

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, February 23, 2022, via live web streaming.

3 **CALL MEETING TO ORDER: 3:00 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 Director Teresa O’Dette (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)
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 ■ Sierra Aero/Mountain Lion Aviation
 - 28 ■ Care Flight
 - 29 ○ Under negotiation: Rent and Terms of Rent

30 **PUBLIC COMMENT:** None.

31 President Rohlf noted that there was no reportable action.

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

33 **VISITORS PRESENT: 34**

34 **SPECIAL ORDERS OF BUSINESS:**

35 Mr. Bullock reviewed the JEDI agenda Item. Mr. Bullock noted that agencies around the county have
36 adopted the JEDI language either through Resolutions or a letter of support. There was Board consensus
37 to have staff return with a Resolutions or letter supporting the JEDI language at the next regular Board
38 meeting.

39 **MODIFICATION OF AGENDA:**

40 President Rolf noted that agenda item 07 “Discussion and possible action on Disposition of Hangar L-03
41 Lease Agreement with Tenant” has been removed from the agenda.

42 **SPEAK YOUR PEACE**

43 President Rohlf reviewed the “Speak Your Peace” campaign again for the Board of Directors and general
44 public.

45 **PUBLIC COMMENT:**

46 Mr. Jamie McJunkin, Truckee resident, made a public comment regarding the District’s goals that were
47 reviewed at the earlier February 21, 2022 Special Meeting as well as the District’s new mission statement.

48 **CONSENT ITEMS**

- 49 • Extend Resolution 2021-11 to Re-Authorize Virtual Public Meetings ----- TAB 03
- 50 • Minutes: January 26, 2022, Regular Meeting ----- TAB 04
- 51 • Monthly Service Bills and Fees – January 2022 ----- TAB 05
- 52 • Quarterly Internal Control Report ----- TAB 06

53 **PUBLIC COMMENT:** None.

54 **MOTION #1 FEBRUARY 23, 2022:** Director Stephens motioned to approve the Consent Items: Tab Items
55 03 – 06. Director Hetherington seconded the motion. President Rohlf, yes. Vice President Diamond, yes.
56 Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call
57 vote.

58 **CONSIDERATION OF APPROVAL OF AIRSHOW AGREEMENT AND BUDGET (TAB 07)**

59 Mr. Smith introduced the Airshow Proposal and Budget agenda item and reviewed the staff report for the
60 Board of Directors. The Board of Directors reviewed their questions, comments and concerns on the
61 updated Airshow proposal and budget. Discussion ensued regarding Liability insurance coverage for the
62 Airshow itself, individual performer liability insurance coverage, and specifics within the Airshow’s
63 marketing budget.

64 **PUBLIC COMMENT:**

65 Mr. Tom Meadows, Truckee resident, made a public comment in support of the Airshow.

66 Ms. Anna Klovstad made a public comment in support of holding a static display only event.

67 Discussion continued regarding the airshow’s date continually changing, concerns regarding the amount
68 of total liability insurance coverage (\$10m) for the Airshow, risk related issues related to the show, the
69 scope and size of the 2022 show proposal as well as an option of the airshow turning into an LLC in the
70 future. The Board asked staff to inquire as to the cost of raising the limits of the District Air Show rider
71 policy. Staff indicated they would get a quote.

72 **MOTION #2 FEBRUARY 23, 2022:** Director O’Dette motioned to approve the request to accept the
73 Truckee Tahoe Airshow and Family Festival Proposal and Budget Service Agreement Contract for a 2022
74 event based on the following conditions: The District obtain a \$25m Liability Policy coverage, and that Air
75 Show Committee split the extra cost in the airshow budget of the additional coverage beyond the \$10m
76 with the District. Director Stephens seconded the motion. President Rohlf, yes. Vice President Diamond,
77 no. Director Stephens, yes. Director Hetherington, no. Director O’Dette, yes. The motion passed via roll
78 call vote.

