

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 special meeting held Wednesday, August 25, 2021, via live web streaming.

3 **CALL MEETING TO ORDER: 1:31 PM**

4 **PLEDGE OF ALLEGIANCE**

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

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11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager (via Teleconference)
12 Mr. Hardy Bullock, Director of Aviation & Community Services (via
13 Teleconference)
14 Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)
15 Mr. Dave Hoffman, Director of Operations and Maintenance (via Teleconference)
16 Mr. Josh Nelson, District Legal Counsel (via Teleconference)
17 Mr. Marc Lamb, Community Relations Manager (via Teleconference)
18 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)
19 Ms. Emily Pindar, Administrative Clerk (via Teleconference)

20 **VISITORS PRESENT: 5**

21 **MODIFICATION OF AGENDA:** None.

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

23 **PUBLIC COMMENT:** None.

24 **PRELIMINARY BUDGET PRESENTATION FY 2022**

25 • District Budget Opportunity Discussion

26 Mr. Smith reviewed objectives for the Budget Workshop. Staff and Board will discuss budget opportunities
27 for funding consideration in 2021 and beyond as well as other items the Board would like to discuss. Mr.
28 Smith noted that the first preliminary budget and narrative will be presented at the September 22nd
29 regular Board meeting. Mr. Smith stated that the Board will only be hearing information and be giving
30 guidance to staff, there will be no action taken on any budget items discussed. Mr. Smith reviewed the
31 budget timeline, with final approval taking place at the December 1st regular board meeting.

32 Ms. Smith and Ms. Woo reviewed the operating revenues, operating expenditures as well as the
33 capital/operating reserves. Discussion ensued amongst Board and staff about details surrounding the cost
34 allocation study and how that might change the budget and how it’s presented.

35 Mr. Smith reviewed the following staff budget opportunities:

36 • Pavement Management

37 Mr. Smith reviewed the Pavement Management budget opportunity. Staff proposes to include \$950,000
38 for annual pavement maintenance projects. These funds will be used to meet our AIP FAA match
39 requirement for new FY2022 projects as well as one other non-AIP eligible pavement project. Staff would
40 like to complete the warehouse parking lot expansion and access gate project. Engineers estimate for that
41 project was \$948,983. The only AIP project for 2022 is the Runway 02/20 reconstruction work, which is
42 100% funded by the FAA. The updated 5-year ACIP will be presented for approval at the September 22,
43 2021, Board meeting. Discussion ensued regarding the Pavement Maintenance/Management Plan, and

44 the revised design of lengthening and widening of runway 02/20. There was Board consensus for staff to
45 bring forth additional information regarding the additional design work for Runway 02/20 and to put the
46 current design work on hold pending discussion at the September 22, 2021, regular board meeting.

47 **PUBLIC COMMENT:**

48 • Ms. Tapia read aloud the following written public comments:

49 Mr. Collin Butcher submitted a written public comment requesting a reduction of funds for pavement
50 management.

51 • Warehouse Parking and West Hangar Rows Access Gate

52 Mr. Smith reviewed the Warehouse Parking and West Hangar Row Access Gate budget opportunity. This
53 new access road would move all west hangar access to a more efficient access point away from medivac,
54 fuel farm, and operations facilities. This would also give an opportunity to provide more parking spaces
55 at our current warehouse area. This project is not eligible for FAA AIP funding. Due to rapidly escalating
56 construction costs in 2021 the engineers estimate is \$900,000. There was Board consensus to wait on any
57 future pavement work to expand the Warehouse parking due to the very high construction costs in hopes
58 that prices could come down. Staff indicated that the design and permitting will be completed but that
59 we would not include the construction costs in the Budget. Funding for Regional Housing, Transit, and
60 Agency Partnerships

61 Mr. Smith reviewed the Funding for Regional Housing, Transit and Agency Partnerships funding
62 opportunity. Staff Proposes \$1,000,000 for Housing, Transit, and Agency Partnerships in FY2022. This is
63 the same amount of funding as 2021. Mr. Smith reviewed the District's current commitments and cost
64 amounts of those commitments from prior years. There was Board consensus to accept staff's proposal
65 of \$1,000,000 for housing, transit, and agency partnerships for FY 2022.

66 **PUBLIC COMMENT:** None

67 • Community Sponsorships and Partnerships

68 Mr. Smith reviewed the Community Sponsorships and Partnerships budget opportunity. Staff proposes
69 the FY 2022 budget to include \$100,000 for sponsorships (\$0 - \$3,000). Discussion ensued regarding the
70 possibilities of a scholarship program and a matching/challenge requirement with other public agencies
71 for Agency Partnerships. There was consensus from the Board to accept staff's proposal of \$100,000 for
72 community sponsorships, and for staff to bring back further information about the possibilities of a
73 scholarship program. There was also consensus to include \$15000 for a potential scholarship program.

74 **PUBLIC COMMENT:** None

75 • GHG Funding and Projects

76 Mr. Smith reviewed the GHG Funding and Projects budget opportunity. Mr. Smith reviewed a list of
77 recommended projects, with a total budget request of \$270,000. Discussion ensued regarding each listed
78 project. There was Board consensus for staff to implement all of Director Hetherington's requests listed
79 on her board discussion document under GHG, and to not fund the Good Traveler Program.

