

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, January 26, 2022, via live web streaming.

3 **CALL MEETING TO ORDER: 3:30 PM**

4 **PLEDGE OF ALLEGIANCE**

5 **DIRECTORS PRESENT:** President Kathryn Rohlf (via Teleconference)
6 Vice President David Diamond (via Teleconference)
7 Director Rick Stephens (via Teleconference)
8 Director Mary Hetherington (via Teleconference)

9 **DIRECTORS ABSENT:** Director Teresa O’Dette

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)
16 Mr. Josh Nelson, District Legal Counsel (via Teleconference)
17 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

18 **VISITORS PRESENT: 0**

19 **PUBLIC COMMENT:** None.

20 **CLOSED SESSION:**

- 21 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 22 ○ Property: 10356 Truckee Airport Rd, Truckee, CA 96161
- 23 ○ Agency negotiator: Kevin Smith, Hardy Bullock
- 24 ○ Negotiating parties:
 - 25 ▪ Truckee Tahoe Soaring Association
 - 26 ▪ Skydive Lake Tahoe
- 27 ○ Under negotiation: Rent and Terms of Rent

28 **PUBLIC COMMENT:** None.

29 President Rohlf noted that there was no reportable action.

30 **CALL OPEN SESSION TO ORDER: 4:30 PM**

31 **VISITORS PRESENT: 38**

32 **MODIFICATION OF AGENDA:**

33 Due to Director O’Dette’s absence, there was Board consensus to move the General Manager’s Annual
34 Review (Closed Session) to a special Board meeting prior to February’s regular Board meeting or at the
35 February Meeting.

36 **BOARD PRESIDENT DISCUSSION - MEETING PROTOCOLS FOR 2022:**

37 President Rohlf reviewed the “Speak Your Peace” campaign, agenda item review process, as well as new
38 protocols for emailed public comments. There was consensus to follow common practice by public Boards
39 to not read all emails sent to the Board on specific items. It was discussed that constituents are always
40 welcome to send emails to Board members on items of interest. Moving forward the Board will follow
41 the recognized best practice of having constituents make public comment in person at the Board

42 Meetings. District Counsel Nelson will provide the new language regarding Public Comment for future
43 Monthly Board meeting agendas to staff.

44 **PUBLIC COMMENT:**

45 Mr. Mike Cooke made a public comment regarding the 2021 Classification and Compensation study and
46 his desire for the Board to reconsider adopting the new market salary ranges in the Bryce Classification
47 and Compensation Study.

48 **CONSENT ITEMS**

- 49 • Extend Resolution 2021-11 to Re-Authorize Virtual Public Meetings ----- TAB 01
- 50 • Minutes: December 1, 2021, Regular Meeting ----- TAB 02
- 51 • Minutes: December 15, 2021, Special Meeting ----- TAB 03
- 52 • Minutes: January 5, 2021, Special Meeting ----- TAB 04
- 53 • Monthly Service Bills and Fees – November and December 2021 ----- TAB 05
- 54 • TTAD Liability Insurance Renewal ----- TAB 06

55 Director Stephens requested to pull Tab Item 06.

56 **PUBLIC COMMENT:** None.

57 **MOTION #1 JANUARY 26, 2022:** Director Stephens motioned to approve the Consent Items: Tab Items
58 01 – 05. Director Hetherington seconded the motion. President Rohlf, yes. Vice President Diamond, yes.
59 Director Stephens, yes. Director Hetherington, yes. The motion passed via roll call vote.

60 Director Stephens expressed concern regarding the amount of coverage for the District’s Liability
61 Insurance renewal. There was Board consensus for the District to renew the policy as presented, but to
62 seek information regarding the cost of an increased coverage of 50 million.

63 **PUBLIC COMMENT:** None.

64 **MOTION #2 JANUARY 26, 2022:** Director Stephens motioned to approve Tab Item 06 but for staff to
65 return in February with a quote for the 50-million-dollar coverage. Director Hetherington seconded the
66 motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director Hetherington,
67 yes. The motion passed via roll call vote.

68 **REVIEW OF AIRSHOW PROPOSAL AND BUDGET (TAB 09)**

69 Mr. Smith introduced the Airshow Proposal and Budget agenda item for the Board of Directors. Mr. David
70 Love, Airshow Committee Representative, requested the Board move this agenda item to a future meeting
71 due to Director O’Dette’s absence. There was consensus for Mr. Love to review the Airshow’s updated
72 proposal and budget presentation for the Board, but that the Board will defer Board vote to the Regular
73 February Meeting. Mr. Love reviewed the Airshow Committee’s new proposal and budget for the 2022
74 Airshow for the Board of Directors. The Board of Director’s reviewed their questions, comments and
75 concerns on the updated Airshow proposal and budget. Discussion ensued regarding the need for the
76 Board to review the Airshow Contract before the Board approves a 2022 Airshow, the cost for Public
77 Relations and what is included, Sponsorships to offset the cost of the Airshow, performer rates, District
78 staff time hours to support the Airshow, and shortening the Airshow contract (service agreement) to one
79 year instead of five years.

