- 1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
- 2 regular meeting held Wednesday, December 1, 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)
- Director Kathryn Rohlf (via Teleconference)
  Director Rick Stephens (via Teleconference)
  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)
- Mr. Josh Nelson, District Legal Counsel (via Teleconference)
  Ms. Emily Pindar, Administrative Clerk (via Teleconference)
- 18 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)
- 19 VISITORS PRESENT: 35
- 20 MODIFICATION OF AGENDA: None.
- 21 SPECIAL ORDERS OF BUSINESS:
- Resolution 2021-11 Virtual Meetings Under California AB 361 (TAB 01)
- 23 **PUBLIC COMMENT:** None.
- 24 MOTION #1 DECEMBER 1, 2021: Director Hetherington motioned to approve Resolution 2021-11 Virtual
- 25 Meetings under California AB 361 and to waive the reading. Vice President Diamond seconded the motion.
- 26 President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director
- 27 Hetherington, yes. The motion passed via roll call vote.
- 28 Mr. Smith CalFire's recognition of appreciation to the District for their efforts of support during the 2021
- 29 wild fire season. Mr. Smith also noted that the District received an award from TNT-TMA. Mr. Smith
- 30 reviewed service anniversaries for District staff.

#### 31 **PUBLIC COMMENT:**

- Ms. Lauren Tapia read aloud the following written public comments:
- 33 Mr. Leigh Golden submitted a written public comment not in support of the construction of Runway 34-
- 34 16
- 35 Mr. David Love made a public comment on behalf of the Truckee Tahoe Airshow and Family Festival
- 36 Committee requesting an ad hoc committee meeting between the Board and the Airshow Committee.
- 37 Mr. Tom Meadows made a public comment not in support of the construction of Runway 34-16.
- 38 Mr. Peter Slaugh made a public comment not in support of the construction of Runway 34-16.
- 39 Mr. Dan McGee made a public comment not in support of the construction of Runway 34-16.
- 40 **CONSENT ITEMS**

41	•	Minutes: October 27, 2021, Regular Meeting	TAB 02
42	•	Monthly Service Bills and Fees – October 2021	TAB 03
43	•	Approval of Policy Instruction 217- Truckee Tahoe Pilot Group	<b>TAB 04</b>

#### 44 **PUBLIC COMMENT:** None.

- 45 MOTION #2 DECEMBER 1, 2021: Director Stephens motioned to approve the Consent Items: Tab Items
- 46 02 04. Director Hetherington seconded the motion. President O'Dette, yes. Vice President Diamond,
- 47 yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call
- 48 vote.

### 49 2021 AGENCY PARTNERSHIP APPLICATIONS REVIEW AND POSSIBLE FUNDING DECISIONS (TAB 05)

- 50 Ms. Phyllis McConn, Community Impact Officer with the Tahoe Truckee Community Foundation, reviewed
- 51 the Agency Partnership Application Review presentation for the Board of Directors. There was a request
- 52 to review if there were any conflicts of interests between sitting Board Members and the entities that
- submitted Agency Partnership applications. There were no conflicts of interests noted. Discussion ensued
- regarding Placer County's Capital Improvement Program grant processes, the potential selection
- 55 processes the Board might take (since a selection process was not outlined by the Agency Partnership Ad
- Hoc Committee), District budget amounts set aside for Housing, Transportation, and Agency Partnerships,
- 57 Agency Partnership funds not being tied to non-profit employee positions, and different funding scenarios
- 58 proposed by District Board Members.

## 59 **PUBLIC COMMENT:**

- Ms. Lauren Tapia read aloud the following written public comments:
- 61 Mr. Bob Bell submitted a written public comment in support of the Kid Zone's agency partnership application.
- 63 Mr. Will Eber submitted a written public comment in support of the Kid Zone's agency partnership
- 64 application.

