



TRUCKEE TAHOE AIRPORT DISTRICT
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DIRECTORS
 MARY HETHERINGTON
 JOHN B. JONES, JR.
 JAMES W. MORRISON
 J. THOMAS VAN BERKEM
 LISA WALLACE

AGENDA
FOR
DECEMBER 05, 2013

A meeting of the Truckee Tahoe Airport District will be held on **Thursday, December 05, 2013 at 9:00 a.m. in the Truckee Tahoe Airport District Community Room**, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California. No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. All meetings are recorded. The meeting room is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the Truckee Tahoe Airport District office at (530) 587-4119, at least three days prior to the meeting.

REGULAR MEETING: 9:00 a.m.

STANDING ORDERS: Call the Meeting to Order

PLEDGE OF ALLEGIANCE

ROLL CALL

SPECIAL ORDERS OF BUSINESS

- RESOLUTION NO. 2013-13 of the Truckee Tahoe Airport District expressing appreciation to Kevin Bumen ----- **TAB 1**
- Update on new employee hiring and promotions within the organization.

PUBLIC COMMENT: Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board on any issue brought forth under Public Comment. Comments relating to items on today’s agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board President; however, comments will generally be limited to five minutes.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA, please come to the podium when the item number and subject matter are announced. When recognized, please provide your name for the record. The President may limit any individual to not less than 3 minutes. Time to address the Board will be allocated based on the number of requests received. Not all members may be allowed to speak if the total time allocated expires.

CONSENT ITEMS

1. Minutes: October 17, 2013 Regular Meeting ----- **TAB 2**
2. Monthly Service Bills and Fees ----- **TAB 3**
3. Financial Report ----- **TAB 4**
4. Financial Report – Rates and Fees Q3 Report ----- **TAB 5**
5. Operations and Comment Report – Q3 2013 ----- **TAB 6**
6. Martis Valley West Development Proposal – Letter to Placer Co. Review and Approval ----- **TAB 7**
7. Liability Insurance Coverage ----- **TAB 8**
8. AIRPORT RESCUE AND FIRE FIGHTING (ARFF) AGREEMENT WITH TRUCKEE FIRE PROTECTION DISTRICT ----- **TAB 9**
 Board of Directors will consider an agreement with Truckee Fire Protection District for purchase of an ARFF Truck and ARFF services

ROUTINE REPORTS FROM CONSULTANTS

9. AIRPORT COMMUNITY ADVISORY TEAM ----- **TAB 10**

BOARD ACTION ITEMS

10. ANNUAL AUDIT PRESENTATION ----- **TAB 11**
 Board will consider and approve FY 2012 Audit Report presented by James Marta and Company.

- 11. AIRPORT CAPITAL IMPROVEMENT PROGRAM REVIEW**----- **TAB 12**
Board will review the 2014 – 2019 Airport Capital Improvement Program (ACIP) progress.
- 12. NEW BANK OF THE WEST SIGNATURE CARDS – RESOLUTION 2013-11** ----- **TAB 13**
Change to Bank of the West signature cards
- 13. BANK OF THE WEST CREDIT CARD – RESOLUTION 2013-12** ----- **TAB 14**
Authorization for Bank of the West Credit Card for Director of Aviation and Business Services

BOARD GUIDANCE AND INFORMATION ITEMS

- 14. NOVEMBER 13TH MASTER PLAN WORKSHOP PUBLIC COMMENT REVIEW** ----- **TAB 15**
Ms. Seana Dougherty with Fresh Tracks Communications will present a report and findings from public comment received at the Master Plan Workshop on November 13th
- 15. GENERAL MANAGER’S REPORT** ----- **TAB 16**
- Upcoming Training Opportunities
 - Ad Hoc Committees Update
 - Update on Tahoe City Heliport
 - November 19th Aviation Safety Seminar Report
 - Clear Capital Land Lease Update
 - Review of February 29, 2014 Board Retreat
 - Holiday Party Reminder
 - Review of Project Tracking List

CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (SUBDIVISION (C) OF GOVERNMENT CODE SECTION 54956.9)
Name of case: Truckee Tahoe Airport District v. Gaylia Newcomb, et al., Nevada County Superior Court Case # TCU13-5538
 - GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER 2012/2013 PERFORMANCE GOALS
 - CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code section 54957.6:
Agency designated representative: President Hetherington and Director Van Berkem
Unrepresented employee: General Manager Kevin Smith
- 16. RETURN TO OPEN SESSION – POSSIBLE FINAL ACTION ON PROPOSED COMPENSATION OF GENERAL MANAGER**
- 17. RESCHEDULING OF FEBRUARY 26, 2013 BOARD OF DIRECTOR’S MEETING**
Board of Directors will consider rescheduling February 26th Board meeting to avoid potential conflict with UC Davis Noise Symposium
- 18. ANNUAL SELECTION OF BOARD PRESIDENT AND VICE PRESIDENT** ----- **TAB 17**
Policy Instruction 209 - Assignment of Board President/Vice President for FY 2014

BOARD MEMBER ANNOUNCEMENTS: Pursuant to Government Code Section 54954.2, Board members may make a brief announcement or report on activities. Board members may also provide a reference to staff or other resources for factual information, or request staff to report back to the Board at a subsequent meeting concerning any matter.

- Various Board Members attended the NBAA Annual Conference in Las Vegas and the CSDA Leadership Academy in Napa CA. Directors who attended will report on the Conferences.

SCHEDULE FOR UPCOMING MEETINGS: The Board President and Airport Manager shall determine the agenda. Scheduled meetings of the Truckee Tahoe Airport Board of Directors are as follows:

****NOTE NEW DATE AND TIME OF REGULAR BOARD MEETINGS****

- **Regular Board Meeting** – January 22, 2014, 5:30 PM: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Board Retreat** - January 29, 2013 9:00 A.M: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Regular Board Meeting** – February 26, 2014, 5:30 PM: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Regular Combined ACAT / Board Meeting** – March 26, 2014, 2:00 – 4:00 PM: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Regular Board Meeting** – March 26, 2014, 5:30 PM: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA

ADJOURNMENT OF MEETING

NOTE: A copy of the agenda packet and all documents related to this agenda are available for public review at the Airport Administration Office, 10356 Truckee Airport Road, Truckee, California 96161. Agenda items that are not able to be addressed at today’s meeting may be placed on the next regularly scheduled Board meeting agenda. Requests for agenda items and/or supporting background information must be submitted in writing to the Airport Manager or the Board President ten days prior to the next meeting.

I declare a copy of this agenda was posted at the Truckee Tahoe Airport District Administration Office, 10356 Truckee Airport Road, Truckee, CA, and mailed on November 27, 2013.

Maria Martinez, District Clerk