80 **PUBLIC COMMENT:**

- 81 • Ms. Lauren Tapia read aloud the following written public comments:
- 82 Mr. Merrill Milner submitted a written public comment in support of the Airshow and Family Festival.
- 83 Ms. Christina Temple submitted a written public comment in support of the Airshow and Family Festival.

84 Ms. Janet Mourning submitted a written public comment in support of the Airshow and Family Festival.
85 Ms. Dianne De Cuir submitted a written public comment in support of the Airshow and Family Festival.
86 Mr. Garret Morrow submitted a written public comment in support of the Airshow and Family Festival.
87 Mr. Joseph and Charlotte Kubicky submitted a written public comment in support of the Airshow and
88 Family Festival.
89 Mr. Rick Raduziner submitted a written public comment in support of the Airshow and Family Festival.
90 Mr. Rugel Photo submitted a written public comment in support of the Airshow and Family Festival.
91 Mr. Jim Conlin submitted a written public comment in support of the Airshow and Family Festival.
92 Mr. Ron Cuff submitted a written public comment in support of the Airshow and Family Festival.
93 Ms. Mary K Jones submitted a written public comment in support of the Airshow and Family Festival.
94 Mr. Russ Wilbert submitted a written public comment in support of the Airshow and Family Festival.
95 Ms. Trinkie Watson submitted a written public comment in support of the Airshow and Family Festival.
96 Mr. Nick Bisagno submitted a written public comment in support of the Airshow and Family Festival.
97 Mr. Michael Coen submitted a written public comment in support of the Airshow and Family Festival.
98 Ms. Rachel Duncan submitted a written public comment in support of the Airshow and Family Festival.
99 Mr. Michael Ryan submitted a written public comment in support of the Airshow and Family Festival.
100 Ms. Linda Todd submitted a written public comment in support of the Airshow and Family Festival.
101 Ms. Kathie Johnson submitted a written public comment in support of the Airshow and Family Festival.
102 Ms. Barbara Wong submitted a written public comment in support of the Airshow and Family Festival.
103 Mr. Greg Hines submitted a written public comment in support of the Airshow and Family Festival.
104 Ms. Cindy Crawford submitted a written public comment in support of the Airshow and Family Festival.
105 Mr. Fred Zapponi submitted a written public comment in support of the Airshow and Family Festival.
106 Mr. Jonathan Sorger submitted a written public comment in support of the Airshow and Family Festival.
107 Mr. Leigh Golden submitted a written public comment in support of the Airshow and Family Festival.
108 Mr. Randy Mezger submitted a written public comment in support of the Airshow and Family Festival.
109 Ms. Lin Stahmer submitted a written public comment in support of the Airshow and Family Festival.
110 Ms. Tracy Cuneo submitted a written public comment in support of the Airshow and Family Festival.
111 Ms. Ashley (last name not provided) submitted a written public comment in support of the Airshow and
112 Family Festival.
113 Mr. Erik (last name not provided) made a public comment in support of the Airshow and Family Festival.
114 Mr. Victor Hernandez responded with answers to questions raised during Board questions.
115 Mr. Tom Meadows made a public comment in support of the Airshow and Family Festival.
116 Mr. Andrew's iPhone made a public comment in support of the Airshow and Family Festival.
117 The Board thanked Mr. Love for the Update by the Airshow Committee and looks forward to answers to
118 their questions being brought back in February.

119 **SAFETY GAP ANALYSIS PRESENTATION AND ACCEPTANCE (TAB 10)**

120 Mr. Smith introduced the agenda topic for the Board of Directors. Ms. Stacey Justesen introduced Mr.
121 Doug Downey, with Falcon 16 Solutions, which worked alongside staff in developing the Safety Gap
122 Analysis 5-Year Update. Mr. Downey reviewed the Safety Gap Analysis presentation. The Board of
123 Director’s provided questions, comments, and concerns on the updated Safety Gap Analysis. Discussion
124 ensued regarding how the study will be used and the value of the results and recommendations. There
125 was discussion regarding the actions staff will/are taking based off of the Safety Gap Analysis, the scope
126 of influence the Airport has in regard to safety. The Board inquired if staff is pleased with the study and
127 if it is actionable. Staff indicated they are pleased with the final study and its recommendations and feel
128 there are may items we can engage in and implement.

129 **PUBLIC COMMENT:** None.

130 **MOTION #3 JANUARY 26, 2022:** Vice President Diamond motioned accept the Safety Gap Analysis 5-year
131 update report provided to the Board of Director which will serve as a guiding document for the continued
132 improvement of the TTAD’s safety program. Director Stephens seconded the motion. President Rohlf, yes.
133 Vice President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via
134 roll call vote.

135 **REVIEW OF PROPOSED GOALS FOR THE 2022 DISCUSSION AND POSSIBLE ACTION (TAB 11)**

136 Mr. Smith reviewed staff’s proposed goals for 2022. There was Board consensus to review the proposed
137 2022 Goals in a workshop format. Mr. Smith noted that he will distribute a doodle to help select a meeting
138 date.

