

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

3 **CALL MEETING TO ORDER: 4:31 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. Brent Collinson, District Legal Counsel (via Teleconference)  
17 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

18 **VISITORS PRESENT: 40**

19 **SPECIAL ORDERS OF BUSINESS: None.**

20 **MODIFICATION OF AGENDA:**

21 Vice President Diamond requested to move Board Announcements after agenda item 7. There was Board  
22 consensus for Vice President Diamond’s request.

23 **SPEAK YOUR PEACE (TAB 01)**

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

26 **PUBLIC COMMENT:**

27 Mr. Tom Meadows made a public comment regarding Hangar 2 and the need to up upgrade the AWOS  
28 system.

29 **CONSENT ITEMS**

30 • Extend Resolution 2021-11 to Re-Authorize Virtual Public Meetings ----- TAB 02  
31 • Minutes: February 21, 2022, Special Meeting ----- TAB 03  
32 • Minutes: February 23, 2022, Regular Meeting ----- TAB 04  
33 • Monthly Service Bills and Fees – February 2022 ----- TAB 05  
34 • Approval of TTAD Website Request for Proposals ----- TAB 06  
35 • Annual Report of Reimbursements and Disclosures ----- TAB 07

36 **PUBLIC COMMENT: None.**

37 **MOTION #1 MARCH 23, 2022:** Director O’Dette motioned to approve the Consent Items: Tab Items 02 –  
38 07. Director Stephens seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director  
39 Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

40 **APPROVAL OF RESOLUTION 2022-01 JEDI MISSION AND VISION (TAB 08)**

41 Mr. Bullock reviewed Resolution 2022-01 JEDI Mission and Vision for the Board of Directors. There was  
42 consensus from the Board for Mr. Bullock to expand the resolution to include all the protective classes  
43 and return with an updated version at the April Board meeting.

44 **PUBLIC COMMENT:** None.

45 **BOARD MEMBER ANNOUNCEMENTS**

46 Vice President Diamond noted a disparaging email that was sent to members of the airshow committee  
47 and the District’s General Manager that was directed at him regarding his sexual orientation, which was  
48 offensive to Vice President Diamond and many others. Vice President Diamond requested the Board have  
49 consensus for Staff to bring back a policy that states that the District will not fund any organization that  
50 has leadership who proves to be in contrast with the values that are adopted in Resolution 2022-01 JEDI  
51 Mission and Vision which will be brought back for Board approval in April. There was Board consensus  
52 with Vice President Diamond’s request.

53 Director Stephens noted that the most recent Coffee Talk on the Master Plan was productive and  
54 respectful. Vice President Diamond noted appreciation to all of the participants that showed up on  
55 Tuesday.

56 **PUBLIC COMMENT:** None.

57 **POLICY INSTRUCTION 311 – COMMUNITY PONSORSHIP AND AGENCY PARTNERSHIPS POLICY APPROVAL**  
58 **(TAB 09)**

59 Mr. Smith introduced the agenda item for the Board of Directors. Director Stephens noted that the Ad  
60 Hoc committee has held multiple meetings since the February Board meeting and expressed that they are  
61 hopeful the Board will approve the latest version of the policy that will be presented tonight. This will  
62 ensure that the District stays on time for the next grant cycle which opens up in April. The Board of  
63 Directors reviewed their questions, comments, and concerns on Policy Instruction 311 as presented.  
64 Discussion ensued regarding the Board’s ability to grant funds beyond what the District has budgeted for  
65 Agency Partnerships, eligibility criteria on page 4 being more defined, the Board Member representative  
66 on the Grant Committee not having the ability to vote on grant rankings, whether or not the District has  
67 the ability to limit public comment of supporters for grant applications, if the Board should approve grant  
68 applications as a package via rank (as provided by the community foundation) or if the Board should  
69 individually review and approve individual grants, information be forwarded to the community foundation  
70 of entities who were awarded community sponsorship funds, and extending the 1 year requirement for  
71 the formal Resolution requirement to eighteen (18) months.

