

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, June 22, 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:** 3:00 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 (via web teleconference)

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  
16 Ms. Lauren Tapia, HR Manager/District Clerk

17 **VISITORS PRESENT:** 0

18 **PUBLIC COMMENT:** None.

19 **CLOSED SESSION**

- 20 • PUBLIC EMPLOYEMENT
  - 21 ○ Title: General Manager
- 22 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - 23 ○ Property: 10356 Truckee Airport Rd, Truckee, CA 96161
  - 24 ○ Agency negotiator: Robb Etnyre, Hardy Bullock
  - 25 ○ Negotiating parties:
    - 26 ■ Skydive Truckee Tahoe
  - 27 ○ Under Negotiation: Rent and Terms of Rent

28 **ADJOURN OUT OF CLOSED SESSION:** 4:15 PM

29 President Rohlf noted that there was no reportable action.

30 **VISITORS PRESENT:** 24

31 **SPECIAL ORDERS OF BUSINESS:**

- 32 • RESOLUTION 2022-06 Appreciation of Mr. Hardy Bullock ----- **TAB 01**

33 **MOTION #1 JUNE 22, 2022:** President Rohlf motioned to approve Resolution 2022-06 and read it in its  
34 entirety. Director Stephens seconded the motion. President Rohlf, yes. Vice President Diamond, yes.  
35 Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call  
36 vote.

37 Mr. Bullock made a personal statement of appreciation and reflected on his history and time spent  
38 working for the Airport District. The Board of Directors thanked Mr. Bullock for his tenure at the District  
39 and wished him well on his future endeavors.

40 **MODIFICATION OF AGENDA:** None.

41 **SPEAK YOUR PEACE (TAB 02)**

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

43 **PUBLIC COMMENT:**

44 Mr. Preston Perrish, Truckee resident, made a public comment in support of the Truckee Tahoe Soaring  
45 Association.

46 Mr. John Jones, Truckee resident, made a public comment regarding approach procedures.

47 Mr. Chris Henderson, Truckee resident, made a public comment informing the Board that he has filed  
48 paperwork with the county to run for a Truckee Tahoe Airport District Board of Directors seat.

49 Mr. Tom Meadows, Truckee resident, made a public comment regarding the District’s mission statement.

50 **CONSENT ITEMS**

- 51 • Extend Resolution 2021-11 to Re-Authorize Virtual Public Meetings ----- TAB 03
- 52 • Minutes: May 25, 2022, Special Meeting ----- TAB 04
- 53 • Minutes: May 25, 2022, Regular Meeting ----- TAB 05
- 54 • Monthly Service Bills and Fees – May 2022 ----- TAB 06
- 55 • Policy Instruction 308 Investment Policy Review ----- TAB 07
- 56 • Approval of Annual Employee COLA ----- TAB 08
- 57 • Auerbach Master Lease Extension ----- TAB 09
- 58 • Care Flight Lease Agreement ----- TAB 10

59 **PUBLIC COMMENT:** None.

60 **MOTION #2 JUNE 22, 2022:** Director Stephens motioned to approve the Consent Items: Tab Items 03 –  
61 10. Vice President Diamond seconded the motion. President Rohlf, yes. Vice President Diamond, yes.  
62 Director Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call  
63 vote.

64 **BIO-ENERGY SCOPING STUDY UPDATE (TAB 11)**

65 Mr. David Featherman, with Wildephor Consulting, reviewed a presentation on the Truckee Bioenergy  
66 Scoping Study. The Board of Directors reviewed their questions, comments, and concerns on the  
67 Bioenergy Scoping Study. Discussion ensued regarding the hydronic snow melt options, identified partners  
68 for the potential biomass project, concerns regarding emissions associated with the potential biomass  
69 project, the 25-year proforma, and the area’s feed stock supply.

