



# ACT NOW!

## Airport Community Team Meetings

### ACT Meeting Summary Report

Topic:	District Finances and an Overview of the 2022 District Budget
Video Link:	<a href="https://vimeo.com/661263582">https://vimeo.com/661263582</a>
Date:	December 8, 2021

Attendance
<ul style="list-style-type: none"><li>• 6 ACT Members</li><li>• 5 Staff</li><li>• 2 Board Members</li></ul>

Total Members
<ul style="list-style-type: none"><li>• 98 ACT Members</li></ul>

### Summary

- Kevin Smith, General Manager, welcomed members to ACT and gave an overview of the Truckee Tahoe Airport District's annual budget process. The process begins about six months prior to the final adoption in December of each year. Mr. Smith described the different revenue sources and budgeting amounts from fuel, lease rent, aircraft services, property taxes, and funding from the FAA. Ms. Kelly Woo, Director of Finance and Administration, described the process for forecasting operating revenue and operating expenditures, and detailed the 2022 forecasts for both. Mr. Smith went on to describe the unrestricted net assets (capital and operating reserves) and the policy instruction set by the Board of Directors that describes how these monies are to be spent long term. Ms. Woo outlined the 2022 approved budget and highlighted some budget expenditure items including striping, network security, flight procedures, tower staffing, general engineering, planning, greenhouse gas initiatives and many others. Ms. Woo also presented graphical pie chart representations of both revenues and expenditures for the 2022 budget. She then gave a historical overview of District property tax revenue from both Placer and Nevada counties, and graphically described the portion of the overall property taxes paid by property owners that the District receives. Mr. Smith detailed the capital project expenditures budgeted for 2022 including master plan updates, website redesign, water line connections, HVAC controls and many others.
- Ms. Woo described the annual audit process that is completed every year by an independent auditor, and ways the firm audits and tests the District's financials. Once the audit is complete, the firm issues a

management letter with their findings and audited financial statements to the Board of Directors each spring. These audits are available to the public for transparency and are used to improve internal controls and processes consistent with governmental accounting practices.

- Mr. Smith also discussed the revenue and cost allocation study that the District is close to completing. The study was undertaken in order to better understand how and where cost and revenue are allocated across various business lines and cost centers. These types of studies are common in the private sector and provide tools for strategic planning and help set rates, fees, and charges. Mr. Smith explained that the Board will be holding a special workshop to review the study on January 5, 2021, at 2:00pm via Zoom.

### Member Comments and Questions – (See Video Link for Detailed Responses)

- How is depreciation accounted for as it is a non-cash item?
- Was there a historical accident report that will be presented or made available to the public soon?
- Can we get an update on the “near miss” that occurred recently?
- In looking at the budgeted fuel revenue and \$3 million dollar profit projected, are you concerned that the cancellation of the CAA contracted discount will affect dramatically affect fuel sales volume?
- I am concerned about the societal negatives that could be incurred by aircraft tanking in fuel if the CAA discount goes away, especially with larger aircraft.
- If the airshow budgeted monies are not used, where do those monies go?
- Does the FAA do a report on near misses like they do with accidents?
- On the CalPERS unfunded liability, is there a big number that you are working down?
- What technology level does the tower have to know what aircraft are in our airspace?
- As a class Delta airport, wouldn't the near miss be an airspace incursion even for a military aircraft?

#### Scheduled Future Meetings Topics

- Airport Master Plan Project – What is it and how to get involved – 1/12/2022
- Greenhouse Gas Reduction – Working together to reduce carbon emissions – 2/9/2022



#### Bike Rack – Topics Racked for Future Meetings

- Cost Allocation Study
- Flight Procedures and Aircraft Types
- Airport Properties and Open Space Lands