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- 65 Mr. Jerry Blackwell submitted a written public comment in support of the Kid Zone's agency partnership
- 66 application.
- 67 Ms. Louise Zabriskie submitted a written public comment in support of the Friends of the Library agency
- 68 partnership application.
- 69 Ms. Erin Holland made a public comment clarifying certain questions made on North Tahoe Fire Protection
- 70 District's agency partnership application.
- 71 Mr. Evan (last name unknown) made a public comment suggesting a selection process option for the
- 72 Board.
- 73 Mr. Justin Broglio made a public comment clarifying certain questions made on the North Tahoe Public
- 74 Utility District's agency partnership application.
- 75 Director Hetherington noted that she will only be voting for Agency Partnership Applications that have
- 76 submitted all required application materials for funding.
- 77 MOTION #3 DECEMBER 1, 2021: Vice President Diamond made a motion to fund the Friends of the
- 78 Truckee Tahoe Library the sum of \$50,000 for one year, provided that the Friends of the Truckee Tahoe
- Library agrees that the Truckee Tahoe Airport District will be provided a full-time physical location or wall
- 80 space in the future library facility to provide materials related to the Airport District and careers and
- 81 opportunities in Aviation, and that the Friends of the Truckee Tahoe Library further agrees to recognize
- 82 the Airport District in all published materials, online and in print, where donors and other sponsors are
- 83 listed. Director Hetherington seconded the motion. President O'Dette, abstain. Vice President Diamond,

yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

MOTION #4 DECEMBER 1, 2021: Director Stephens made a motion to fund Gateway Mountain Center for \$50,000 as part of outreach, curriculum, and/or program, participating youth as appropriate be informed of opportunities and resources available to them at the Truckee Tahoe Airport including Civil Air Patrol, Young Eagles, along with information about careers in aviation. And participating youth be provided an opportunity to tour and visit the Truckee Tahoe Airport. Director Rohlf seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

MOTION #5 DECEMBER 1, 2021: Director Stephens made a motion to fund Sierra Community House in the amount of \$50,000 as Sierra Community House is a non-aeronautical District Tenant in our Warehouse. The District desires for them to be successful in providing services to the District and to successfully leverage the investments the District has made in our warehouse facilities. Services rendered in this application provide potential benefit and access to all District constituents. Director Rohlf seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, abstain. The motion passed via roll call vote.

MOTION #6 DECEMBER 1, 2021: Director Rohlf made a motion to fund the Tahoe Cross Country Ski Association in the amount of \$153,770 as Tahoe XC will continue to support STEAM education as well as provide hands on nature-based education raising awareness for the need to reduce carbon footprints and manage forest lands and other STEAM and GHG reduction initiatives. These nature-based, science education programs which the new lodge will facilitate offer important foundational education concerning industry government in our community as well as the Airport District. Support of this project will further these important District goals. President O'Dette seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

MOTION #7 DECEMBER 1, 2021: President O'Dette made a motion to fund the Human Society of Truckee-Tahoe in the amount of \$100,000 as the Airport is identified as a vital facility in various local and regional emergency management plans and programs, assisting with funding of an Animal Emergency Preparedness Plan can assist the District in plan implementation should use of District facilities be necessary during emergencies. Vice President Diamond seconded the motion. All District constituents will have access to and can benefit from creation of an Animal Emergency Preparedness plan. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, abstain. Director Rohlf, yes. Director Hetherington, abstain. The motion passed via roll call vote.

MOTION #8 DECEMBER 1, 2021: Director Hetherington made a motion to fund Biking for a Better World in the amount of \$74,988 as a portion of the Truckee Bike Park is located on District property, support of this application allows District constituents to enjoy use and benefit of this property. Director Stephens seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

MOTION #9 DECEMBER 1, 2021: Director Rohlf made a motion to fund Sierra Watershed Education Partnerships (SWEP) in the amount of \$50,000 as the District has a goal to reduce carbon emissions, this goal can be furthered by supporting new and creative methods to reduce emissions as proposed by SWEP in this partnership request. Supporting this SWEP program will assist the District in reducing local and regional GHG emissions. President O'Dette seconded the motion. President O'Dette, yes. Vice President Diamond, abstain. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, abstain. The motion passed via roll call vote.

MOTION #10 DECEMBER 1, 2021: Director Hetherington made a motion to fund the Truckee Downtown Merchants Association in the amount of \$7,000. Truckee Downtown Merchants Association must give the

