

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, October 27, 2021 via live web streaming.

CALL MEETING TO ORDER: 3:30 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Teresa O’Dette (via Teleconference)
Vice President David Diamond (via Teleconference)
Director Kathryn Rohlf (via Teleconference)
Director Rick Stephens (via Teleconference)
Director Mary Hetherington (via Teleconference)

STAFF PRESENT: Mr. Kevin Smith, General Manager (via Teleconference)
Mr. Hardy Bullock, Director of Aviation & Community Services (via Teleconference)
Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)
Mr. Dave Hoffman, Director of Operations and Maintenance (via Teleconference)
Mr. Josh Nelson, District Legal Counsel (via Teleconference)
Mr. Brent Collinson, District Legal Counsel (via Teleconference)
Ms. Emily Pindar, Administrative Clerk (via Teleconference)
Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

VISITORS PRESENT: 0

PUBLIC COMMENT: None.

CLOSED SESSION: 3:30 PM

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

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

CALL OPEN SESSION TO ORDER: 4:30 PM

VISITORS PRESENT: 38

MODIFICATION OF AGENDA: President O’Dette requested to move Agenda Item 10 – *Boys and Girls Club of North Lake Tahoe Agreement Renewal* after Agenda Item 5 – *Air Show and Family Festival Discussion*. There was Board consensus for President O’Dette’s request. Vice President Diamond requested to move Agenda Item 13c – *Revenue and Cost Allocation Ad Hoc Committee Report* after the Consent Items. There was Board consensus for Vice President Diamond’s request.

SPECIAL ORDERS OF BUSINESS:

Mr. Smith noted that he would like to delay the recognition the District received from CalFire to December’s Board meeting due to Mr. Hoffman’s absence.

- Resolution 2021-10 Virtual Meetings Under California AB 361 (TAB 01)

PUBLIC COMMENT: None.

MOTION #1 OCTOBER 27, 2021: Director Hetherington motioned to approve Resolution 2021-10 Virtual Meetings under California AB 361 and to waive the reading. Director Stephens seconded the motion.

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

43 **PUBLIC COMMENT:** None.

44 **CONSENT ITEMS**

45 • Minutes: September 22, 2021, Regular Meeting ----- TAB 02
46 • Monthly Service Bills and Fees – September 2021 ----- TAB 03
47 • Pilot Group Policy Instruction ----- TAB 04

48 **PUBLIC COMMENT:** None.

49 Vice President Diamond made modifications to the Pilot Group Policy Instruction. There was Board
50 consensus to his Policy Instruction modifications.

51 **MOTION #2 OCTOBER 27, 2021:** Director Hetherington motioned to approve the Consent Items: Tab
52 Items 02 - 04 which include Vice President Diamond's modifications to Tab Item 04. Vice President
53 Diamond seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens,
54 yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

55 **REVENUE AND COST ALLOCATION AD HOC COMMITTEE REPORT (TAB 14c)**

56 Vice President Diamond requested the Board to defer any spending decisions until the Board is able to
57 understand the results of the Revenue and Cost Allocation Study. Discussion ensued regarding the study's
58 timeline and schedule to complete the study. There was consensus for the Board to hold a workshop in
59 early January to discuss the Revenue and Cost Allocation Study. Mr. Smith noted that the Board does not
60 need to delay passing the Budget in December. The Board can pass a Budget and then amend any items
61 in the Budget throughout the fiscal year as necessary. Mr. Smith indicated that the Cost and Allocation
62 Study would primarily inform rates fees and charges more then the budget document.

63 **KIDZONE MUSEUM PRESENTATION (TAB 05)**

64 Representatives of the KidZone Museum reviewed a presentation regarding the new KidZone Museum
65 Facility and requested the District for a "lead gift" of \$1,000,000 (\$250,000 annual for 4 years) with a
66 required dollar-for-dollar match from other public agencies. The Board thanked the KidZone for their
67 presentation.