139 **PUBLIC COMMENT:** None.

140 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 12)**

- 141
- Allocation Study Ad Hoc Committee Report

142 The Ad Hoc Committee will be receiving a draft report reflecting various scenarios regarding federal funds
143 and a Tower and ADS-B costs, as well as a memo from staff addressing the various question the Board had
144 at the January 5th special meeting. This final report and memo will be provided to the Board marking the
145 completion of the work of the Allocation Study Ad Hoc Committee.

- 146
- Master Plan Ad Hoc Committee

147 There is an ad hoc meeting on January 27, 2022 to finalize the Scope and Fee. This Scope and Fee once
148 approved by the Ad Hoc Committee will be sent to Director Rohlf for signatures.

- 149
- ACT Board of Directors Attendance

150 President Rohlf and Director O’Dette will attend the February ACT meeting. Director Hetherington and
151 Stephens will attend the March ACT meeting.

152 **PUBLIC COMMENT:** None.

153 **GENERAL MANAGERS REPORT (TAB 13)**

154 The Board of Director’s reviewed their questions, comments, and concerns regarding the General
155 Managers report. Discussion ensued regarding the need of having a fuel discount policy and strategy
156 before a fuel discount is developed by staff, update on when the District Data report is distributed, and
157 possibility of a Winter workshop. There was consensus to have a goal setting workshop before the
158 February Board Meeting. Mr. Smith indicated he would send out a doodle for that meeting.

159 **PUBLIC COMMENT:** None.

160 **OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 14)**

161 The Board thanked the Operations and Maintenance Department for their snow removal efforts made in
162 December.

163 **PUBLIC COMMENT:** None.

164 **MONTHLY FINANCE DEPARTMENT REPORT (TAB 15)**

165 Ms. Woo inquired if there were any questions or comments on the Monthly Financial Report. There were
166 no questions or comments by the Board of Directors.

167 **PUBLIC COMMENT:** None.

168 **TTAD LIABILITY INSURANCE POLICY RENEWAL (TAB 06)**

169 Ms. Woo noted that she received a policy renewal cost estimate from the brokers for the higher coverage
170 amount of \$50 million dollars. There was consensus from the Board to accept the quote for the \$50 million
171 dollar coverage.

172 **PUBLIC COMMENT:** None.

173 **MOTION #4 JANUARY 26, 2022:** Director Hetherington motioned change the Board’s previous action and
174 approve the updated quote of \$34,920 for \$50 million dollars in Liability Insurance Coverage. Director
175 Stephens seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes.
176 Director Hetherington, yes. The motion passed via roll call vote.

177 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 16)**

178 Mr. Bullock reviewed items contained within the Aviation and Community Services Department Report.
179 The Board posed questions and comments regarding items within the Aviation and Community Services
180 Department report. Discussion ensued regarding the increase in non-ems out of curfew operations,
181 reduced operations but increased comments, how the economy may support aircraft owners to upgrade
182 their aircraft to larger aircraft, addition of a possible dashboard (for the community) to be able to track
183 noise and annoyance metrics as well as aircraft, having flight procedure updates written in such a way for
184 laypersons to understand what they are reading, and operations encroaching on nighttime hours.

185 **PUBLIC COMMENT:** None.

186 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 17)**

187 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the Board special and regular
188 meetings in February.

189 **PUBLIC COMMENT:** None.

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

191 Mr. Smith noted that he and Mr. Bullock attended the AAAE Issues conference in Kauai, Hawaii, and will
192 provide an overview of the conference at the February meeting.

193 **MEETING REVIEW AND STAFF DIRECTION**

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

- 197 • Staff and District Attorney will adjust language on agenda regarding emailed public comment and
198 that it will no longer be read in the meeting.
- 199 • Have Airshow information and contract on next board agenda. Provide costs for staffing,
200 sponsorship revenue generated, and a term of one year.

- 201 • Staff will send out a doodle for a Board Goal Setting workshop.
- 202 • Send the Board the Cost of the Safety Gap Analysis
- 203 • Hold off on creating any new policy instructions for locals fuel discounts until the Board can
- 204 discuss a strategy regarding this issue.
- 205 • Find a proper location and opportunity to discuss density altitude more. See where it fits in such
- 206 as Connected.

207 **ADJOURN**

208 **PUBLIC COMMENT:** None

209 **MOTION #5 JANUARY 26, 2022:** Director Stephens motioned to adjourn the meeting. Director
210 Hetherington seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens,
211 yes. Director Hetherington, yes. The motion passed via roll call vote.

212 At 7:58 PM the January 26, 2022, regular meeting of the Truckee Tahoe Airport Board of Directors
213 adjourned.

214 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JANUARY 26, 2022, REGULAR BOARD**
215 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/236572/truckee-](https://ttm.open.media/sessions/236572/truckee-tahoe-airport-board-january-26-2022?category=458)
216 [tahoe-airport-board-january-26-2022?category=458](https://ttm.open.media/sessions/236572/truckee-tahoe-airport-board-january-26-2022?category=458)