

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, May 25, 2022, in the Truckee Tahoe Airport District Community Room
3 A & B, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as live
4 stream.

5 **CALL MEETING TO ORDER: 3:30 PM (Hybrid Meeting Format)**

6 **PLEDGE OF ALLEGIANCE**

7 **DIRECTORS PRESENT:** President Kathryn Rohlf
8 Vice President David Diamond
9 Director Rick Stephens
10 Director Mary Hetherington
11 Director Teresa O’Dette

12 **STAFF PRESENT:** Mr. Robb Etnyre, General Manager
13 Mr. Hardy Bullock, Director of Aviation & Community Services
14 Ms. Kelly Woo, Director of Finance & Administration
15 Mr. Josh Nelson, District Legal Counsel (via Teleconference)
16 Ms. Lauren Tapia, HR Manager/District Clerk

17 **VISITORS PRESENT: 0**

18 **PUBLIC COMMENT:** None. Didn’t we have Jones and one other make a comment before closed session?
19 See below.

20 **CLOSED SESSION**

- 21 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 - 22 ○ Property: 10356 Truckee Airport Rd, Truckee, CA 96161
 - 23 ○ Agency negotiator: Robb Etnyre, Hardy Bullock
 - 24 ○ Negotiating parties:
 - 25 ▪ Truckee Flying Club
 - 26 ▪ Experimental Aircraft Association (EAA)
 - 27 ○ Under negotiation: Rent and Terms of Rent
- 28 • CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
 - 29 ○ Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section
 - 30 24956.9

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

32 President Rohlf noted that there was no reportable action.

33 **VISITORS PRESENT: 25**

34 **SPECIAL ORDERS OF BUSINESS:**

35 President Rohlf announced that the Truckee Tahoe Airport District was awarded the Balchen/Post Award
36 at the International Aviation Snow Symposium (IASS) for demonstrating excellence in performance of
37 snow and ice control for the Small General Aviation category. The Board congratulated District staff.

38 President Rohlf welcomed Mr. Robb Etnyre, Interim General Manager, to his first official regular Board
39 meeting.

40 **MODIFICATION OF AGENDA:** None.

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

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

43 **PUBLIC COMMENT:**

44 Mr. John Jones, Truckee resident, made a public comment regarding acceptable Board governance and
45 best practices.

46 Mr. Jamie McJunkin, Truckee resident, made a public comment regarding the perception of Board’s focus
47 being profit maximization.

48 Mr. Robert Bousquet, Truckee resident, made a public comment in support of the Truckee Flying Club and
49 the usefulness of the Truckee Tahoe Airport be promoted to the public.

50 **CONSENT ITEMS**

- 51 • Extend Resolution 2021-11 to Re-Authorize Virtual Public Meetings ----- TAB 03
- 52 • Minutes: April 20, 2022, Special Meeting ----- TAB 04
- 53 • Minutes: April 27, 2022, Regular Meeting ----- TAB 05
- 54 • Minutes: May 3, 2022, Special Meeting ----- TAB 06
- 55 • Minutes: May 3, 2022, Special Meeting ----- TAB 07
- 56 • Monthly Service Bills and Fees – April 2022 ----- TAB 08

57 **PUBLIC COMMENT:** None.

58 Director Diamond to pull Tab Item 08, Monthly Service Bills and Fees. Director Diamond requested to
59 review a specific invoice within the Monthly Service Bills and fees. Ms. Woo provided the requested
60 invoice for Director Diamond to review.

61 **MOTION #1 MAY 25, 2022:** Director O’Dette motioned to approve the Consent Items: Tab Items 03 – 08.
62 Director Stephens seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director
63 Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

64 **ANNUAL AUDIT PRESENTATION AND ACCEPTANCE (TAB 10)**

65 **PUBLIC COMMENT:** None.

66 Ms. Woo introduced the agenda item and Mr. James Marta, of James Marta & Company to the Board of
67 Directors. Mr. Marta presented the FY 2021 Financial Statements and Independent Auditors Report for
68 the Board of Directors. The Board of Directors reviewed their questions, comments, and concerns on the
69 FY 2021 Independent Auditors Report. Discussion ensued regarding the increase in property tax revenue,
70 a statement about expenses being added to the management discussion and analysis document, removal
71 of old language that was not caught from the previous year’s document, and some line items broken out
72 with more detail.

73 **MOTION #2 MAY 25, 2022:** Director Stephens motioned to accept the FY 2021 Financial Statements and
74 Independent Auditors report as presented. Director O’Dette seconded the motion. President Rohlf, yes.
75 Vice President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes.
76 The motion passed via roll call vote.

