

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, September 22, 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 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. Brent Collinson, District Legal Counsel (via Teleconference)
18 Ms. Emily Pindar, Administrative Clerk (via Teleconference)
19 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

20 **VISITORS PRESENT:** 22

21 **MODIFICATION OF AGENDA:** President O’Dette requested to move Agenda Item 15 – *FY 2022 Preliminary*
22 *Draft #1 of Budget Narrative and First Draft of 2022 Goals* after the Management Team Reports. There
23 was Board consensus for President O’Dette’s request.

24 **SPECIAL ORDERS OF BUSINESS:**

- 25 • Resolution 2021-05 Commendation to Mr. Derek Bosserman (TAB 01)

26 Director Hetherington read aloud Resolution 2021-05 in its entirety. Board and staff thanked Mr.
27 Bosserman for his bravery and quick thinking on July 26, 2021.

28 **PUBLIC COMMENT:** None.

29 **MOTION #1 SEPTEMBER 22, 2021:** Director Hetherington motioned to approve Resolution 2021-05
30 Commendation to Mr. Derek Bosserman. Director Stephens seconded the motion. President O’Dette,
31 yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes.
32 The motion passed via roll call vote.

- 33 • Recognition of Truckee Tahoe Airport Air Traffic Control Tower as one of Midwest ATC Towers of
34 the year.

35 ~~Mr. Bullock~~ Vice President Diamond noted that KTRK’s ATC was recognized as one of Midwest ATC Towers
36 of the Year. Ms. Amy St. Pierre of Midwest ATC expressed her appreciation for tower staff. Mr. Larry
37 Finney, KTRK ATC Tower Manager expressed appreciation to Midwest ATC for recognizing his team.

38 **PUBLIC COMMENT:**

39 Ms. Laurel Lippert made a public comment in support of the District hosting the Air Show in 2022.

40 Ms. Linda (Sunny) Todd made a public comment in support of the District hosting the Air Show in 2022.

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

Commented [LT1]: Edit suggestion by David Diamond

42 Mr. Vince Bruno submitted a written public comment in reviewing the September 11, 2021, Young Eagles
43 Flights hosted by EAA Chapter 1073.

44 Ms. Olivia Koster submitted a written public comment in support of the District hosting the Air Show in
45 2022.

46 Ms. Pat McKechnie submitted a written public comment in support of the District hosting the Air Show in
47 2022.

48 Ms. Helen Pelster submitted a written public comment in support of the District hosting the Air Show in
49 2022.

50 Mr. Javier Castellar submitted a written public comment in support of the District hosting the Air Show in
51 2022.

52 Mr. Rob Koster submitted a written public comment in support of the District hosting the Air Show in
53 2022.

54 Mr. Steven Chappelle submitted a written public comment in support of the District hosting the Air Show
55 in 2022.

56 Mr. Ben Thompson submitted a written public comment in support of the District hosting the Air Show in
57 2022.

58 Ms. Nataly Zarate submitted a written public comment in support of the District hosting the Air Show in
59 2022.

60 Mr. Norm Nicholls submitted a written public comment in support of the District hosting the Air Show in
61 2022.

62 Ms. Leanna Jacuzzi submitted a written public comment in support of the District hosting the Air Show in
63 2022.

64 Ms. Kim Yamauchi submitted a written public comment in support of the District hosting the Air Show in
65 2022.

66 Ms. Sheila Greeno submitted a written public comment in support of the District hosting the Air Show in
67 2022.

68 Ms. Jen Parker submitted a written public comment in support of the District hosting the Air Show in 2022.

69 Mr. Rick Tavan submitted a written public comment in support of the District hosting the Air Show in 2022.

70 “Support the Truckee Tahoe Airshow and Family Festival” group submitted a written public comment in
71 support of the District hosting the Air Show in 2022.

72 **CONSENT ITEMS**

73 • Minutes: July 28, 2021 Special Meeting ----- TAB 02

74 • Minutes: August 10, 2021 Special Meeting ----- TAB 03

75 • Minutes: August 25, 2021, Special Meeting ----- TAB 04

76 • Minutes: August 25, 2021, Regular Meeting ----- TAB 05

77 • Minutes: September 01, 2021, Special Meeting ----- TAB 06

78 • Abandonment of Public Utility Easement on Soaring Ranch property ----- TAB 07

79 • Monthly Service Bills and Fees – August 2021 ----- TAB 08

80 **PUBLIC COMMENT:** None.