- 131 Airport District recognition as a sponsor of the event and provide the Airport District booth space at
- 132 Truckee Thursday events. Director Rohlf seconded the motion. President O'Dette, yes. Vice President
- Diamond, abstain. Director Stephens, abstain. Director Rohlf, yes. Director Hetherington, yes. The motion
- passed via roll call vote.
- 135 MOTION #11 DECEMBER 1, 2021: Director Hetherington made a motion to fund North Tahoe Public
- 136 Utility District in the amount of \$10,000 as the Airport District be featured in the geo-triggered mobile
- app that gets users outside, active, and engaged in their natural world. The District can take advantage of
- this augmented reality mobile app platform, the Agents of Discovery program allowing local students,
- residents, and visitors to experience STEAM-themed educational missions and challenges in North Lake
- 140 Tahoe. This partnership will be able to feature the Airport providing information to users as well as
- enhance or STEM goals. President O'Dette, abstain. Vice President Diamond, abstain. Director Stephens,
- abstain. Director Rohlf, yes. Director Hetherington, yes. The motion failed via roll call vote.
- 143 MOTION #12 DECEMBER 1, 2021: Director O'Dette made a motion to approve project A for the North
- Tahoe Fire Protection District (NTFPD) in the amount of \$90,905 as the NTFPD is a local first responder for
- the District concerning any aircraft accident or incident in the Lake Tahoe Basin, the District wishes to
- assure they have current and up to date medical equipment critical to patient care. Director Stephens
- seconded the motion. President O'Dette, yes. Vice President Diamond, abstain. Director Stephens, yes.
- Director Rohlf, yes. Director Hetherington, abstain. The motion passed via roll call vote.
- Mr. Smith noted that the 2022 Agency Partnership application process will be updated to have a more
- defined procedure regarding the selection process. The Ad Hoc Committee and staff will meet in early
- spring to discussion updates to PI 311 and will bring back a revised policy in March of 2022 prior to the
- 152 next cycle.
- 153 The Board thanked the Agency Partnership Selection Committee for their time vetting all the applications,
- as well as encouraged those entities that were not selected to reapply in 2022.
- 155 GENERAL MANAGERS REPORT (TAB 06)
- 156 Mr. Smith reviewed his General Managers report for the Board of Directors. Mr. Smith reviewed
- 157 Conference and Training opportunities mentioning that himself and Hardy Bullock will be attending the
- Aviation Issues Conference this year. Discussion ensued amongst the Board on various items noted in the
- Safety and Security Report as well as scheduling a Board workshop for District Goals. There was consensus
- that the Board will wait to complete goals for 2022 until after the District Revenue and Cost Allocation
- 161 Study Special Meeting on January 5<sup>th</sup>.
- 162 **PUBLIC COMMENT:** None.
- 163 OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 07)
- 164 The Winter Operations meeting was noted as being successful. Staff will send out an image of Airport Staff
- and its Winter Operations equipment to the Board of Directors to view.
- 166 **PUBLIC COMMENT:** None.
- 167 MONTHLY FINANCE DEPARTMENT REPORT (TAB 08)
- 168 Ms. Woo inquired if there were any questions or comments on the Monthly Financial Report. There were
- no questions or comments by the Board of Directors.
- 170 **PUBLIC COMMENT:** None.
- 171 AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 09)
- 172 The Board posed questions and comments regarding items within the Aviation and Community Services
- 173 Department report. Discussion ensued regarding the drop of operations in the month of October 2021

- versus October 2020, the development of a community outreach campaign/strategy, expenses for the
- 175 flight procedure development, as well as Staffs decision not to renew CAA's fuel discount contract.

#### 176 **PUBLIC COMMENT:**

- 177 Mr. Brian McCafferty made a public comment regarding not renewing the fuel contract with CAA.
- 178 Mr. Erik Peligard made a public comment regarding short hop operations to fuel up at other Airports that
- 179 have CAA pricing.
- 180 Mr. Collin Butcher made a public comment suggesting tenants to operate out of other northern Nevada
- airports that has CAA pricing and drive into Truckee.
- Mr. Dan McGee made a public comment regarding discontinuing fuel purchases at Truckee if CAA is not
- 183 renewed.

# 184 APPROVAL OF FY 2022 FINAL TTAD BUDGET (TAB 10)

- 185 Ms. Woo reviewed the 2022 Final Budget with Narrative and Capital Summary. After a general review of
- the Budget Narrative, the Board asked questions on various budget line items in the proposed Budget and
- narrative. Ms. Woo responded to each inquiry. The following link is provided to listen and/or watch this
- portion of the meeting. Please use the following link: <a href="https://ttm.open.media/sessions/233733/truckee-">https://ttm.open.media/sessions/233733/truckee-</a>
- tahoe-airport-board-december-1-2021?category=458 and forward the recording to 2:33:42.