70 **PUBLIC COMMENT:**

71 Mr. Tom Meadows, Truckee resident, made a public comment regarding the potential locations sited in  
72 the study.

73 **MOTION #3 JUNE 22, 2022:** Vice President Diamond made a motion to accept the Bio-Energy Scoping  
74 Study, authorize staff to explore the next phase of potential bioenergy opportunities, and to address the  
75 concerns noted by Director Hetherington, specifically smoke associated with start-up/shut down,  
76 overhaul periods, staffing, 25 year proforma, how feed stock is being kept dry, and potential uses of  
77 biochar and the costs associated with biochar. Director Hetherington seconded the motion. President  
78 Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director Hetherington, yes. Director  
79 O’Dette, yes. The motion passed via roll call vote.

80 **ADDITIONAL FTE STAFFING REQUEST (TAB 12)**

81 The Board of Directors reviewed their questions, comments, and concerns on the Additional FTE Staffing  
82 Request.

83 **PUBLIC COMMENT:** None.

84 **MOTION #4 JUNE 22, 2022:** Director Stephens motioned to authorize staff to hire two (2) additional FTEs  
85 for Operations and Maintenance and Administration Department. Director Hetherington seconded the  
86 motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director Hetherington,  
87 yes. Director O’Dette, yes. The motion passed via roll call vote.

88 **CONSULTANT SERVICES FOR DIRECTOR OF AVIATION AND COMMUNITY SERVICES RECRUITMENT**

89 There were no question or concerns stated by the Board of Directors.

90 **PUBLIC COMMENT:** None

91 **MOTION #5 MAY 25, 2022:** Vice President Diamond motioned to authorize President Rohlf and General  
92 Manager Mr. Etnyre to seek and select a consultant vendor for Executive Recruitment Services for the  
93 Director of Aviation and Community Services position, consistent with SPI 303 Expenditure  
94 Authorization/Procurement; with a contract not to exceed \$50,000. Director Hetherington seconded the  
95 motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director Hetherington,  
96 yes. Director O’Dette, yes. The motion passed via roll call vote.

97 **CLIMATE TRANSFORMATION ALIANCE CHARTER AGREEMENT (TAB 13)**

98 Mr. Etnyre reviewed the agenda item’s staff report for the Board of Directors.

99 **PUBLIC COMMENT:** None.

100 **MOTION #6 JUNE 22, 2022:** Director Hetherington motioned to approve the Climate Transformation  
101 Charter and to authorize President Rohlf and General Manager Etnyre to sign on behalf of the Truckee  
102 Tahoe Airport District to be founding members of the Climate Transformation Alliance. Director Diamond  
103 seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director  
104 Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

105 **POLICY INSTRUCTION 202, 203, AND 206 CONSOLIDATION; POLICY INSTRUCTION UPDATES – PHASE**  
106 **TIMELINE REVIEW (TAB 14)**

107 The Board of Directors reviewed their questions, comments, and concerns on the consolidation of Policy  
108 Instructions 202, 203 and 206. Discussion ensued regarding the policies being discussed further in a  
109 workshop setting. There was consensus for the Board to hold a workshop in August to discuss these  
110 policies.

111 **PUBLIC COMMENT:** None.

112 **AIRSHOW COMMITTEE UPDATE**

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

116 **PUBLIC COMMENT:**

117 Mr. Jan Holan, Truckee resident, made a public comment regarding the 2023 Air Show and Family Festival.

118 Mr. Todd Babarovich, Truckee resident, made a public comment regarding the safety round tables taking  
119 place ahead of the event.

120 **GUIDANCE FOR RUNWAY 02/20 RECONSTRUCTION AND ENGINEERING CONSIDERATIONS FOR**  
121 **WIDENING (TAB 15)**

122 Mr. Etnyre reviewed the agenda item’s staff report for the Board of Directors. The Board of Directors  
123 reviewed their questions, comments, and concerns on the guidance for runway 02/20 reconstruction and

124 engineering consideration for widening runway 02/20. Discussion ensued regarding estimated costs of  
125 extending in addition to the cost of widening, NEPA environmental review, NEPA's timeline, the  
126 value behind widening the runway at its current length, the option of bonding in relationship to  
127 funding the project, and what the potential "show stoppers" on the project (if the District can't lengthen  
128 the runway, there is no reason to widen it).

129 **PUBLIC COMMENT:**

130 Mr. Tom Meadows, Truckee resident, made a public comment regarding lack of noise mitigation the  
131 project would provide to the community by lengthening and widening Runway 02/20. Mr. Meadows  
132 expressed support in just reconstructing the runway as it exists now.