68 **PUBLIC COMMENT:**

69 Mr. Bruce Clemens made a public comment in support of the new KidZone Museum Facility.

70 Mr. Steve Randall made a public comment in support of the new KidZone Museum Facility.

71 Ms. Nataly Zarate made a public comment in support of the new KidZone Museum Facility.

72 Ms. Stephanie Foucek made a public comment in support of the new KidZone Museum Facility.

73 The Board of Directors noted that they will be unable to make any decision regarding the KidZone
74 Museum's request of a "lead gift" until the Board works through the Revenue and Cost Allocation Study
75 in early January and directed the Kid Zone to the District's Agency Partnership Program.

76 **AIRSHOW AND FAMILY FESTIVAL PRESENTATION AND DISCUSSION (TAB 06)**

77 Mr. Smith noted the purpose of tonight's discussion for the Board of Directors and introduced Mr. David
78 Love who will represent the AirShow and Family Festival Committee. Mr. Love reviewed the Airshow
79 Committee's presentation for the Board of Directors. The Board posed questions, comments and concerns
80 regarding points within the Airshow and Family Festival's presentation.

81 **PUBLIC COMMENT:**

Mr. Dan McGee made a public comment on the AirShow Committee's presentation.

Mr. Todd Barbarovich made a public comment regarding safety concerns and the AirShow.

Mr. Tom Meadows made a public comment in support of the Airshow.

Ms. Judy Morales made a public comment suggesting an alternative to the traditional Airshow.

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

Mr. Chuck Coulson submitted a written public comment in support of the Airshow.

Mr. and Ms. Jon Traeger submitted a written public comment in support of the Airshow.

Mr. Ted Schmidt submitted a written public comment in support of the Airshow.

Mr. Don Berlin submitted a written public comment in support of the Airshow.

Mr. David Calvet submitted a written public comment in support of the Airshow.

Mr. James Russell submitted a written public comment in support of the Airshow.

Ms. Juliana Demarest submitted a written public comment in support of the Airshow.

Ms. Karen Sessler submitted a written public comment not in support of the Airshow.

Mr. Lincoln Moy submitted a written public comment not in support of the Airshow.

Mr. Jonathan Sorger submitted a written public comment in support of the Airshow.

Support the Airshow and Family Festival Group submitted a written public comment in support of the Airshow.

Ms. Kristen Gregory submitted a written public comment in support of the Airshow.

The Board thanked everyone for their public comment and indicated that future proposals for an event would be considered—.

BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE AGREEMENT RENEWAL (TAB 10)

Mr. Marc Lamb introduced Ms. Mindy Carbajal, CEO of Boys and Girls Club of North Lake Tahoe. Ms. Carbajal reviewed their presentation request to continue the service agreement between the District and the Boys and Girls Club of North Lake Tahoe for another three years. The Board posed questions, comments and concerns regarding points within the Boys and Girls Club of North Lake Tahoe's presentation. Discussion ensued regarding why service agreements are not included within Policy Instruction 311's Agency Partnerships program. Mr. Smith pointed to the Service Agreement Section of PI 311 which works to clarify the difference. The Board discussed that more discussion on this type of agreement and its relation to PI-311 is necessary. While some Directors supported the 3 year agreement, there was Board consensus to consider a 1 year agreement and then come back for the final 2 years after the Cost and Allocation Study was considered.

PUBLIC COMMENT: None.

MOTION #3 OCTOBER 27, 2021: Director Stephens motioned to approve the Boys and Girls Club of North Lake Tahoe's "Contract for Services Agreement" for a total of \$272,000 (over a period of three years) in support of two full-time year-round STEM and Aviation Coordinators. President O'Dette seconded the motion. President O'Dette, yes. Vice President Diamond, no. Director Stephens, yes. Director Rohlf, abstain. Director Hetherington, no. The motion did not pass.