## 190 **PUBLIC COMMENT:**

- 191 Ms. Jannette Conrads made a public comment regarding CAA Fuel pricing, hours on the loader, and the
- airshow committee.
- 193 Mr. Brian McCafferty made a public comment in support of the Airshow and CAA fuel pricing.
- 194 Mr. Tom Meadows made a public comment in support of the Airshow.
- 195 MOTION #13 DECEMBER 1, 2021: Director Stephens made a motion approve the 2022 Budget as
- 196 presented which includes additional flagging the 2022 Airshow and Family Festival, and adjustments made
- to Community Sponsorship and Housing. There was no second. Motion fails.
- 198 MOTION #14 DECEMBER 1, 2021: Director Hetherington made a motion approve the 2022 Budget as
- 199 presented which includes additional flagging the 2022 Airshow and Family Festival, removal of the Loader,
- and adjustments made to Community Sponsorship and Housing line item. Director Diamond seconded the
- motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes.
- 202 Director Hetherington, yes. The motion passed via roll call vote.

## 203 2021 EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY (TAB 11)

- 204 Mr. Smith reviewed the staff report and study recommendations for the Board of Directors. Discussion
- 205 ensued regarding the process in determining position FLSA exemption statuses and exemption categories,
- and differences between total cash amounts and total compensations amounts referenced in the results
- of the compensation market survey.

## 208 **PUBLIC COMMENT:**

- 209 Ms. Jannette Conrads made a public comment regarding the Classification and Compensation study.
- 210 MOTION #15 DECEMBER 1, 2021: Vice President Diamond made a motion to approve the Classification
- and Compensation Study recommendations as included in the staff report excluding Appendix D District
- 212 Salary Recommendations. Director Stephens seconded the motion. President O'Dette, yes. Vice President

- 213 Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, no. The motion passed
- via roll call vote.

### 215 PAVEMENT MAINTENANCE PLAN PRESENATION AND APPROVAL (TAB 12)

- 216 Mr. Smith reviewed the Pavement Maintenance Plan staff report for the Board of Directors. Discussion
- 217 ensued regarding the different cross section strengths of the runways, environmental factors of pavement
- 218 life, the need for the District to collect data of aircraft over 80k pounds, the ability of the District to
- 219 reevaluate/adjust the Pavement Maintenance Plan if the airport receives less traffic or more traffic, and
- the idea of having an additional landing fee for operations above 80k pounds.

### 221 **PUBLIC COMMENT:**

- Ms. Lauren Tapia read aloud the following written public comments:
- 223 Mr. Collin Butcher submitted a written public comment in support applying decreased pavement wight
- 224 limits in the pavement maintenance program.
- 225 Mr. Todd Barbarovich made a public comment regarding the need for operators to pay for pavement
- 226 maintenance costs.
- 227 Mr. Brian McCafferty made a public regarding FAA Fuel Tax as the major funding source being used for
- 228 airport construction projects.
- 229 Mr. Erik Peligard made a public comment regarding aircraft's basic weight being used to set fees.
- 230 Mr. Collin Butcher made a public comment noting that airport operators should support airport
- 231 maintenance through the user fees.
- 232 MOTION #16 DECEMBER 1, 2021: Vice President Diamond made a motion to accept the 2021 District
- 233 Pavement Maintenance and Management Plan as provided and recommended by staff. Director Stephens
- seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes.
- Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

#### 236 REVIEW AND RECOMMENDATION ON PENDING AERONAUTICAL LEASE RENEWALS (TAB 13)

- 237 Mr. Bullock reviewed the staff report on the pending aeronautical lease renewals for the Board of
- 238 Directors and the Districts rational around the decision to reevaluate these aeronautical leases. Discussion
- ensued regarding why Sky Dive Truckee is the only lease that is being recommended to be terminated and
- then renegotiated, the thought of delaying renegotiation until after the Cost Allocation Special Meeting
- in January, and the lease renegotiation schedule staff provided to the Board (table 1 in the staff report).

#### 242 **PUBLIC COMMENT:**

- 243 Mr. Mike Swanson made a public comment against the termination of Sky Dive Truckee's aeronautical
- 244 lease.
- 245 Ms. Jules Drew made a public comment against the termination of Sky Dive Truckee and noted that the
- termination is discriminatory in nature.
- 247 Mr. Richard Pearl made a public comment reviewing Truckee Tahoe Soaring Association's (TTSA)
- 248 background and history.
- 249 Mr. Todd Babarovich made a public comment investigating operational costs of the businesses and setting
- 250 fees accordingly.