79 **FLIGHT SCHOOL COMMERCIAL OPERATING PERMIT PROPOSAL FROM MR. KEVIN SLONE (TAB 8)**

80 Mr. Bullock introduced and reviewed the agenda item for the Board of Directors. Mr. Slone reviewed his
81 proposal for the Board of Directors. The Board of Directors reviewed their questions, comments and
82 concerns on the Flight School Commercial Operating Permit proposal. Discussion ensued regarding why a
83 commercial operating permit is needed for this type of activity, the differences between “holding out”

84 and transient flight training activities, if the District must provide office space for Mr. Slone or other
85 operators, if flight activity would increase should Mr. Slone’s proposal be accepted, and which aircraft of
86 Mr. Slone will be included in his Commercial Operating Permit application.

87 **PUBLIC COMMENT:** None.

88 Discussion continued regarding “through the fence” activity should Mr. Slone rent office space off field,
89 and the District’s Minimum Standards be updated with stricter language regarding Flight Schools. There
90 was consensus from the Board for staff to amend the Minimum Standards to address regulations
91 regarding flight schools, to have Mr. Kirsch review the amendments and bring back to the Board for
92 consideration.

93 **FLIGHT PROCEDURE PROJECT UPDATE AND AMENDMENT TO CONTRACT WITH FLIGHT TECH**
94 **ENGINEERING (TAB 09)**

95 Mr. Bullock gave a technical update on flight procedures and reviewed a new option for a departure
96 procedure for the Airport. Mr. Bullock presented a PowerPoint on the new departure procedure option
97 (ASTAA1 departure). Mr. Bullock noted that the assessment period is over for flight procedures in
98 development, and that the District is ready to move on to the community outreach portion of the
99 development process.

100 **PUBLIC COMMENT:** None.

101 **MOTION #3 FEBRUARY 23, 2022:** Vice President Diamond motioned to approve the Flight Tech
102 Engineering First Amendment to Exhibit D – Fee Schedule and authorize the Board Chair and General
103 Manager to execute a final agreement. Director Stephens seconded the motion. President Rohlf, yes. Vice
104 President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The
105 motion passed via roll call vote.

106 **CONSIDER NOMINATION FOR DIRECTOR STEPHEN TO SERVE ON THE PLACER COUNTY LOCAL AGENCY**
107 **FORMATION COMMISSION (LAFCO)**

108 Director Stephens requested to be nominated for another permanent LAFCO seat that is coming available.

109 **MOTION #4 FEBRUARY 23, 2022:** Director Hetherington motioned to nominate Director Stephens to
110 serve on the Placer County LAFCO. Vice President Diamond seconded the motion. President Rohlf, yes.
111 Vice President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes.
112 The motion passed via roll call vote.

113 **POLICY INSTRUCTION 311 – COMMUNITY SPONSORSHIPS AND AGENCY PARTNERSHIPS POLICY**
114 **REVISION UPDATE (TAB 10)**

115 Mr. Smith reviewed the Policy Instruction 311 update staff report for the Board of Directors. The Board of
116 Directors reviewed their questions, comments, and concerns on the PI 311 updates. Discussion ensued
117 regarding the community sponsorship portion of PI 311 (\$3k and under) and whether or not the District
118 should continue with the program, the differences between multi-year commitment (agency
119 partnerships) and service agreements, if the District should accept and fund multi-year agency partnership
120 agreements, if there should be a cap placed on multi-year agreements, and whether the District should
121 continue contract for service agreements. The Board reviewed the newly proposed selection process
122 outlined in the PI 311 update. Discussion ensued regarding the process and various proposed ideas from
123 the board on the selection process. There was consensus from the Board for staff to update PI 311 and
124 provide a possible separate policy regarding Agreements for Service. Mr. Smith indicated that they intend
125 to work with the Ad Hoc Committee on an updated policy and bring back the policy for discussion and
126 possible approval at the March 23, 2022 Board of Directors meeting.

127 **PUBLIC COMMENT:**

128 Mr. Meadows made a public comment against the community sponsorships and agency partnerships
129 policy.

130 **REVIEW OF PROPOSED GOALS FOR 2022 DISCUSSION**

131 Mr. Smith indicated that this item was covered in the February 21st workshop and more information will
132 be forthcoming on this item at the March 23rd Board Meeting. Director Hetherington clarified her position
133 stated at the February 21, 2022, Special Meeting and in the goals sheet regarding the Young Eagles
134 program where they could include education on the greenhouse gas emissions as well as the noise
135 footprints of various aircrafts.

136 **PUBLIC COMMENT:** None.