MOTION #4 OCTOBER 27, 2021: Vice President Diamond motioned to take no action on this at this time until the Board evaluates the Revenue and Cost Allocation findings and establishes District spending

priorities. Director Hetherington seconded the motion. President O'Dette, no. Vice President Diamond, yes. Director Stephens, no. Director Rohlf, no. Director Hetherington, yes. The motion did not pass.

MOTION #5 OCTOBER 27, 2021: Director Stephens motion^{ed} to approve the Boys and Girls Club of North Lake Tahoe's "Contract for Services Agreement" for a total of \$88,000 (for one year, August 1, 2021 –July 31, 2022) in support of two full-time year-round STEM and Aviation Coordinators. President O'Dette, yes. Vice President Diamond, no. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passes.

There was consensus from the Board to review PI 311 to see if service agreements should be part of the Agency Partnership process.

GENERAL MANAGERS REPORT (TAB 07)

Mr. Smith inquired if the Board had any questions or comments on the General Managers Report. Mr. Smith reviewed the Classification and Compensation study. The Board posed questions regarding 2022 goal developments. There was consensus from the Board to work through the Allocation study workshop first as conclusions developed at that meeting could have an effect on District Goal development for 2022.

PUBLIC COMMENT: None.

AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 10)

The Board posed questions and comments regarding items within the Aviation and Community Services Department report. Discussion ensued regarding high comment volume for the month of August, increase in operational usage of Runway 29, the impact to the community of having IFR operations for much of the summer (due to smoke), operational flow issues in relation to Tower direction and time of year, and the increase in night time operations. Mr. Smith also commented that the Sky Diving jump plane generated a very high level of comments. There was some discussion from the Board regarding night operations and that they are increasing. Mr. Van Quest pointed out that night firefighting operations in August do account for some of the increase in traffic but staff indicated they would watch this closer.

PUBLIC COMMENT:

- Ms. Lauren Tapia read aloud the following written public comment:

Ms. Nikki Riley submitted a written public comment regarding increased operational traffic over the Glenshire neighborhood.

Mr. Todd Barbarovich made a public comment regarding increased operational traffic over his neighborhood.

FINANCE AND ADMINISTRATION DEPARTMENT REPORT (TAB 09)

Ms. Woo inquired if the Board had any questions or comments on the monthly financial report. Discussion ensued regarding the monthly income statements and variance report.

PUBLIC COMMENT: None.

ANNUAL REVIEW OF THE AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) (TAB 12)

Mr. Smith reviewed the ACIP submittal process for the Board of Directors. Discussion ensued regarding possible ramifications if the District were to not submit the ACIP to the FAA as well as if the District were to not accept an already approved FAA Grant. There was Board consensus to accept the ACIP and the attached Resolution for it. The Board indicated that they still want to be able to review individual projects on the ACIP before we commence work on projects. There was some discussion to see if the Runway 2/20 project can be delayed one year. Mr. Smith indicated that he would look into that with FAA.

162 **PUBLIC COMMENT:** None.

163 **MOTION #6 OCTOBER 27, 2021:** Vice President Diamond motioned to accept the ACIP with the attached
164 Resolution 2021-09 and to waive the reading. Director Rohlf seconded the motion. President O'Dette, yes.
165 Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, no. The
166 motion passes.

167 **BREAK:** 7:57 PM – 8:04 PM

168 **FY 2022 PRELIMINARY DRAFT #2 OF BUDGET NARRATIVE AND FIRST DRAFT OF 2022 GOALS (TAB 13)**

169 Ms. Woo reviewed the 2022 Budget Draft #2 with Narrative and Capital Summary. After a general review
170 of the Budget Narrative, the Board asked questions on various budget line items in the proposed Budget
171 and narrative. Ms. Woo responded to each inquiry. Due to the comprehensiveness and detail of this line-
172 item review, the following link is provided to listen and/or watch this portion of the meeting. Please use
173 the following link: [https://ttm.open.media/sessions/231475/truckee-tahoe-airport-board-october-27-](https://ttm.open.media/sessions/231475/truckee-tahoe-airport-board-october-27-2021?category=458)
174 [2021?category=458](https://ttm.open.media/sessions/231475/truckee-tahoe-airport-board-october-27-2021?category=458) and forward the recording to 3:37:33.

