVICE**

65 Mr. Smith reviewed a workforce housing development and open Space opportunity on Forest Service land  
66 that the U.S. Forest Service is exploring, along with a potential partnership with the JPA. As a result of this  
67 potential development, he was made aware of Forest Service surplus property that will be sold to highest  
68 bidder and that they may offer an opportunity for the Airport or other public agency purchase via a  
69 partnership with the Truckee Donner Land Trust. Discussion ensued amongst the Board. There was  
70 consensus among the Board to continue to explore the purchase opportunity and bring back more  
71 information at a future meeting for discussion.

72 **PUBLIC COMMENT:** None

#### 73 **ADJOURN**

74 **MOTION #1 JULY 12,2021:** Vice President Diamond motioned to adjourn the meeting. Director  
75 Hetherington seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director  
76 Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

77 At 3:35 PM the July 12, 2021, special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

78 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JULY 12, 2021 SPECIAL BOARD MEETING.**