



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Board and Staff Committee Assignments and Ad Hoc Committee Updates

MEETING DATE: December 1, 2021

PREPARED BY: Kevin Smith, General Manager

1. Mountain Housing Council (MHC) Member Report - Directors Stephens.

Director Stephens will provide an update on activities of the Mountain Housing Council and other local's housing projects currently underway.

2. Truckee Tahoe Workforce Housing Joint Powers Authority (TTWHA) Update – Kevin Smith.

The last TTWHA meeting was on Wednesday November 17, 2022. For a brief review of the activities of the JPA, I have included the monthly JPA Executive Director's report which outlines current programs and activities of the JPA. We continue to explore options with the Forest Service for housing on federal property, creation of a down payment assistance program which is getting closer to implementation, as well as a new Long-term rental program for member employees. Staff is still exploring partnering with Mike Sahlmen of Westface Partners about the possibility of constructing workforce housing next to our long term parking lot for District employees. This concept would be for a 2 to 4 unit modular housing project with a potential 15 year term with very little out of pocket expense to the District. We are currently working on site plan layouts and feasibility. Please let me know if you have any question on these items.

3. Revenue and Cost Allocation Study Ad Hoc Committee – Directors Diamond and Hetherington.

The ad hoc committee and AMCG met on November 5th, 12th, and 22nd to review the Primary and Secondary Financial Summary Tables and to review various details related to the study as well as a first draft of the FBO Fee Study. We are working through tertiary cost centers and answering questions and details presented by AMCG. Once these are complete, we can wrap up the full report and provide it to the Board. Per our previous communications, we will have the full report to the Board by December 22, 2021. We are planning a Workshop to present the study at a

special meeting of the Board on January 5, 2022, at 2:00 PM via Zoom. This date has been confirmed. The FBO fee study and Hangar Rent Study are still in process. These studies should be ready at the same time as the final allocation study. These studies can assist in informing our rates, fees, and charges. Rates Fees and Charges can be adjusted anytime by the Board of Directors and are not subject to Budget timelines. The ad hoc committee will provide additional information at the meeting.

4. Airport Master Plan Ad Hoc Committee Report – Directors Hetherington and Stephens

The Ad Hoc Committee and staff have issued the Request for Proposals for the Master Plan update. These RFP proposals are due on December 3, 2021. We have scheduled a special Board meeting on December 15, 2021 at 3:00 PM to review proposals and select a Master Plan consultant. It's our hope to immediately begin work on this project with public workshops in March 2022 and a final draft Master Plan update by June 15, 2022. The Master Plan Ad Hoc Committee and staff will review all proposals prior to the meeting and be prepared with a recommendation.

5. Carbon Zero Truckee Tahoe Alliance - Director Rohlf (Director Rohlf is replacing Director Diamond as the Board Representative)

The District continues to work with the Town of Truckee and the Truckee Donner PUD to create this new GHG reduction group. We are working with the Sierra Business Council and the Tahoe Truckee Community Foundation to finalize formation and agreements for this group. We recently completed the MOU between our 3 agencies which is attached to this report. As work on this project continues, we will provide additional updates. Staff would also like to express appreciation to Director Diamond for his diligent efforts to assist in the organization of this group and looks forward to working with Director Rohlf as this group moves into new projects and endeavors.

6. ACT Attendance by Board of Directors

This is a standing agenda item to discuss Board interest and coordination in attending the next Airport Community Team Meetings. Meetings are every 2nd Wednesday of every month from 6:00 PM to 7:30 PM.

December 8, 2021 – Topic: A discussion about District Finances and overview of the 2022 District Budget. We will review the various funding and revenue sources as well as expenditures of the Airport District. We will review the property tax allocation received by the District each year. We will also receive a presentation regarding highlights of the 2022 District Budget which is scheduled for adoption on Dec. 1, 2021.

Board Member Attendance Confirmed: 2 Director positions are open to attend this meeting

January 12, 2021 – Airport Master Plan Update Project. The Truckee Tahoe Airport District will launch an update to our 2015 Airport Master Plan in 2022. The Goal of our Master Plan is to recommend and plan for development and policy setting of the airport that best fit the needs of the community and airport, while protecting and endeavoring to reduce annoyance for those

living near the Airport. The primary focus of the master plan is to explore options to expand noise and annoyance plans, manage or mitigate growth of aviation activity, including facilities on the airport, and enhance community benefit wherever possible. A key focus area of this Master Plan update is to update Chapter 4 – Alternatives Analysis as well as update our Technical Noise Report and Noise Contours. We will also consider a sustainability element, a possible third runway option that has the potential to move arrival and departure paths away from some of our populated areas, as well as a full update of our Airport Layout Plan. Please come be part of this process. Our Goal is to have a series of Master Plan Workshops in March of 2022. Learn more about this important and interesting topic at our January 12, 2022 ACT Meeting.

Board Member Attendance Confirmed: 2 Director positions are open to attend this meeting

ATTACHMENTS:

Item 3 – Housing JPA Executive Director’s Report

Item 5 – Memorandum of Understanding – Carbon Zero Truckee Tahoe Alliance