

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

3 **CALL MEETING TO ORDER:** 4:32 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 Mr. David Van Quest, Noise Associate (via Teleconference)
19 Ms. Emily Pindar, Administrative Clerk (via Teleconference)
20 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

21 **VISITORS PRESENT:** 6

22 **MODIFICATION OF AGENDA:** None.

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

24 **PUBLIC COMMENT:** None.

25 **CONSENT ITEMS**

- 26 • Minutes: July 28, 2021 Special Meeting ----- TAB 01
- 27 • Minutes: July 28, 2021 Regular Meeting ----- TAB 02
- 28 • Monthly Service Bills and Fees -July 2021 ----- TAB 03
- 29 • Airport Tenant Consumer Price Index Adjustment ----- TAB 04

30 Vice President Diamond requested to pull Tab Item 04. Director Hetherington requested to pull Tab Item
31 02.

32 **PUBLIC COMMENT:** None.

33 **MOTION #1 AUGUST 25, 2021:** Director Stephens motioned to approve Tab Items 01 & 03 on the Consent
34 Calendar. Director Diamond seconded the motion. President O’Dette, yes. Vice President Diamond, yes.
35 Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call
36 vote.

37 Director Hetherington requested the public comment section of the special minutes not be summarized.
38 Discussion ensued regarding Director Hetherington’s request. There was Board consensus for staff to hire
39 an entity to transcribe the public comment section of the July 28, 2021 Special Board meeting, attach the
40 transcription as an addendum to the minutes and to place them on the September agenda for approval.

41 Vice President Diamond requested the CPI increase item not be considered until the Airport Fees are
42 reviewed and possibly increased. Discussion ensued regarding Vice President Diamond's request. There
43 was Board consensus to approve Tab Item 04.

44 District Counsel Nelson noted that Vice President Diamond needs to recuse himself from the vote as he is
45 a current hangar tenant of the Airport.

46 **PUBLIC COMMENT:**

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

48 Mr. Collin Butcher submitted a written public comment requesting an increase in hangar fees as well as a
49 better curfew compliance program for hangar tenants.

50 **MOTION #2 AUGUST 25, 2021:** Director Stephens motioned to approve Tab Items 04. Director Rohlf
51 seconded the motion. President O'Dette, yes. Director Stephens, yes. Director Rohlf, yes. Director
52 Hetherington, yes. The motion passed via roll call vote. Director Diamond recused himself.

53 **JULY 26, 2021, AIRCRAFT ACCIDENT UPDATE (TAB 05)**

54 Mr. Bullock provided an update on the July 26, 2021 Aircraft Accident. Discussion ensued regarding what
55 the District can do to help speed up the clean up effort without inserting themselves within the scope that
56 is the insurance company's responsibility. District Counsel Nelson advised the Board that they cannot take
57 action on this item, but they can schedule it to be placed on the agenda at a future Special or Regular
58 meeting as a closed session item.

59 **PUBLIC COMMENT:**

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

61 Mr. John Jones, Jr. submitted a written public comment supporting the lengthening and widening of
62 Runway 02/20.

63 **FRIENDS OF THE LIBRARY PRESENTATION (TAB 06)**

64 Ms. Kathleen Egan and Ms. Louisa Zabrinke reviewed the Friends of the Library Presentation for the
65 Board. Discussion ensued regarding the history of the library and about the Friend of the Library group.
66 The Board thanked Ms. Egan and Ms. Zabrinke for their presentation.

67 **PUBLIC COMMENT:** None.

68 **GENERAL MANAGERS REPORT (TAB 07)**

69 Mr. Smith noted that the Air Show Agreement within the GM Report is a "preview", as they will bring
70 forward a formal presentation in September or October. The Board posed questions and comments
71 regarding the "preview" agreement for the Air Show. Discussion ensued regarding Air Show contract
72 length (too long), the need for "off ramps" in the contract, insurance requirements, GHG analysis of the
73 air show, significant scaling back the air show, concerns regarding the Optimists "regranting" the funds it
74 receives from the Air Show.

75 Ms. Stacey Justesen, President of the Optimists reviewed who the Optimists were, what they do with
76 fundraised funds, and the mission of their organization.

77 Mr. Smith noted again that a full proposal will be presented in September or October.

78 **PUBLIC COMMENT:**

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

80 Ms. Yvonne Dukes submitted a written public comment not in support of the District hosting future Air
81 Shows.

82 Ms. Darcy Blond submitted a written public comment regarding the need to reevaluate airport funding to
83 be reallocated for the benefit of the surrounding community.

84 Discussion ensued regarding ACT and the need for pilot involvement in the group, and items noted in the
85 Safety and Security report.

86 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 10)**

87 The Board posed questions and comments regarding items within the Aviation and Community Services
88 Department report. Discussion ensued regarding increase in fuel sales, aeronautical statistics, FAA FSDO
89 ramp presence, an increase the years displayed on the aircraft incident dot map to 30 years, and the trend
90 analysis for annual aircraft operations. There was Board discussion regarding the appropriate way to
91 present this information. There was consensus from the Board for staff to bring back a framework for the
92 “dot map” presentation going back 10 years to start and see what it looks like. Staff will also include
93 sample graphs and maps.

