

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, April 27, 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 **STAFF PRESENT:** Mr. Kevin Smith, General Manager (via Teleconference)
10 Mr. Hardy Bullock, Director of Aviation & Community Services (via
11 Teleconference)
12 Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)
13 Mr. Dave Hoffman, Director of Operations and Maintenance (via Teleconference)
14 Mr. Josh Nelson, District Legal Counsel (via Teleconference)
15 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

16 **VISITORS PRESENT: 0**

17 **PUBLIC COMMENT: None.**

18 **CLOSED SESSION**

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

27 • GENERAL MANAGER’S ANNUAL PERFORMANCE REVIEW

28 • PUBLIC EMPLOYEE APPOINTMENT
29 ○ Title: Interim General Manager

30 • CONFERENCE WITH LABOR NEGOTIATORS
31 ○ Agency designated representatives: Mary Hetherington; Teresa O’Dette
32 ○ Unrepresented Employee: Interim General Manager

33 **ADJOURN OUT OF CLOSED SESSION: 4:30 PM**

34 District Counsel Nelson reported that the Board voted unanimously to appoint Mr. Robb Etnyre as Interim
35 General Manager, subject to approval of his employment agreement. Mr. Etnyre will be introduced to
36 the public under agenda item 13 later in the meeting.

37 **SPECIAL ORDERS OF BUSINESS:**

38 Mr. Smith noted the May 3, 2022, Master Plan Update open house.

39 President Rohlf reviewed the May 25, 2022, Board Strategic Planning Workshop. President Rohlf
40 requested the workshop be held offsite, preferably in the North Lake Tahoe basin.

41 **MODIFICATION OF AGENDA: None.**

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

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

44 **PUBLIC COMMENT:**

45 Mr. Dan McGee made a public comment regarding the need to re-pave runway 02/20.

46 Mr. John Jones, Jr. made a public comment in support of repaving runway 02/20.

47 Ms. Karol Hines made a public comment requesting further information about the status of TTSA’s
48 commercial operating permit for the 2022 operating season.

49 **CONSENT ITEMS**

- 50 • Extend Resolution 2021-11 to Re-Authorize Virtual Public Meetings ----- TAB 02
- 51 • Minutes: March 23, 2022, Regular Meeting ----- TAB 03
- 52 • Minutes: April 5, 2022, Special Meeting ----- TAB 04
- 53 • Minutes: April 8, 2022, Special Meeting ----- TAB 05
- 54 • Minutes: April 14, 2022, Special Meeting ----- TAB 06
- 55 • Monthly Service Bills and Fees – March 2022 ----- TAB 07
- 56 • Extension (8 months) of Brandley Engineering Contract ----- TAB 08
- 57 • Extension (8 months) of Mead and Hunt Planning and GIS Contract ----- TAB 09
- 58 • Amendment to Minimum Standards for Independent Flight Training Operator ----- TAB 10

59 **PUBLIC COMMENT:** None.

60 Director Diamond requested correction to the adjournment motion for the April 14, 2022, Special Meeting
61 minutes. Staff noted that they will relisten to the April 14, 2022, recording and update the motion to
62 adjourn if needed.

63 **MOTION #1 APRIL 27, 2022:** Director Stephens motioned to approve the Consent Items: Tab Items 02 –
64 10 with amendment to tab item 06. Director Hetherington seconded the motion. President Rohlf, yes.
65 Vice President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via
66 roll call vote.

67 **APPROVAL OF RESOLUTION 2022-01 JEDI MISSION AND VISION (TAB 11)**

68 Mr. Bullock reviewed the updated Resolution 2022-01 JEDI Mission and Vision for the Board of Directors.
69 There was consensus from the Board for Mr. Bullock bring back a draft master policy on the Jedi Mission
70 and Vision at the May meeting.

71 **PUBLIC COMMENT:** None.

