



## TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

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

**MEETING DATE:** February 23, 2022

**PREPARED BY:** Kevin Smith, General Manager

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**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 January 19, 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. There may be an opportunity with this property. The JPA is working through various details and considerations with the Town of Truckee and Forest Service to see if there is merit to this project. We have taken some additional steps on the creation of a down payment assistance program. Staff will be working with the JPA over the next month to better understand how this program may function. We hope to have a program before the Board for Consideration in March. 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. We are now looking at and considering a tiny home style project. Some of our employees have expressed interested in this type of house. It also provides good transition housing while newer employees get their footing in the community. The District is not expending any funds to explore this concept. 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 final Draft of the Allocation Study was completed on December 22<sup>nd</sup> and provided to the Board. The Board and Staff met in a work session on January 5, 2022 to review this draft. Various comments and direction were provided to staff and the Ad Hoc Committee. The Ad Hoc Committee is in the final stages of completing this project along with a response to many of the questions posed at the Jan. 5<sup>th</sup> workshop. We have sent the Board the final Allocation Study with the various scenarios we have discussed. These can be used for future decision making and will be a tool for upcoming rate setting discussions. We wanted to make sure the Board and public had the final deliverables. We have attached 2 reports which are the final documents which outline various allocation methodologies. These methodologies are as follows:

**FIRST REPORT**

**Scenario A**

- o Allocates 10% of ATC Tower to District/Noise and Annoyance Program
- o Excludes grant monies in calculation of capital asset costs

**Scenario B**

- o Allocates 10% of ATC Tower to District/Noise and Annoyance Program
- o Includes grant monies in calculation of capital asset costs

**SECOND REPORT**

**Scenario C**

- o Allocates 50% of ATC Tower and ADS-B costs to District/Noise and Annoyance Program
- o Excludes grant monies in calculation of capital asset costs

**Scenario D**

- o Allocates 50% of ATC Tower and ADS-B costs to District/Noise and Annoyance Program
- o Includes grant monies in calculation of capital asset costs

Director Hetherington has prepared a summary, also attached, comparing the various methodologies. These are for Board review and reference purposes and are being made available to the public.

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

The final draft and scope have been approved and signed by the District and work is actively underway. A big next step for this project will be preparing for public workshops in late April and early May along with discussing the Master Plan and 3<sup>rd</sup> runway at our upcoming March and April ACT meetings. We have tentatively proposed April 20<sup>th</sup> and May 3<sup>rd</sup> for our Workshops (these are separate from ACT meetings). While we currently are considering these for virtual workshops, we do have the option of conducting them in person. Our goal is to have the 3<sup>rd</sup> Runway working paper to the FAA by Summer of 2022. I along with Mead & Hunt met with the FAA on Tuesday February 15<sup>th</sup> to discuss the 3<sup>rd</sup> Runway concept. It was a good meeting. The

FAA was responsive to our request for them to review our proposals and give us some items they would like included in our submittal. The items they proposed are all included in our current Scope of Work. The Ad Hoc Committee and Staff have regularly scheduled biweekly meetings on the Master Plan. Our next is on February 22<sup>nd</sup>. We will provide a report of that meeting as part of our committee report.

**5. Climate Transformation Alliance (CTA) formerly the Carbon Zero Truckee Tahoe Alliance -**

Director Rohlf - CTA Board Representative from TTAD

The CTA is scheduling our Governance Workshop in March, where we will wrap up the Strategic Plan draft process and governing documents. We have completed the MOU between our 3 agencies and are now finalizing the funding management agreement between TTCF, TTAD, TDPUD, and the Town designating TTCF as our Fiscal Agent. A copy of this agreement was provided at our last Board meeting. As work on this project continues, we will provide additional updates.

**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 2<sup>nd</sup> Wednesday of every month from 6:00 PM to 7:30 PM. The next two ACT meetings are as follows:

March 9, 2022 – Airport Master Plan Update Project Part I. We will take a more in-depth dive at the 3rd Runway Option and flight procedures as well as the other development alternatives we will be studying and reviewing as part of our planning effort and development alternatives for the Master Plan Update. We will also seek guidance from ACT on outreach strategies for upcoming Master Plan Public Workshops.

April 13, 2022 – Topic: Airport Master Plan Part II. We will continue Master Plan topics for April as we gear up for community outreach meetings. We will further develop this topic after our March ACT meeting based on input from the Team.

**ATTACHMENTS:**

Item 2 – Housing JPA Executive Director’s Report

Item 3 – Cost Allocation Study A&B and C&D

Cost Allocation Scenarios A-D comparisons prepared by Director Hetherington