77 **RUNWAY 02/20 DESIGN AND BIDDING FAA GRANT DISCUSSION AND POSSIBLE ACTION (TAB 11)**

78 **PUBLIC COMMENT:**

79 Mr. John Jones, Truckee resident, made a public comment in support of lengthening and widening Runway
80 02/20.

81 Mr. Dan McGee, Truckee resident, made a public comment in support of reconstructing Runway 02/20.

82 Mr. Etnyre reviewed the staff report outlining the agenda item. Staff is requesting the Board to approve
83 the completion of FY2021 ACIP Grant Award design work for Runway 02/20 Reconstruction and
84 Engineering as well as Runway Lighting awarded to Brandley Engineering, Inc. The Board of Directors
85 reviewed their questions, comments, and concerns on the Runway 02/20 Design and Bid. Discussion
86 ensued regarding the idea of widening and lengthening of Runway 02/20 go through the same feasibility
87 research the alternative runway is receiving, the potential impact lengthening and widening would have
88 on a newly reconstructed runway, impacts of the relocation of taxiway golf, and environmental costs
89 associated with lengthening and widening of Runway 02/20.

90 **MOTION #3 MAY 25, 2022:** Director Stephens motioned to approve the completion of FY 2021 ACIP Grant
91 Award design work for Runway 02/20 Reconstruction, Engineering and Runway Lighting awarded to
92 Brandley Engineering, Inc. Director O’Dette seconded the motion. President Rohlf, yes. Vice President
93 Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion
94 passed via roll call vote.

95 **RESOLUTION 2022-01 JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI) MISSION AND VISION AND**
96 **POLICY INSTRUCTION 320 NON-DISCRIMINATION BY VENDORS (TAB 12)**

97 **PUBLIC COMMENT:** None

98 Mr. Etnyre reviewed the staff report outlining the agenda item. Staff is requesting the Board approve the
99 Justice, Equity, Diversity, and Inclusion Resolution as well as draft Policy Instruction 320 Non-
100 Discrimination by Vendors and Contractors. Discussion ensued regarding staff adding Specialized Aviation
101 Service Operators (SASO) to Policy Instruction 320. There was consensus from the Board to add SASO’s to
102 the policy instruction.

103 **MOTION #4 MAY 25, 2022:** Director Stephens motioned to approve Resolution 2022-01 Justice, Equity,
104 Diversity, and Inclusion Mission and Vision and to waive the reading, as well a Policy Instruction 320 Non-
105 discrimination by Vendors and Contractors as amended. Director O’Dette seconded the motion. Vice
106 President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The
107 motion passed via roll call vote.

108 **ANNUAL APPROPRIATION LIMIT RESOLUTION 2022-04 (TAB 13)**

109 **PUBLIC COMMENT:** None.

110 Ms. Woo noted that the staff is asking the Board to consider approving the annual District Appropriations
111 Limit in compliance with California Senate Bill 1352.

112 **MOTION #5 MAY 25, 2022:** Director Stephens motioned to approve Resolution 2022-04 to Establish
113 Appropriations Limit for Calendar Year 2022 and to waive the reading. Director Hetherington seconded
114 the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director
115 Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

116 **UPDATE TO WELLS FARGO ACCOUNT SIGNATORIES (TAB 14)**

117 **PUBLIC COMMENT:** None.

118 Ms. Woo indicated that staff is needing to update the signatory cards from the District’s Wells Fargo bank
119 account. Staff will be removing former General Manager Mr. Kevin Smith and adding current Interim
120 General Manager Mr. Etnyre. The Board will need to pass Resolution 2022-05 for the signatory cards to
121 be updated.

122 **MOTION #6 MAY 25, 2022:** Director Stephens motioned to approve Resolution 2022-05 Bank Signature
123 Cards for Wells Fargo Bank and to waive the reading. Director Diamond seconded the motion. President
124 Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director
125 O’Dette, yes. The motion passed via roll call vote.

126 **CALL FOR GENERAL ELECTION IN NEVADA AND PLACER COUNTY (TAB 15)**

127 **PUBLIC COMMENT:** None.

128 Ms. Tapia reviewed the staff report outlining the agenda item. Staff is requesting the Board to approve
129 Resolution 2022- 02 and Resolution 2022-03 calling for a General Election in Nevada and Placer County.

130 **MOTION #7 MAY 25, 2022:** Director O’Dette motioned to approve Resolution 2022-02 and Resolution
131 2022-03 calling a General District Election and Election Services to be provided by Nevada and Placer
132 County and to waive the reading. Director Stephens seconded the motion. President Rohlf, yes. Vice
133 President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The
134 motion passed via roll call vote.

135 **CONSULTANT SERVICES FOR FUTURE BOARD STRATEGIC WORKSHOPS**

136 **PUBLIC COMMENT:** None.

137 Mr. Etnyre requested the Board to authorize President Rohlf and himself to seek and select a consultant
138 for future Board Strategic workshops. The process will be consistent with the District’s procurement
139 process, and it is noted that does not anticipate the cost of the potential contract to exceed \$50,000.