80 **PUBLIC COMMENT:** None

81 • Airport Master Plan Update

82 Mr. Smith reviewed the Airport Master Plan Update budget opportunity. Staff estimates \$400,000 to
83 complete this project. If the Board desires to consider a 3rd Runway for submittal to FAA for review, an

84 addition \$300,000 should be budgeted for a NEPA compliant Environmental Impact Statement. FAA will
85 not review a 3rd Runway proposal without a full NEPA review. The Master Plan is a very large project
86 requiring significant staff time. Other larger or involved studies should be tabled in 2022 to complete this
87 work. Discussion ensued regarding Resolution 2004-03, alternative runway 16-34, wind rose study for
88 daytime wind, project work that would need to be sidelined if a Master Plan Update is initiated. There
89 was Board consensus to have Director Stephens and Director Hetherington work as an Ad Hoc Committee
90 for a potential Master Plan Update. Partial or Full Update is yet to be determined. District Counsel
91 suggested that the Board include the Ad Hoc Committee creation on the next meeting agenda to formally
92 approve the Committee.

93 **PUBLIC COMMENT:** None.

94 • District Employee Staffing Request

95 Mr. Smith reviewed the District Employee Staffing Request budget opportunity. Staff is considering
96 additions to staff for Aviation and Community Services and Operations and Maintenance Department for
97 2022. Staff is considering full time permanent Administrative Clerk support to staff front counter of
98 Administrative Offices, as well as additional ramp support personnel to accommodate the influx of activity
99 on our FBO Service ramp as well as to attend to airfield maintenance needs. Mr. Smith noted that staff
100 plans to bring a proposal forward at a future Budget review outlining this proposal. There was Board
101 discussion regarding the benefit of having a seasonal talent pool to draw from, and concern regarding
102 baggage handling by District O&M Staff. There was consensus from the Board for staff to add “FBO
103 customer service offerings” as an agenda item for Board Discussion and deliberation at a future Board
104 meeting.

105 **PUBLIC COMMENT:** None.

106 • Replace Caterpillar Loader

107 Mr. Smith reviewed the budget opportunity to replace the District’s Caterpillar Loader. The new loader
108 cost is \$239,293. This price was procured through our US Communities national procurement system.
109 The previous loader likely has a market value of \$35,000 to \$45,000. These funds will be used to offset
110 the price of the new equipment. The current Loader is 25 years old and in need of replacement. It is also
111 an Air Quality Emissions Tier 1. There was Board consensus to accept staff’s budget request to replace the
112 Caterpillar Loader.

113 **PUBLIC COMMENT:** None.

114 • Warehouse Sprinkler System

115 Mr. Smith noted that staff has been studying the need and ability to install a sprinkler system for a few
116 years. Now that tenant improvement work is complete staff proposes to install this system. Estimated
117 cost is \$350,000. This would be for a dry system. Discussion ensued amongst the Board regarding the cost
118 estimate of the sprinkler system budget opportunity. There was consensus to include this item in the
119 budget but the Board would like it flagged pending RFP bid responses.

120 **PUBLIC COMMENT:** None.

121 • Additional Payment to CalPERS Unfunded Accrued Liability (UAL)

122 There was Board consensus to include the \$500,000 additional payment to address the Unfunded Accrued
123 Liability related to the District’s employee pension system in the FY 2022 Budget.

124 **PUBLIC COMMENT:** None.

- 125 • Proposed Studies for 2022

126 Mr. Smith reviewed the following studies proposed for 2022:

- 127 • Fuel Farm Jet A Storage Capacity Analysis - \$10,000
128 • Control Tower Design Feasibility Study - \$50,000
129 • ATIS/FDIS Analysis - \$20,000
130 • Communications Plan - \$25,000
131 • TTAD Website Redesign - \$75,000
132 • Replacement Building for Current EAA Building - \$25,000
133 • Analysis of Hangar Row Replacement with Shade Hangar - \$25,000

134 Discussion ensued regarding the proposed studies for 2022. There was Board consensus to remove the
135 Fuel Farm Jet A Storage Capacity Analysis and the Replacement Building for EAA from the budget. There
136 was Board consensus to accept the control tower design feasibility study, communications plan, TTAD
137 website redesign and the hangar row replacement with shade hangar analysis and add them to the
138 budget. There was Board consensus that an ATIS FDIS study is not needed, but direction was given to staff
139 to get a cost estimate of the system and bring it back to the Board for purchase approval.

140 **PUBLIC COMMENT:** None.

- 141 • Additional List of Budget Items for Consideration in 2022

142 Mr. Smith reviewed the additional list of Budget items.

143 The Directors asked various questions regarding the additional list of budget items for consideration in
144 2022. There was Board consensus to flag the 2022 Air Show pending the Air Show Committee's
145 presentation at the September Board meeting, to bring back further information regarding the network,
146 security, GIS and webservice equipment, the additional perimeter fencing, the Playground Expansion, as
147 well as the Hangar 1 Door replacement.

148 **PUBLIC COMMENT:**

- 149 • Ms. Tapia read aloud the following written public comments:

150 Ms. Kimberly Person submitted a written public comment regarding the need for the airport to not be
151 supported by property taxes.

152 Mr. Collin Butcher submitted a written public comment requesting the Board to reallocate the funds used
153 for the Airshow to noise mitigation efforts (i.e.: soundproofing).

154 Mr. Smith reviewed the Budgeting process timeline for the Board of Directors.

155 **ADJOURN**

156 **MOTION #1 AUGUST-25-2021 S:** Director Stephens motioned to adjourn the meeting. Director
157 Hetherington seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director
158 Stephens, yes. The motion passed via roll call vote.

159 At 4:15 PM the August 25, 2021, special meeting of the Truckee Tahoe Airport Board of Directors
160 adjourned.

161 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 25, 2021, SPECIAL BOARD MEETING.**
162 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://tm.open.media/sessions/227906/truckee-tahoe-](https://tm.open.media/sessions/227906/truckee-tahoe-airport-budget-workshop-august-25-2021?category=458)
163 [airport-budget-workshop-august-25-2021?category=458](https://tm.open.media/sessions/227906/truckee-tahoe-airport-budget-workshop-august-25-2021?category=458)