133 Mr. Erik Peligard, Truckee resident, made a public comment in support for widening Runway 02/20, and  
134 to design/engineer lengthening runway 02/20.

135 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 16)**

- Truckee Tahoe Workforce Housing JPA - Update

136 Ms. Tapia reviewed the new program offering with a company called Landed which would provide a down  
137 payment assistance program for member agency employees. An employee survey will also be sent out to  
138 member agency employees. It will provide benchmarks to the 2020 employee survey, while also asking  
139 about covid has impacted employee's housing situations.

- Master Plan Ad Hoc Committee

141 Vice President Diamond gave a Master Plan Ad Hoc Committee update. Discussion ensued regarding the  
142 ad hoc committee's desire for the Master Plan projects to be paused until staffing is stabilized, and  
143 whether District staff believes the entire phase I projects should be paused. District staff requested the  
144 Board wait to provide further direction until they receive the Master Plan Phase I timeline update which  
145 will be provided under the General Managers report. The Board agreed.

- Hangar Use Policy Ad Hoc Committee

147 Vice President Diamond and Director Stephens recommended to pause the work to develop a Hangar Use  
148 Policy until District staffing stabilizes. There was Board consensus of agreement with the ad hoc  
149 committee's recommendation.

- ACT Board of Directors Attendance

151 President Rohlf and Director O'Dette will attend the July ACT meeting.

- Formation of General Manager Recruitment Ad Hoc Committee

153 Nothing to report.

154 **PUBLIC COMMENT:** None.

155 **GENERAL MANAGERS REPORT (TAB 17)**

156 Mr. Etnyre reviewed the General Managers report. Discussion ensued regarding the General Manager's  
157 Project timeline Matrix, the various projects noted within the matrix, the Master Plan Phase I project  
158 timeline, TTCF Agency Partnership application cycle, as well as the other topic items addressed in the GM  
159 report. Mr. Etnyre noted that he will return to the next regular meeting with further details with  
160 prioritization of outstanding projects within the Phase 1 Master Plan timeline.

- **AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT**

162 Mr. Bullock reviewed his final Aviation and Community Services Department Report. Discussion ensued  
163 regarding flight procedure status, website redesign, and decrease in operations for the month of May.

164       •   **MONTHLY FINANCE DEPARTMENT REPORT**

165 Ms. Woo reviewed the monthly financial report.

166 **PUBLIC COMMENT:** None.

167 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 18)**

168 Mr. Etnyre reviewed the Rolling Agenda, specifically agenda items slated for the Board regular meetings  
169 in July and August.

170 **PUBLIC COMMENT:** None.

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

172 None.

173 **MEETING REVIEW AND STAFF DIRECTION**

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

- 177               •   Coordination of future Workshop Dates.  
178               •   Investigate the “showstoppers” for the potential extension and widening of Runway  
179                        02/20

180 **PUBLIC COMMENT:** None.

181 **BOARD ANNOUNCEMENTS**

182 Vice President Diamond thanked Mr. Cooke for helping streamline closed sessions to be held in a hybrid  
183 format for Board members. Vice President Diamond noted Mr. Bill Seline’s retirement with the Truckee  
184 Fire District.

185 Director Stephens reviewed his canvassing efforts to obtain enough votes for a permanent Placer LAFCO  
186 seat.

187 **ADJOURN**

188 **PUBLIC COMMENT:** None

189 **MOTION #7 JUNE 22, 2022:** Director Stephens motioned adjourn the meeting. Director O’Dette seconded  
190 the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director  
191 Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

192 At 7:36 PM the June 22, 2022, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

193 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JUNE 22, 2022, REGULAR BOARD MEETING. TO**  
194 **WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/248653/truckee-tahoe-airport-](https://ttm.open.media/sessions/248653/truckee-tahoe-airport-board-meeting-june-22-2022?category=458)  
195 [board-meeting-june-22-2022?category=458](https://ttm.open.media/sessions/248653/truckee-tahoe-airport-board-meeting-june-22-2022?category=458)