81 **MOTION #2 SEPTEMBER 22, 2021:** Vice President Diamond motioned to approve the Consent Items:
82 Tab Items 02-08. Director Stephens seconded the motion. President O’Dette, yes. Vice President
83 Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion
84 passed via roll call vote.

85 **JULY 26, 2021, AIRCRAFT ACCIDENT UPDATE (TAB 09)**

86 Mr. Bullock provided an update on the July 26, 2021 Aircraft Accident. The Board thanked staff for their
87 efforts in helping aid communication between the residents of Martis Valley Estates and the Aircraft
88 Insurance Company which has resulted in timely mop up mitigation.

89 **PUBLIC COMMENT:** None.

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

91 Mr. Smith inquired if the Board had any questions or comments on the General Managers Report. The
92 Board noted that they had no questions or comments.

93 **PUBLIC COMMENT:** None.

94 **OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 11)**

95 Mr. Hoffman inquired if the Board had any questions or comments on the Operations and Maintenance
96 Department Report. Discussion ensued regarding cost figures for the various projects noted in the
97 facilities maintenance plan. Mr. Hoffman reviewed the cost figures for the Board of Directors. Further
98 discussion regarding specific project costs will take place in the budget review discussion.

99 **PUBLIC COMMENT:** None.

100 **FINANCE AND ADMINISTRATION DEPARTMENT REPORT (TAB 12)**

101 Ms. Woo inquired if the Board had any questions or comments on the monthly financial report. Discussion
102 ensued regarding the monthly financials matching the annual budget numbering system. There was Board
103 consensus to have the monthly financials match the annual budget numbering system.

104 **PUBLIC COMMENT:** None.

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

106 The Board posed questions and comments regarding items within the Aviation and Community Services
107 Department report. Discussion ensued regarding monthly flight procedure updates and various levels of
108 conversations between the Flight Tech Engineering team and Oakland Center and NorCal Approach,
109 consistency of operational charts reflected in the Operations and Comment report, certification of
110 monthly charts, decommissioning timeline of the MLAT system, and aircraft accident tables and map.
111 There was further discussion regarding comparable airports (re: level of pilots, pilot familiarity, safety,
112 difficulty, terrain, "tourist" destination, etc.) to Truckee Tahoe Airport in regard to the aircraft accident
113 tables and maps. There was Board consensus for staff to update those charts and map that reflect the
114 Board’s requests and bring them back for Board review at a future Board meeting.

115 **PUBLIC COMMENT:**

116 Ms. Patty’s iPad made a public comment regarding the aircraft accident tables and map.

117 Mr. Collin Butcher made a public comment regarding the aircraft accident tables and map.

118 **FY 2022 PRELIMINARY DRAFT #1 OF BUDGET NARRATIVE AND FIRST DRAFT OF 2022 GOALS (TAB 16)**

119 Ms. Woo reviewed the 2022 Budget Draft #1 with Narrative and Capital Summary. Ms. Woo also noted
120 that the proposed security fencing map was included as an attachment document, per the request of the
121 Board at the August Budget workshop. After a general review of the Budget Narrative, Director

122 Hetherington asked questions on various budget line items in the proposed Budget and narrative. Ms.
123 Woo responded to each inquiry. Due to the comprehensiveness and detail of this line item review, the
124 following link is provided to listen and/or watch this portion of the meeting. Please use the following link:
125 [https://ttm.open.media/sessions/229101/truckee-tahoe-airport-board-september-22-](https://ttm.open.media/sessions/229101/truckee-tahoe-airport-board-september-22-2021?category=458)
126 [2021?category=458](https://ttm.open.media/sessions/229101/truckee-tahoe-airport-board-september-22-2021?category=458) and forward the recording to 1:53:51.

127 **PUBLIC COMMENT:** None.

128 Staff thanked the Board for the budget input and indicated that the 2nd Draft of the Preliminary Budget
129 will be next reviewed at the October 27, 2021 meeting in preparation for a December 1, 2021 Adoption.
130 The Board asked staff to include the following in the 2nd Draft of the 2022 Budget:

- 131 1. Increase fuel margins for Jet A to 2.75 per gallon.
- 132 2. Review double check closely the hangar rent, and other business leasing projections along
133 with CPI on those projections for accuracy.
- 134 3. Leave staffing (2 new FTEs) as proposed in budget.
- 135 4. Program into future agenda a discussion on whether Home Basing Incentive is still necessary
- 136 5. Provide more budget clarity on Website maintenance, editing, and design questions which
137 were sprinkled in various line items.
- 138 6. Remove Hangar 1 Door and electrical from Capital Budget
- 139 7. Remove playground expansion from Capital Budget