137 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 11)**

- 138
 - Allocation Study Ad Hoc Committee Report

139 Mr. Smith reviewed the various Allocation Study scenarios that will be available for staff and the Board.
140 These scenarios will be used here soon with rate and fee updates. This is the last report for this Ad Hoc
141 committee.

- 142
 - Master Plan Ad Hoc Committee

143 Mr. Smith reviewed the Master Plan ad hoc committee update, and proposed dates for the public
144 outreach portion of the Master Plan (April 20 and May 3). Discussion ensued regarding the alternative
145 runway and its new alignment.

- 146
 - ACT Board of Directors Attendance

147 Directors Stephens and Hetherington noted that they can attend the March ACT meeting, and that
148 President Rohlf and Vice President Diamond can attend the April ACT meeting. Mr. Smith indicated that
149 both of these meetings will address the master plan and 3rd runway proposal.

150 **PUBLIC COMMENT:** None.

151 **GENERAL MANAGERS REPORT (TAB 12)**

152 The Board of Director's reviewed their questions, comments, and concerns regarding the General
153 Managers report. Discussion ensued regarding the proposed fuel discount for local hangar tenants and if
154 the discount is too large. Mr. Smith described the program and that it would be similar to the previous
155 CAA discount which was intended for locals but this program could be targeted just to locals. Mr. Smith
156 indicated the current fee schedule allows for the GM to provide this type of discount but he wanted the
157 Board to be aware of it. There was overall consensus while not unanimous from the Board in favor of
158 staff implementing the fuel discount for local hangar tenants as proposed in the General Managers report.

159 **PUBLIC COMMENT:**

160 Mr. Erik Pilegaard made a public comment in support of the proposed fuel discount.

161 Mr. McJunkin made a public comment in support of the proposed fuel discount.

162 **OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 13)**

163 Mr. Smith reviewed the operations and maintenance department report. There was Board consensus to
164 have staff return next month with further information regarding FBO service numbers (revenue).

165 **PUBLIC COMMENT:** None.

166 **MONTHLY FINANCE DEPARTMENT REPORT (TAB 14)**

167 Ms. Woo inquired if there were any questions or comments on the Monthly Financial Report. There was
168 consensus from the Board to have staff provide information regarding the amount of revenue the District
169 makes on transient operations vs. local tenants.

170 **PUBLIC COMMENT:** None.

171 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 15)**

172 Mr. Bullock reviewed items contained within the Aviation and Community Services Department Report.
173 The Board posed questions and comments regarding items within the Aviation and Community Services
174 Department report. Discussion ensued regarding filling position vacancies, loaded costs of FTEs,
175 appropriate staffing levels, and impact on workload (some Board driven) if current positions are not filled.
176 Staff indicated that they carefully consider all positions along with the needs of the District and that they
177 intend to fill the currently approved 25 FTEs positions.

178 **PUBLIC COMMENT:** None.

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

180 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the Board regular meetings in
181 March and April.

182 **PUBLIC COMMENT:** None.

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

184 None to report.

185 **MEETING REVIEW AND STAFF DIRECTION**

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

- 189 • Bring the JEDI Resolution or Letter back for Board approval.
- 190 • Raise the liability limit for the District rider policy for airshows to \$25 million and split costs with
191 the airshow budget and District.
- 192 • Bring back a revised minimum standard for flight training.
- 193 • Add additional revenues to FBO services on monthly reports.

194 **ADJOURN**

195 **PUBLIC COMMENT:** None

196 **MOTION #5 FEBRUARY 23, 2022:** Director Hetherington motioned to adjourn the meeting. Director
197 O’Dette seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes.
198 Director Hetherington, yes, Director O’Dette, yes. The motion passed via roll call vote.

199 At 9:08 PM the February 23, 2022, regular meeting of the Truckee Tahoe Airport Board of Directors
200 adjourned.

201 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 23, 2022, REGULAR BOARD**
202 **MEETING. TO WATCH THE MEETING IN ITS ENTIRETY:** [https://ttm.open.media/sessions/238909/truckee-](https://ttm.open.media/sessions/238909/truckee-tahoe-airport-board-of-directors-february-23-2022?category=458)
203 [tahoe-airport-board-of-directors-february-23-2022?category=458](https://ttm.open.media/sessions/238909/truckee-tahoe-airport-board-of-directors-february-23-2022?category=458)