- 251 Mr. Tom Meadows made a public comment regarding the "holistic" referred to by District staff regarding
- 252 reviewing aeronautical commercial leases.
- 253 Ms. Karol Hines made a public comment in support of Sky Dive Truckee.
- 254 Mr. Erik Peligard made a public comment regarding the possibility of transitioning Sky Dive Truckee's lease
- 255 to month-to-month.
- 256 MOTION #17 DECEMBER 1, 2021: Director Hetherington motioned to direct staff to proceed with
- 257 leasehold recommendations outlined in Table 1 of the staff report with the addition of refraining from
- 258 updating lease rates pending appraisals and review and approval of Cost Allocation Special meeting in
- January. Director Diamond seconded the motion. President O'Dette, yes. Vice President Diamond, yes.
- 260 Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call
- 261 vote.

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

- Master Plan Ad Hoc Committee
- Proposals will be sent out on Friday, and the Special Meeting will take place on December 15, 2021
- Carbon Zero Truckee Tahoe Alliance Update
- 266 Director Rohlf will be replacing Vice President Diamond as the Board representative.
- ACT Board of Directors Attendance
- 268 Director Hetherington and Director Rohlf noted that they would attend the December ACT meeting. Vice
- 269 President Diamond and Director Stephens noted that they would attend the January ACT meeting.
- 270 **PUBLIC COMMENT:** None.
- 271 FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 15)
- 272 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the Board special meetings
- 273 and January regular meeting.
- 274 **PUBLIC COMMENT:** None.
- 275 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS**
- 276 Mr. Smith noted that he has attended the SWAAAE Board of Directors meeting.
- 277 MEETING REVIEW AND STAFF DIRECTION
- 278 Mr. Smith reviewed the direction to staff items from the Board. This list is intended to capture other items
- 279 not include in formal motions or agreement by consensus documented in the minutes. Direction to staff
- include the following:

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- Board directed staff to reach out to those in the meeting that had questions on the future proposed Runway 16/34.
- Provide a written summary or white paper on lessons learned regarding sky dive and aircraft near miss.
  - Send to Board the picture of District Snow removal equipment and staff used in the Winter Operations meeting.
    - Prepare Summary Table of ware and tare along with associated cost per operation for aircraft in various weight categories such as MTOWs 50k, 60k, 70k, 80k, 90k, 100k, and 110k to help inform rate setting.

- Inquire if Air Show committee has a new budget and when do they propose to provide it to the Board.
- 292 SELECTION OF BOARD PRESIDENT, VICE PRESIDENT AND BOARD INTERNAL AUDITOR (TAB 16)
- 293 **PUBLIC COMMENT:** None.
- 294 MOTION #18 DECEMBER 1, 2021: Director Stephens motioned to appoint Director Rohlf as Board
- 295 President for the 2022 Calendar year. President O'Dette seconded the motion. President O'Dette, yes.
- 296 Vice President Diamond, abstain. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, no.
- 297 The motion passed via roll call vote.
- 298 MOTION #19 DECEMBER 1, 2021: Director Hetherington motioned to reappoint Vice President Diamond
- as Board Vice President for the 2022 Calendar year. President O'Dette seconded the motion. President
- 300 O'Dette, yes. Vice President Diamond, yes. Director Stephens, abstain. Director Rohlf, yes. Director
- Hetherington, yes. The motion passed via roll call vote.
- 302 MOTION #20 DECEMBER 1, 2021: Vice President Diamond motioned to appoint Director Stephens as the
- 303 Board Internal Auditor for the 2022 Calendar year. Director Hetherington seconded the motion. President
- 304 O'Dette, yes. Vice President Diamond, yes. Director Stephens, abstain. Director Rohlf, yes. Director
- Hetherington, yes. The motion passed via roll call vote.
- 306 **PUBLIC COMMENT:** None.
- 307 ADJOURN
- 308 **PUBLIC COMMENT:** None
- 309 MOTION #21 DECEMBER 1, 2021: Director Hetherington motioned to adjourn the meeting. Director
- 310 Stephens seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens,
- 311 yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.
- 312 At 9:39 PM the December 1, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors
- 313 adjourned.
- 314 THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 1, 2021, REGULAR BOARD
- 315 MEETING. TO WATCH THE MEETING IN ITS ENTIRTY: https://ttm.open.media/sessions/233733/truckee-
- 316 <u>tahoe-airport-board-december-1-2021?category=458</u>