72 **NEW 3RD FLY QUIET INCENTIVE TO REPLACE HOME BASING INCENTIVE (TAB 12)**

73 Vice President Diamond recused himself from the agenda item’s conversation because he is a current
74 TTAD Hangar tenant. Mr. Bullock reviewed the staff report outlining the proposed voluntary 3rd Fly Quiet
75 Incentive. The Board of Directors reviewed their questions, comments, and concerns on the proposed 3rd
76 Fly Quiet Incentive. Discussion ensued regarding adjusting the price per square foot, the amount of hangar
77 tenants is electing to homebase their aircraft, and public outreach to the pilot community regarding the
78 new proposed incentive. There was consensus from the Board for staff to adjust the price per square foot
79 and for staff to try to have the policy ready to be reviewed before the summer season initiates. Mr. Smith
80 indicated he would work with Mr. Etnyre and the Board President to see when it could be placed on a
81 future agenda.

82 **PUBLIC COMMENT:** None.

83 **POLICY INSTRUCTION 317 – NON-PROFIT AGREEMENTS FOR SERVICE (TAB 13)**

84 Mr. Smith introduced and reviewed the agenda item for the Board of Directors. The Board of Directors
85 reviewed their questions, comments, and concerns on Policy Instruction 317 as presented. Discussion
86 ensued regarding the removal of the second sentence from the applicability paragraph, the need to get
87 the policy in place but for it to be reviewed, if needed, at a later date.

88 **PUBLIC COMMENT:** None

89 **MOTION #2 MAY 3, 2022:** Director Hetherington motioned to approve Policy Instruction 317 –
90 Agreements for Service with Public Agencies and Non-Profits to define and establish policy for entrance
91 into agreements for service with other public agencies and/or non-profit groups as amended. Vice
92 President Diamond seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director
93 Stephens, yes. Director Hetherington, yes. The motion passed via roll call vote.

94 **APPROVE EMPLOYMENT AGREEMENT FOR INTERIM GENERAL MANAGER**

95 Mr. Robb Etnyre noted his excitement about the opportunity to work with District staff and the Board of
96 Directors as the District’s interim General Manager. District Counsel Nelson noted that the employment
97 contract was approved in closed session and has been posted to the District’s website.

98 **PUBLIC COMMENT:** None.

99 **MOTION #3 MAY 3, 2022:** Director Stephens motioned to approve the Employment Agreement for
100 Interim General Manager. Vice President Diamond seconded the motion. President Rohlf, yes. Vice
101 President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via roll
102 call vote.

103 **NEW LANDING FEE PROPOSAL AND DISCUSSION (TAB 14)**

104 Mr. Smith reviewed the Staff report provided to the Board of Directors regarding the proposed Landing
105 Fee.

106 **PUBLIC COMMENT:**

107 Mr. Brian McCafferty made a public comment expressing caution regarding the increase (in cost) of the
108 proposed landing fees.

109 Mr. Sven Pole made a public comment expressing caution regarding the Board’s direction of increasing
110 aeronautical fees.

111 Mr. Erik Peligard made a public comment not in support of the increase of the proposed landing fees.

112 Mr. Dan McGee made a public comment regarding the Board’s direction of increasing aeronautical fees.

113 The Board of Directors reviewed their questions, comments, and concerns on the agenda item. Discussion
114 ensued regarding the use of the allocation study to update the aeronautical fees, most individuals who
115 use the Airport for training are using aircraft that won’t be subject to the new proposed landing fees,
116 heavy aircraft have the most impact on the pavement therefore cost recovery should ensue, and the
117 rationale staff used to calculate the newly proposed landing fees. There was consensus from the Board to
118 have staff create a policy instruction and to do pilot outreach regarding the new landing fee proposal.

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

- 120
- Truckee Tahoe Workforce Housing JPA - Update

121 Mr. Smith noted that The JPA is in process of creating a Strategic Plan which will be provided to the
122 membership when completed. They are also exploring a down payment assistance program, more to
123 come.

- 124 • Master Plan Ad Hoc Committee

125 Mr. Smith noted the May 3rd Master Plan Outreach meeting, which will be held in-person. Vice President
126 Diamond noted that Director Stephens and himself will be doing Coffee Talk on the subject on May 31st
127 and Tahoe House Coffee Shop in Tahoe City, CA. Discussion ensued regarding possible improvements that
128 could be made to the Master Plan Outreach presentations(s) ahead of the May 3rd outreach meetings.