140 **BREAK:** 8:00 PM – 8:06 PM

141 **PAVEMENT MAINTENANCE PLAN REVIEW AND ACCEPTANCE (TAB 14)**

142 Mr. Smith reviewed the staff report and noted that Mr. Damon Brandley of Brandley Engineering is
143 present and has answers to the questions that were posed by the Board at last month's Board meeting.
144 Mr. Smith noted that this is a 5–7-year update of the Pavement Maintenance Plan; the Board reviews and
145 accepts the plan, not approves it. The plan can be modified, adjusted, and updated at any time. Mr. Smith
146 also noted a potential Maximum Take Off Weight (MTOW) Board Policy Instruction which would restrict
147 aircraft to the 50/80 standard for Runways 11/29 and 35/50 for Runway 2/20. The Board posed various
148 questions and comments to Staff and Mr. Brandley. Discussion ensued regarding the use of an MTOW as
149 a way to protect pavement as well as the process to adopt an MTOW Board Policy Instruction, possible
150 liability if the District implements a MTOW Board Policy, how the District could enforce a MTOW Board
151 Policy, and the type of penalties that could be attached to the MTOW Board Policy. There was Board
152 consensus for staff move the possible acceptance of the Pavement Maintenance Plan to the December
153 Board Meeting, and for a first review of the MTOW Board Policy in October.

154 **PUBLIC COMMENT:**

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

156 Mr. Adam Lauber submitted a written public comment requesting the Board to reject the approval of the
157 pavement management plan.

158 Mr. Tod Vedock submitted a written public comment requesting the board to reject the approval of the
159 pavement management plan.

160 Ms. Susan Safipour submitted a written public comment requesting the board to reject the approval of
161 the pavement management plan.

162 Ms. Stacy Russel submitted a written public comment requesting the board to reject the approval of the
163 pavement management plan.

164 Ms. Sarah Kane submitted a written public comment requesting the board to reject the approval of the
165 pavement management plan.

166 • Live Public Comment:

167 Mr. Tod Babarovich made a public comment requesting the board to reject the approval of the
168 pavement management plan.

169 Mr. Collin Butcher made a public comment requesting the board reject the approval of the pavement
170 management plan.

171 **RECONSIDERATION OF THE WIDENING AND EXTENDING OF RUNWAY 02/20 AND REVIEW OF PROPOSED**
172 **RUNWAY 16/34 (TAB 15)**

173 Mr. Smith noted that it is Staff's recommendation for the Board to Review and reconsider the option to
174 include design and bidding of the Runway 2/20 widening and extension option as identified in the 2015
175 Airport Master Plan as part of the 2/20 reconstruction design grant received from FAA. This proposal is
176 for design and bidding costs only. Once a bid is received the Board will have the opportunity to choose
177 whether to complete the project. Mr. Smith reviewed additional information regarding a new Runway
178 proposal referred to as Runway 16/34. This runway would potentially be constructed on the east side of
179 the airport east of all current runways. This Runway as proposed would be approximately 6300 feet in
180 length at 100 feet wide. Should it be pursued, it may negate the need for the widening and extending of
181 2/20. It should be noted this runway is not on the current Airport Layout Plan and still needs to be included
182 in the Master Plan, ALP, receive environmental review, airspace review and FAA approval. The Board
183 posed various questions and comments to Staff. Discussion ensued regarding the unlikelihood of heavier
184 aircraft using Runway 02/20 if it were widened and lengthened, approach differences between Runway
185 02/20 and Runway 16/34, studying Runway 16/34 during the Master Plan process, whether or not the
186 District can perform its own EIS/NEPA for Runway 16/34, and conducting a Master Plan on an
187 "accelerated" timeline.

188 **PUBLIC COMMENT:**

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

190 Mr. Tod Vedock submitted a written public comment requesting the Board to reject the approval of
191 lengthening and widening runway 02/20 and expressed support for Runway 16/34.

192 Mr. Keith Sutton submitted a written public comment requesting the Board to reject the approval of
193 lengthening and widening runway 02/20.

194 • Live Public Comment:

195 Mr. Keith Sutton made a public comment ~~that could not be heard on the recording. Email sent to Keith to~~
196 ~~obtain his public comment. In support of Runway 16/34. Mr. Sutton requested staff forward him copies~~
197 ~~of the Runway Utilization Report and Aviation Forecast Report.~~

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198 Mr. Todd Barbarovich made a public comment expressing support for the construction of Runway 16/34.