94 **PUBLIC COMMENT:** None.

95 **REGIONAL GREENHOUSE GAS (GHG) COLLECTIVE PROPOSAL (TAB 11)**

96 Mr. Smith noted that staff is requesting the Board to review and consider approval of the attached
97 Greenhouse Gas (GHG) Emissions Reduction Coalition Memorandum of Understanding (MOU) between
98 the Truckee Tahoe Airport District (TTAD), Truckee Donner Public Utility District (TDPUD), and Town of
99 Truckee, establishing a formal commitment from the parties to define and create an on-going agency and
100 community collaboration focused on reducing regional GHG emissions and speeding the ability of the
101 community to address the impacts of climate change and achieve carbon neutrality.

102 **PUBLIC COMMENT:**

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

104 Mr. Collin Butcher submitted written public comment requesting the greenhouse gas infographic
105 prominently displayed in various locations at the airport.

106 **MOTION #3 AUGUST 25, 2021:** Director Hetherington motioned accept and approve TTAD participation
107 in the GHG Emissions Reduction Coalition per the attached MOU with a funding commitment not to
108 exceed \$17,000 or 1/3 of program costs as outlined in MOU. Director Rohlf seconded the motion.
109 President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director
110 Hetherington, yes. The motion passed via roll call vote.

111 **PRIMARY CONTROL MANAGEMENT DOCUMENTS (PMCD) DISCUSSION (TAB 12)**

112 Mr. Bullock reviewed the PMCD power point presentation that included the question “what are PMCD’s”,
113 why PMCD’s are important, history of how the PMCD process was completed by the District, and answers
114 to common questions regarding the PMCD’s. Discussion ensued regarding how staff has utilized the
115 PMCD’s since their approval and the idea of having workshops to discuss and evaluate/revise the PMCD’s
116 further. There was not Board consensus to have workshops specifically related to PMCDs. It was
117 suggested that if Directors have questions regarding information in the PMCDs to present those to staff.

118 **PUBLIC COMMENT:** None

119 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 13)**

120 • Pilot Group Ad Hoc Committee Update

121 Vice President Diamond provided an update for the Pilot Group Ad Hoc Committee. Staff indicated that
122 more information will be forth coming on this program at the September Board meeting.

123 • Revenue and Cost Allocation Ad Hoc Committee Report

124 Director Hetherington noted that a new draft of the Employee Time Allocation table as well as other Cost
125 allocation tables were under review by the Committee.

126 • ACT Board of Directors Attendance

127 Director Rohlf and Director Diamond noted that they would attend the September meeting. Director
128 Hetherington and President O’Dette noted that they will attend the October meeting.

129 **PUBLIC COMMENT:** None.

130 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 14)**

131 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the September and October
132 Board meetings.

133 **PUBLIC COMMENT:** None.

134 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS**

135 Mr. Smith reported on his participation in the SWAAAE Conference in Reno, NV where he presented on
136 the Districts GHG reduction programs.

137 **MEETING REVIEW AND STAFF DIRECTION**

138 Mr. Smith reviewed the list of items directed by the Board for staff to complete including:

139 • Transcribe Public Comment from Special Meeting Minutes from the July 28th
140 • Schedule a closed session for next week to discuss the Districts option on accident site clean up
141 • Invite Derek Bosserman to receive a Resolution of Commendation from the District
142 • Provide drafts of accident Data and Maps going back 10 years for Board review as first draft before
143 final decisions are made.
144 • Show projected increases in piston, turbo prop, and jet operations on District annual operations
145 graphics.
146 • Send a Hard Copy of PMCDs to Director O’Dette

147 **CLOSED SESSION: 7:28 PM**

148 • CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
149 ○ Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section
150 54956.9: 1 case.

151 • QUARTERLY GM PERFORMANCE REVIEW

152 **PUBLIC COMMENT:** None

153 **ADJOURN OUT OF CLOSED SESSION: 8:32 PM**

154 President O’Dette noted that there was no reportable action.

155 **ADJOURN**

156 **PUBLIC COMMENT:** None

157 **MOTION #3 AUGUST 25, 2021:** Director Hetherington motioned to adjourn the meeting. Director
158 Stephens seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens,
159 yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

160 At 8:33 PM the August 25, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors
161 adjourned.

162 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 25, 2021, REGULAR BOARD MEETING.**
163 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://tm.open.media/sessions/227907/truckee-tahoe-](https://tm.open.media/sessions/227907/truckee-tahoe-airport-board-meeting-august-25-2021?category=458)
164 [airport-board-meeting-august-25-2021?category=458](https://tm.open.media/sessions/227907/truckee-tahoe-airport-board-meeting-august-25-2021?category=458)