72 **PUBLIC COMMENT:**

73 Mr. Tom Meadows made a public comment noting that the District should only use its funds for airport  
74 projects.

75 **MOTION #2 MARCH 23, 2022:** Director Stephens motioned to approve the request to accept the ad hoc  
76 committee’s recommended updated version of Policy 311 and the community benefit program changes  
77 including:

- 78 • Increasing the Community Sponsorship request level to a maximum of \$5,000 (from the current  
79 \$3,000 annual recipient limit).
- 80 • Increasing the Agency Partnership starting limit to over \$5,000 (from current over \$3,000 annual  
81 recipient limit).
- 82 • Setting the 2022 Agency Partnership budget amount at \$500,000
- 83 • Noting that “Multi-year” Agency Partnership funding requests will be addressed on a  
84 discretionary basis using annual Board goals as guiding principles.

- 85 • Noting that though “capital campaign” Agency Partnership funding requests are not typically  
86 funded, they will be addressed on a discretionary basis, using annual Board goals as guiding  
87 principles.  
88 • Update Section III Agency Partnership Eligible Criteria, Item 5 to: *If an organization receives*  
89 *funding from more than one District source in a calendar year, the lesser of those source*  
90 *contributions must be no greater than \$1000.*

91  
92 Vice President Diamond seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director  
93 Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

94 **UPDATE TO MINIMUM STANDARDS FOR FLIGHT TRAINING AND AIRCRAFT RENTAL (TAB 10)**

95 Mr. Smith introduced the agenda item for the Board of Directors. Mr. Bullock reviewed the staff report  
96 provided to the Board of Directors. The Board of Directors reviewed their questions, comments, and  
97 concerns on the update to Minimum Standards for Flight Training and Aircraft Rental. Discussion ensued  
98 regarding if it is a possibility to use stronger language for instructors to fly Noise Abatement Procedures,  
99 adding emergency landing opportunities and greenhouse gas education, the possibility of limiting the  
100 amount of touch and goes an instructor can teach a day, average costs for Commercial Operating Permits,  
101 and flight simulator accessibility.

102 **PUBLIC COMMENT:** None.

103 **MOTION #3 MARCH 23, 2022:** Director Stephens motioned to approve the District Standards as outlined  
104 by staff including the following amendments:

- 105 • Emergency Landing and Greenhouse Gas education  
106 • Language regarding Noise Abatement Procedures and Touch and Go instruction limitations  
107 reviewed by Mr. Peter Kirsch.

108 Director Hetherington seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director  
109 Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

110 **CLASSIFICATION AND COMPENSATION STUDY SALARY RANGE REVIEW AND POSSIBLE ACTION (TAB 11)**

111 Mr. Smith reviewed the Staff report provided to the Board of Directors regarding proposed Salary Range  
112 adjustments. The Board of Directors reviewed their questions, comments, and concerns on the agenda  
113 item. Discussion ensued regarding fiscal impact of adopting the proposed wage range adjustments,  
114 employees in positions that are topped out, difficulties with recruitment in today’s conditions, and  
115 lumpsum merit payments for those who are topped out within their range.

116 **PUBLIC COMMENT:** None.

117 **MOTION #4 MARCH 23, 2022:** Vice President Diamond motioned to approve Appendix D of the 2021  
118 Classification and Compensation Study as presented and implement in 2022. Director O’Dette seconded  
119 the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director  
120 Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

121 **DISTRICT OWNED CESSNA 172 JTA PROGRAM DISCUSSION AND POSSIBLE ACTION (TAB 12)**

122 Mr. Smith reviewed the staff report for the Board of Directors. The Board of Directors reviewed their  
123 questions, comments, and concerns on the agenda item. Discussion ensued regarding if there are options  
124 that exist to replace, repair, or sell the Cessna 172 JTA.

125 **PUBLIC COMMENT:** None.

126 **MOTION #5 MARCH 23, 2022:** Vice President Diamond motioned to authorize staff to declare N5901G as  
127 surplus property, engage with an aircraft broker, and sell aircraft for best offer subject to Policy Instruction  
128 319 - Property Disposal. Director Stephens seconded the motion. President Rohlf, yes. Vice President  
129 Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion  
130 passed via roll call vote.