- 129 • Hangar Use Policy

130 Director Stephens provided an update on the potential Hangar Use Policy. More to come.

- 131 • Climate Transformation Alliance (CTA)

132 Mr. Smith provided an update on the Climate Transformation Alliance for the Board of Directors.

- 133 • ACT Board of Directors Attendance

134 President Rohlf and Director Hetherington will attend the May ACT meeting.

135 **PUBLIC COMMENT:**

136 Mr. Robert Bousquet made a public comment noting that some pilots are homeowners and shouldn't be
137 referred to as two separate communities.

138 Mr. Erik Pilegaard made a public comment about the idea of the district purchasing a single home every
139 year to help solve the housing issue in the District.

140 **GENERAL MANAGERS REPORT (TAB 16)**

141 Mr. Smith reviewed the General Manager's report for the Board of Directors. Discussion ensued regarding
142 the air curtain burner and the Q2 Safety and Security Report.

143 **PUBLIC COMMENT:** None

144 **OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 17)**

145 Mr. Hoffman reviewed the Operations and Maintenance Department Report. Discussion ensued regarding
146 the April hangar turn overs, Hangar 1 electrical upgrade as well as potential items that need to be
147 addressed as listed in the Facilities Maintenance Plan.

148 **PUBLIC COMMENT:** None.

149 **MONTHLY FINANCE DEPARTMENT REPORT (TAB 18)**

150 Ms. Woo reviewed the monthly financial report for the Board of Directors. Discussion ensued regarding
151 100 LL Gallons sold listed in the financial report being different than what was reported in the Operations
152 and Maintenance Department report.

153 **PUBLIC COMMENT:** None.

154 **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 19)**

155 Mr. Bullock reviewed items contained within the Aviation and Community Services Department Report.
156 The Board posed questions and comments regarding items within the Aviation and Community Services
157 Department report. Discussion ensued regarding Surf Air and Air SF have now reached the top 5

158 commercial operators on the field, monthly flight procedures update, and the federal contract tower
159 update.

160 **PUBLIC COMMENT:**

161 Mr. Dan McGee made a public comment regarding the increase in safety the control tower has brought
162 to the Airport.

163 Mr. Sven Pole made a public comment expressing caution regarding the thought of reducing operation
164 times of the control tower.

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

166 Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the Board regular meetings in
167 May and June.

168 **PUBLIC COMMENT:** None.

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

170 None to report.

171 **MEETING REVIEW AND STAFF DIRECTION**

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

- 175 • Update JEDI resolution to include all protected classes and include language regarding the need
176 for organizations doing business with the District to meet these standards. Have one Policy
177 Instruction that address all Policies, so we do not have various versions of JEDI language in
178 multiple polices.
- 179 • Bring back the Landing Fee Policy Instruction for action at the next available meeting (June or July
180 2022)
- 181 • Bring Fly Quiet 3 item back for Board Action as soon as possible, likely June 2022 Board Meeting
182 after public outreach is completed.
- 183 • Discuss Grant and future of 2/20 rehabilitation project including widening and expanding at the
184 May 25, 2022, Board Meeting.
- 185 • Have exhibits with Runway 16/34 Study which shows difference in piston vs. jet operations,
186 include the following:
 - 187 ○ Distinguish between IFR and VFR aircraft
 - 188 ○ Noise signatures for new runway
 - 189 ○ Conduct more targeted messaging to noise affected neighborhoods

190 **PUBLIC COMMENT:** None.

191 **CLOSED SESSION:** 7:29 PM

- 192 • GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW (CONTINUATION FROM EARLIER CLOSED
193 SESSION)

194 **PUBLIC COMMENT:** None

195 **ADJOURN OUT OF CLOSED SESSION:** 7:32 PM

196 President Rohlf noted that there was no reportable action.

197 **ADJOURN**

198 **PUBLIC COMMENT:** None

199 **MOTION #4 APRIL 27, 2022:** Director Stephens motioned to adjourn the meeting. Director Hetherington
200 seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director
201 Hetherington, yes. The motion passed via roll call vote.

202 At 7:33 PM the April 27, 2022, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

203 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE APRIL 27, 2022, REGULAR BOARD MEETING.**
204 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://tm.open.media/sessions/244126/truckee-tahoe-](https://tm.open.media/sessions/244126/truckee-tahoe-airport-board-april-27-2022?category=458)
205 [airport-board-april-27-2022?category=458](https://tm.open.media/sessions/244126/truckee-tahoe-airport-board-april-27-2022?category=458)