



**TRUCKEE TAHOE AIRPORT DISTRICT**  
10356 Truckee Airport Rd.  
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## **DIRECTORS**

DAVID DIAMOND  
MARY HETHERINGTON  
TERESA O'DETTE  
KATHRYN ROHLF  
RICK STEPHENS

## **REGULAR MEETING AGENDA FOR DECEMBER 01, 2021**

<http://ttctv.org/live-meeting/truckee-tahoe-airport/>

A meeting of the Truckee Tahoe Airport District will be held on **Wednesday, December 1, 2021**. Pursuant to AB 361, this meeting will held exclusively via live web streaming: <https://truckeetahoeairport.zoom.us/j/84917023029> Public comment can be sent to the following email and will be read aloud during Public Comment sections of each agenda topic: [Comments@truckeetahoeairport.com](mailto:Comments@truckeetahoeairport.com) Live Public Comment can be made: <https://truckeetahoeairport.zoom.us/j/84917023029> Meeting ID: 849 1702 3029. No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the Truckee Tahoe Airport District office at (530) 587-4119, at least three days prior to the meeting.

The Board of Directors may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will be heard at or after the time noted, but the Directors may interrupt or defer discussion in order to deal with other matters.

### **MISSION STATEMENT:**

*The Truckee Tahoe Airport aims to provide safe, high-quality services and facilities, reduce impact on airport neighbors and the environment, and invest in opportunities that increase community safety and provide sustained benefit to the entire Truckee Tahoe region.*

### **CALL TO ORDER**

**REGULAR MEETING:** 4:30 PM

**STANDING ORDERS:** Call the Regular Meeting to Order

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **SPECIAL ORDERS OF BUSINESS**

- Adopt Resolution 2021-11 Authorizing Remote Public Meetings ----- **TAB 01**
- The District received a Certificate of Appreciation to TTAD from CalFIRE recognizing District staff and Mr. Dave Hoffman for their efforts related to support of firefighting helicopter crews.
- The District received a Membership Recognition Award for Innovative Funding Mechanisms by the Truckee North Tahoe Transportation Management Association
- The General Manager would like to recognize the following Individuals for Service Anniversaries in 2021:
  - Stacey Justesen – 5 Years of Service
  - Derek Coons – 5 Years of Service

Jill McClendon – 5 years of Service

Mike Ketron – 15 Years of Service

Roger Pynappel – 20 Years of Service

**MODIFICATION OF AGENDA:** The Board President reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Board of Directors; Items may be pulled or removed from the agenda at any time.

**PUBLIC COMMENT:** Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board and ACAT. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board or ACAT on any issue brought forth under Public Comment. Comments relating to items on today's agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board President; however, comments will generally be limited to three minutes. Public comment may be provided by email. Please email all comments to [Comments@truckeetahoeairport.com](mailto:Comments@truckeetahoeairport.com) and staff will endeavor to read them during the meeting. Live Public Comment can be made: <https://truckeetahoeairport.zoom.us/j/84917023029> Meeting ID: **849 1702 3029**.

### **CONSENT AGENDA**

#### **Consent Action Items :**

1. Minutes: October 27, 2021, Regular Meeting -----**TAB 02**
2. Monthly Service Bills and Fees – October 2021 -----**TAB 03**
3. Approval of Policy Instruction 217 – Truckee Tahoe Pilot Group -----**TAB 04**  
This Policy Instruction was approved by the Board at the October 27, 2021, Board Meeting. Various housekeeping edits were made to the policy necessitating a final review by the Board of Directors before it is signed by the Board President. A redlined copy is included for review.

#### **Consent Information Items (no motion required):**

No items for Month of December

### **SPECIAL REVIEW ITEMS AND PRESENTATIONS**

4. 2021 Agency Partnership Applications Review and Possible Funding Decisions -----**TAB 05**  
The Board of Directors will receive a report from the Tahoe Truckee Community Foundation regarding 2021 applications for the Districts Agency Partnership Program. The Board will then consider possible funding decisions at this meeting or defer final decision to a later meeting.