140 **MOTION #8 MAY 25, 2022:** Director Diamond motioned to authorize President Rohlf and Mr. Etnyre to
141 seek and select a consultant for future Board Strategic Workshops consistent with SPI 303 Expenditure
142 Authorization/Procurement with a contract not to exceed \$50,000. Director Hetherington seconded the
143 motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director Hetherington,
144 yes. Director O’Dette, yes. The motion passed via roll call vote.

145 **AIRSHOW COMMITTEE UPDATE**

146 **PUBLIC COMMENT:** None.

147 Mr. David Love, with the Air Show Family Festival Committee, provided an update for the Board of
148 Directors on the 2022 Truckee Tahoe Air Show and Family Festival which will be held on July 23, 2022. The
149 Board of Directors thanked Mr. Love for his Air Show and Family Festival update.

150 **TTAD MASTER PLAN UPDATE, RUNWAY FEASIBILITY STUDY, AND FLIGHT PROCEDURES PUBLIC**
151 **OUTREACH AND FEEDBACK REPORT (TAB 16)**

152 Mr. Marc Lamb introduced and reviewed the public outreach and feedback report for the Board of
153 Directors. The Board of Directors reviewed their questions, comments, and concerns on the outreach
154 meetings that occurred in April and May. The Board thanked District staff and the various consultants for
155 their efforts on the public outreach meetings.

156 **PUBLIC COMMENT:** None.

157 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 17)**

- 158
 - Truckee Tahoe Workforce Housing JPA - Update

159 Ms. Tapia noted that The JPA signed a five month agreement for consultive services with Agnew::Beck to
160 continue to build the JPA’s Strategic Plan. Ms. Tapia reviewed a potential partnership with a company
161 called Landed which would provide a down payment assistance program for member agency employees.

- 162
 - Master Plan Ad Hoc Committee

163 Vice President Diamond gave a Master Plan Ad Hoc Committee update. A master plan process timeline
164 was reviewed as well as calm wind operational data.

- 165
 - Hangar Use Policy

166 Vice President Diamond provided an update on the potential Hangar Use Policy. More to come.

- 167 • Climate Transformation Alliance (CTA)

168 President Rohlf noted that there was nothing to report.

- 169 • ACT Board of Directors Attendance

170 Vice President Diamond and Director Hetherington will attend the June ACT meeting.

171 Vice President Diamond and Director Stephens will attend the July ACT meeting.

- 172 • Formation of General Manager Recruitment Ad Hoc Committee

173 There was Board consensus for Directors Hetherington and O’Dette to sit on the Ad Hoc Committee. There
174 was also consensus for the Ad Hoc committee to further investigate Executive Recruitment Firms and to
175 bring back further information at the regular June meeting.

176 **PUBLIC COMMENT:** None.

177 **BREAK:** 6:27 PM – 6:32 PM

178 **GENERAL MANAGERS REPORT (TAB 18)**

179 Mr. Etnyre reviewed the General Managers report which noted his initial assessments of the District.

180 **PUBLIC COMMENT:** None

181 **MONTHLY FINANCE DEPARTMENT REPORT (TAB 19)**

182 Ms. Woo reviewed the monthly financial report and annual COLA review for the Board of Directors.

183 **PUBLIC COMMENT:** None.

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

185 The Board posed questions and comments regarding items within the Aviation and Community Services
186 Department report. Discussion ensued regarding the runway utilization report, percent of jet departures
187 on runway 29, and staffing continuity related to the contract tower program.

188 **PUBLIC COMMENT:** None.

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

190 Mr. Etnyre reviewed the Rolling Agenda, specifically agenda items slated for the Board regular meetings
191 in June and July.

192 **PUBLIC COMMENT:** None.

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

194 Vice President Diamond noted that he attended the Pilot Group and felt the meeting was fruitful.

195 **MEETING REVIEW AND STAFF DIRECTION**

196 Mr. Etnyre reviewed the direction to staff items from the Board. This list is intended to capture other
197 items not included in formal motions or agreement by consensus documented in the minutes. Direction
198 to staff include the following:

- 199 • Adding future Strategic Board Workshop Vendor and Workshop Dates to Rolling Agenda.
- 200 • Add General Manager Ad Hoc Committee Update to the Rolling Agenda.
- 201 • Land Use exploration in regards future housing opportunities.

202 **PUBLIC COMMENT:** None.

203 **ADJOURN**

204 **PUBLIC COMMENT:** None

205 **MOTION #9 MAY 25, 2022:** Director Stephens motioned adjourn the meeting. Director O’Dette seconded
206 the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director
207 Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

208 At 7:32 PM the May 25, 2022, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

209 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MAY 25, 2022, REGULAR BOARD MEETING. TO**
210 **WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/247107/truckee-tahoe-airport-](https://ttm.open.media/sessions/247107/truckee-tahoe-airport-board-regular-meeting-may-25-2022?category=458)
211 [board-regular-meeting-may-25-2022?category=458](https://ttm.open.media/sessions/247107/truckee-tahoe-airport-board-regular-meeting-may-25-2022?category=458)