199 Mr. Keith Butcher made a public comment to not in support of lengthening and widening runway 02/20
200 and expressed support for Runway 16/34.

201 **MOTION #3 SEPTEMBER 22, 2021:** Vice President Diamond motioned to have Staff take no further action
202 on the expansion or widening of Runway 02/20, and to direct Staff to define a plan of action to satisfy the
203 requirements of starting the process into Runway 16/34, which should include a project timeline, and be
204 brought to the Board within the next three months. Director Rohlf seconded the motion. President

205 O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director
206 Hetherington, yes. The motion passed via roll call vote.

207 **MOTION #4 SEPTEMBER 22, 2021:** Vice President Diamond motioned to postpone any further
208 reconstruction activities on Runway 02/20 until the Board has decided about Runway 16/34. Director
209 Hetherington seconded the motion. President O'Dette, abstain. Vice President Diamond, yes. Director
210 Stephens, abstain. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

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

- 212 • Revenue and Cost Allocation Ad Hoc Committee Report

213 Director Hetherington noted that the draft report has been adapted once more, which will be reviewed
214 by the Board at the October meeting.

- 215 • Master Plan Ad Hoc Committee formation

216 There was Board consensus to have Director Stephens and Director Hetherington to participate as Ad Hoc
217 committee members.

- 218 • ACT Board of Directors Attendance

219 Director Rohlf and Director Hetherington noted that they would attend the October meeting.

- 220 • Truckee Tahoe Pilot Group Ad Hoc Committee Update

221 There was Board consensus that the Pilot Group Policy Instruction was ready for approval and that the
222 proposed 60-minute education program outline was agreeable to the Board. Mr. Smith indicated that PI
223 would come back to the Board for formal approval at the October Board Meeting and that staff will work
224 on the education program and complete that as soon as possible.

225 **PUBLIC COMMENT:** None.

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

227 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the October Board meeting.

228 **PUBLIC COMMENT:** None.

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

230 None to report.

231 **MEETING REVIEW AND STAFF DIRECTION**

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

- 233 • Provide FMP expenses update on projects complete and relation to Plan.
- 234 • Include narrative line numbers on the Income Statement.
- 235 • Prepare an Annual Report with Financial Audit in the spring of each year with significant
236 operational and financial numbers.
- 237 • Update Accident Data Sheets with items like pilot error, mechanical failure, familiarity with area,
238 transit vs. local. Staff indicated they would see what data is available and incorporate all available
239 data and return and report findings to Board.
- 240 • Staff to provide ~~air show funding and~~ record of cost and expenditures including how the funding
241 is used for past shows.
- 242 • Bring an MTOW Policy forward in October and PMMP in December.

Commented [LT3]: Suggested edit by Kevin Smith

- 243 • Finish RFP for Master Plan and forward to Ad Hoc Committee. Board to approve at Oct. 27th
244 Meeting.
245 • Provide minutes to Board within 7 days of Meeting for pre-review.

246 These items are in addition to direction given to staff in formal motions as stated in the minutes.

247

248 **BOARD MEMBER ANNOUNCEMENTS**

249 Director Diamond requested to have the minutes sent to the Board of Directors within a week of the
250 conclusion of the monthly Board meetings so the Board could “review possible errors” prior to posting
251 the minutes. Staff noted that can be done but asked for flexibility if the Board has multiple meetings a
252 month. Ms. Tapia requested the Board Policy Instruction for the Minutes be updated to reflect this
253 request.

254 **PUBLIC COMMENT:** None.

255 **CLOSED SESSION:** 9:29 PM

- 256 • CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
257 ○ Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section
258 54956.9: 1 case.

259 **PUBLIC COMMENT:** None

260 **ADJOURN OUT OF CLOSED SESSION:** 10:02 PM

261 President O’Dette left meeting at 10:01 PM.

262 Director Diamond noted that there was no reportable action.

263 **ADJOURN**

264 **PUBLIC COMMENT:** None

265 **MOTION #5 SEPTEMBER 22, 2021:** Director Hetherington motioned to adjourn the meeting. Director
266 Rohlf seconded the motion. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes.
267 Director Hetherington, yes. The motion passed via roll call vote.

268 At 10:03 PM the September 22, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors
269 adjourned.

270 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE SEPTEMBER 22, 2021, REGULAR BOARD**
271 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/229101/truckee-](https://ttm.open.media/sessions/229101/truckee-tahoe-airport-board-september-22-2021?category=458)
272 [tahoe-airport-board-september-22-2021?category=458](https://ttm.open.media/sessions/229101/truckee-tahoe-airport-board-september-22-2021?category=458)