175 **PUBLIC COMMENT:**

176 Mr. Tom Meadows made a public comment on the Preliminary Draft #2 Budget Narrative related to lack
177 of a community hangar in the budget, the cost of Directors health insurance, and support of the air show.

178 Staff thanked the Board for the budget input and indicated that corrections, amendments, and
179 adjustments per the Budget conversation (link above) will be included in the Final Draft of the Preliminary
180 Budget scheduled for adoption at the December 1, 2021 Board Meeting.

181 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 14)**

- 182 • Mountain Housing Council Report

183 Director Stephens noted that Placer County has formulated a new plan for the Nahas Dollar Creek Crossing
184 development. Director Stephens noted the new changes to the project.

- 185 • Truckee Tahoe Workforce Housing JPA Update

186 Mr. Smith noted that the JPA is close to formulating a down payment assistance program. Mr. Smith
187 reviewed a temporary housing idea which could be located on District Property. The Board voiced support
188 of considering a housing option but wanted the staff to be cautious about cost for the project. Staff
189 indicated they would look at it closer and bring a proposal back to the Board if it looked feasible.

- 190 • ACT Board of Directors Attendance

191 Vice President O'Dette and Director Stephens noted that they would attend the November ACT meeting.

192 **PUBLIC COMMENT:** None.

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

194 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the December Board meeting.

195 **PUBLIC COMMENT:** None.

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

197 Mr. Smith noted his attendance at the AAAE Board of Examiners retreat.

198 **MEETING REVIEW AND STAFF DIRECTION**

199 Mr. Smith reviewed the direction to staff items from the Board. This list is intended to capture other items
200 not include in formal motions or agreement by consensus documented in the minutes. Direction to staff
201 include the following:

- 202 • Board directed staff to have AMCG survey hangar rents from resort destination airports to
203 enhance the Hangar Rent Fee Study and to have that document ready with Allocation Study and
204 FBO Fee study.
- 205 • Board Directed Staff to see if Runway 2/20 reconstruction project can be delayed on ACIP funding
206 schedule for one year (2024 instead of 2023).
- 207 • Include on future agenda a review of PI 311 and how the policy regulates Service Agreements vs
208 Agency Partnerships.
- 209 • Provide Final Draft of Budget well ahead of December 1st meeting allowing Directors to review
210 with staff prior to meeting.

211 **PUBLIC COMMENT:** None.

212 **CLOSED SESSION:** 9:29 PM

- 213 • General Managers Quarterly Performance Evaluation

214 **PUBLIC COMMENT:** None

215 **ADJOURN OUT OF CLOSED SESSION:** 9:53 PM

216 President O'Dette noted that there was no reportable action.

217 **ADJOURN**

218 **PUBLIC COMMENT:** None

219 **MOTION #7 OCTOBER 27, 2021:** Director Hetherington motioned to adjourn the meeting. Director
220 Stephens seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens,
221 yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

222 At 9:54 PM the October 27, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors
223 adjourned.

224 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE OCTOBER 27, 2021, REGULAR BOARD**
225 **MEETING. TO WATCH THE MEETING IN ITS ENTIRETY:** [https://ttm.open.media/sessions/231475/truckee-](https://ttm.open.media/sessions/231475/truckee-tahoe-airport-board-october-27-2021?category=458)
226 [tahoe-airport-board-october-27-2021?category=458](https://ttm.open.media/sessions/231475/truckee-tahoe-airport-board-october-27-2021?category=458)