### **MANAGEMENT TEAM REPORTS**

5. General Managers Report -----**TAB 06**
  - 1 – Upcoming Training/Conferences
  - 2 – ACT Update
  - 3 – Placer County CAP Appointments
  - 4 – Quarterly Safety and Security Report
  - 5 – Timeline for GM Performance Review
  - 6 – RFPs for Various District Service Vendors
  - 7 – Upcoming District meetings
  - 8 – District Goals Review
6. Operations and Maintenance Department Report -----**TAB 07**
  - 1 – Update on Winter Operations meeting
  - 2 – Hosting Regional Winter Park Ride – Partnership with TNT-TMA and TART
7. Finance and Administration Department Report -----**TAB 08**
  - 1 - Monthly Financial Report
8. Aviation and Community Services Department Report ----- **TAB 09**
  - 1– Operations and Comment Reports
  - 2 – Monthly Flight Procedures Update
  - 3 – Pilot & Passenger Outreach Report
  - 4 – Aircraft Accident Tables and Map
  - 5 – Multi Lat Decommissioning
  - 6 – Tower Weather and ATIS

#### **ACTION ITEMS.**

9. Approval of FY 2022 Final TTAD Budget -----TAB 10  
The Board will review and consider approval of the final 2022 District Budget.
10. 2021 Employee Classification and Compensation Study – Recommendations And Next Steps. -----TAB 11  
The Board will review the 2021 Employee Classification and Compensation Plan provided by Bryce Consulting and consider plan recommendations and provide direction to Staff.
11. Pavement Maintenance Plan Presentation and Approval -----TAB 12  
The Board will review the final draft of the updated District Pavement Management Plan and consider acceptance of the Plan.
12. Review and Recommendations on Pending Aeronautical Lease Renewals -----TAB 13  
The Board will review and provide direction to staff regarding various pending aeronautical lease agreements.

#### **BOARD AD HOC COMMITTEE REPORTS AND OTHER ITEMS**

13. Board Committee Assignments and Ad Hoc Committee Reports ----- TAB 14  
a. Mountain Housing Council Report  
b. Truckee Tahoe Workforce Housing Joint Powers Authority Update  
c. Revenue and Cost Allocation Ad Hoc Committee Report  
d. Master Plan Project Ad Hoc Committee  
e. Carbon Zero Truckee Tahoe Alliance Update  
f. ACT Attendance by Board of Directors
14. Future Agenda Priorities and Meeting Management -----TAB 15  
a. Review of Upcoming Meetings  
b. Review of Rolling Agenda
15. Staff and Board Member Conference Attendance Reports
16. Meeting Review and Direction to Staff

#### **SPECIAL ACTION ITEM**

17. Selection of Date for Oath of Office and Selection of Board President, Vice President and Board Internal Control Auditor-----TAB 16

**BOARD MEMBER ANNOUNCEMENTS:** Pursuant to Government Code Section 54954.2, Board members may make a brief announcement or report on activities. Board members may also provide a reference to staff or other resources for information, or request staff to report back to the Board at a subsequent meeting concerning any matter.

**SCHEDULE FOR UPCOMING MEETINGS:** The Board President and Airport Manager shall determine the agenda. Scheduled meetings of the Truckee Tahoe Airport Board of Directors are as follows:

- **Special Board Meeting** – December 15, 2021, **4:30 PM** via Zoom
- **Special Board Meeting** – January 5, 2022, **2:00 PM** via Zoom
- **Regular Board Meeting** – January 26, 2022, **4:30 PM** via TBD

#### **ADJOURNMENT OF MEETING**

**NOTE:** A copy of the agenda packet and all documents related to this agenda are available for public review at the Airport Administration Office, 10356 Truckee Airport Road, Truckee, California 96161. Agenda items that are not able to be addressed at today's meeting may be placed on the next regularly scheduled Board meeting agenda. Requests for agenda items and/or supporting background information must be submitted in writing to the Airport Manager or the Board President ten days prior to the next meeting.

*I declare a copy of this agenda was posted at the Truckee Tahoe Airport District Administration Office, 10356 Truckee Airport Road, Truckee, CA, and mailed on November 22, 2021.*

A handwritten signature in black ink, appearing to read 'L. Tapia', written over a horizontal line.

**Lauren Tapia, HR Manager / District Clerk**