131 **REVIEW OF PROPOSED TRUCKEE TAHOE AIRPORT DISTRICT GUIDING PRINCIPLES AND GOALS FOR 2022**  
132 **AND POSSIBLE ACTION (TAB 13)**

133 Mr. Smith reviewed the staff report on the agenda item for the Board of Directors. Mr. Smith requested  
134 the Board to consider having quarterly workshops to refine the guiding principles and goals further. There  
135 was Board consensus for Mr. Smith’s request to schedule quarterly workshops to discuss the many  
136 questions and strategies contained within the Guiding Principles Document.

137 **PUBLIC COMMENT:** None.

138 **MOTION #6 MARCH 23, 2022:** Director Hetherington motioned to accept the Truckee Tahoe Airport  
139 District guiding principles, goals, tasks, and timeline as discussed and attached with the following  
140 modifications:

- 141 • Add the Pilots group to Guiding Principle #1
- 142 • Add the Tiny Home Village Concept to Guiding Principle #3

143 Director Stephens seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director  
144 Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

145 **UPDATE OF AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) FOR INFRASTRUCTURE BILL PROJECTS**  
146 **(TAB 14)**

147 Mr. Smith reviewed the staff report for the agenda item. The Board of Directors reviewed their questions,  
148 comments, and concerns on the update of ACIP for Infrastructure Bill Projects. Discussion ensued  
149 regarding the construction of a Control Tower (non-federally owned) being added as an infrastructure bill  
150 project, various other projects that would fit the requirements to be added as an infrastructure bill  
151 project, the amount of money allocated in the AIG program, and need vs. want of these various projects.

152 **PUBLIC COMMENT:** None.

153 **MOTION #7 MARCH 23, 2022:** Vice President Diamond motioned to approve the updated FY 2022 – 2032  
154 ACIP with it’s associated AIG projects and recommend submittal to FAA as attached with addition of a  
155 funding request for a Terminal Expansion. Director Hetherington seconded the motion. President Rohlf,  
156 yes. Vice President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette,  
157 abstain. The motion passed via roll call vote.

158 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 15)**

- 159 • Truckee Tahoe Workforce Housing JPA - Update

160 Mr. Smith noted that the Workforce Housing JPA held a workshop the previous week and that it was  
161 fruitful and productive. The JPA is in process of creating a Strategic Plan which will be provided to the  
162 membership when completed.

- 163 • Master Plan Ad Hoc Committee

164 Director Hetherington gave an update on behalf of the Master Plan Ad Hoc Committee. Director  
165 Hetherington requested that Vice President Diamond take over her Ad Hoc Committee seat as the

166 committee is transitioning to the Communication section of the Master Plan, as that is Vice President  
167 Diamond's expertise. Discussion ensued regarding how that transition can occur in compliance with the  
168 Brown Act. District Counsel Collinson advised the ad hoc committee to give an update from their latest  
169 ad hoc meetings to disclose all details discussed. Director Stephens and Director Hetherington provided  
170 an update from their latest Ad Hoc Committee report. Mr. Smith provided additional details. There was  
171 consensus from the Board to have Director Diamond fill Director Hetherington's Ad Hoc Committee seat.

- 172 • Climate Transformation Alliance (CTA)

173 President Rohlf provided an update on the Climate Transformation Alliance for the Board of Directors.

- 174 • ACT Board of Directors Attendance

175 Directors Stephens and Diamond will be attending the April ACT meeting, and that President Rohlf and  
176 Director Hetherington will attend the May ACT meeting.

177 **PUBLIC COMMENT:** None.

#### 178 **GENERAL MANAGERS REPORT (TAB 16)**

179 The Board of Director's reviewed their questions, comments, and concerns regarding the General  
180 Managers report. Discussion ensued upcoming conferences, landing and overnight fees, and a potential  
181 hangar use storage policy. There was consensus from the Board to form a Hangar Use Storage Policy Board  
182 ad hoc committee and to have Director Stephens and Vice President Diamond to serve as members of  
183 that ad hoc committee.

184 **PUBLIC COMMENT:** None

#### 185 **OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 17)**

186 Mr. Hoffman inquired if there were any questions or comments on the Operations and Maintenance  
187 Report. The Board of Directors offered congratulations to Mr. Ryan Widen on his promotion to Operations  
188 Specialist. Discussion ensued regarding the snapshot of February's FBO activity and man hours tied to  
189 fueling being much higher than what was reported in the Cost Allocation Study.

190 **PUBLIC COMMENT:** None.

#### 191 **MONTHLY FINANCE DEPARTMENT REPORT (TAB 18)**

192 Ms. Woo reviewed the monthly financial report for the Board of Directors. Ms. Woo inquired if there were  
193 any questions or comments on the monthly financial report. Discussion ensued regarding local/non-local  
194 fuel sales, net revenue vs. profit. Director Hetherington indicated she would like to meet with Staff to  
195 discuss a method she had considered that might be able to report on net fuel vs. true profit. There was  
196 consensus among the Board for Director Hetherington to meet with Staff.

197 **PUBLIC COMMENT:** None.

#### 198 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 19)**

199 Mr. Bullock reviewed items contained within the Aviation and Community Services Department Report.  
200 The Board posed questions and comments regarding items within the Aviation and Community Services  
201 Department report. Discussion ensued regarding Sky Dive Truckee Tahoe lease update, Mr. David Van  
202 Quest's promotion to Aviation and Community Outreach Coordinator, and operations per comment noted  
203 in the Ops and Comment Report. The Board of Directors offered their congratulations to Mr. Van Quest.

204 **PUBLIC COMMENT:**

205 Ms. Jules Drew made a public comment regarding Sky Dive Truckee Tahoe’s lease timeline and working  
206 relationship with staff.

207 Mr. Bullock responded to Ms. Drew’s comments.

208 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 20)**

209 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the Board regular meetings in  
210 April and May.

211 **PUBLIC COMMENT:** None.

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

213 None to report.

214 **MEETING REVIEW AND STAFF DIRECTION**

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

- 218 • Update JEDI resolution to include all protected classes and include language regarding the need  
219 for organizations doing business with the District to meet these standards.
- 220 • Discuss with Peter Kirsch to include the strongest language possible to be included in flight  
221 training minimum standards regarding compliance with NAP program.
- 222 • Create 3 Board Strategy Workshops to review Guiding Principles and Goals. Plan 3 workshops in  
223 2022. One for each remaining Quarter.
- 224 • Form an Ad Hoc Committee regarding Hangar Use Standards with Director Diamond and Stephens
- 225 • Check State requirements for Zoom vs. in person meetings.
- 226 • Have the new Fly Quiet Incentive on the April Agenda replacing Home Basing Incentive.
- 227 • Director Hetherington and Rohlf to attend May ACT Meeting.

228 **PUBLIC COMMENT:** None.

229 **CLOSED SESSION: 8:33 PM**

- 230 • CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
- 231 ○ Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section  
232 54956.9

233 **PUBLIC COMMENT:** None

234 **ADJOURN OUT OF CLOSED SESSION: 9:19 PM**

235 President Rohlf noted that there was no reportable action.

236 **ADJOURN**

237 **PUBLIC COMMENT:** None

238 **MOTION #8 MARCH 23, 2022:** Director O’Dette motioned to adjourn the meeting. Director Stephens  
239 seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director  
240 Hetherington, yes, Director O’Dette, yes. The motion passed via roll call vote.

241 At 9:20 PM the March 23, 2022, regular meeting of the Truckee Tahoe Airport Board of Directors  
242 adjourned.

243 THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MARCH 23, 2022, REGULAR BOARD MEETING.  
244 TO WATCH THE MEETING IN ITS ENTIRTY: [https://ttm.open.media/sessions/240808/truckee-tahoe-](https://ttm.open.media/sessions/240808/truckee-tahoe-airport-board-march-23-2022?category=458)  
245 [airport-board-march-23-2022?category=458](https://ttm.open.media/sessions/240808/truckee-tahoe-airport-board-march-23-2022?category=458)