

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 Special meeting held Wednesday, August 24, 2022, in the Truckee Tahoe Airport District Community Room
3 A & B, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California.

4 **CALL MEETING TO ORDER: 1:00 PM**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Kathryn Rohlf
7 Vice President David Diamond
8 Director Rick Stephens
9 Director Mary Hetherington (via Web Teleconference)
10 Director Teresa O’Dette

11 **STAFF PRESENT:** Mr. Robb Etnyre, General Manager
12 Ms. Kelly Woo, Director of Finance and Administration
13 Mr. Josh Nelson, District Counsel (via Web Teleconference)
14 Ms. Lauren Tapia, HR Manager/District Clerk

15 **VISITORS PRESENT: 0**

16 **PUBLIC COMMENT:** None.

17 **SPECIAL ORDERS OF BUSINESS:** None

18 **BOARD WORKSHOP**

19 Mr. Etnyre welcomed the Board and gave an overview of today’s workshop for the Board of Directors.

20 **CONTINUATION OF BOARD OF DIRECTOR EDITS TO DRAFT POLICY INSTRUCTION (PI) 202 (TAB 01)**

21 Mr. Etnyre noted that the Board will continue with their edits to Draft Policy Instruction 202. President
22 Rohlf requested that the Board not “word smith” the policy instruction, but review each section, discuss
23 the intent of each section, and have staff spend time editing the suggested wording based off Board
24 feedback and consensus. Directors posed questions, discussed, and provided feedback to staff and District
25 Counsel regarding their suggested edits to PI 202. Live edits were made to Draft PI 202 based off Board
26 and District Counsel consensus. Staff noted that draft PI 202 will be presented to the Board for approval
27 at the regular September Board meeting.

28 **PUBLIC COMMENT:** None.

29 **BUDGET WORKSHOP – REVIEW OF CAPITAL RESERVES (TAB 02)**

30 Mr. Etnyre and Ms. Kelly Woo reviewed staff’s Budget presentation reviewing District Capital Reserves.
31 The presentation contained information the proposed budget timeline, 2022 forecasted net position,
32 proposed capital reserve categories, cash & capital projections for 2022 and 2023, capital reserve expense
33 timeline, 2023 capital projects, and capital reserve’s future plans. Directors posed questions, discussed,
34 and provided feedback to staff on the budget presentation. Discussion ensued regarding the proposed
35 capital reserve categories, the idea of separating the proposed development fund into two categories:
36 Community Development and Airside Development, and how property tax revenue should be utilized by
37 the District.

38 **BOARD ANNOUNCEMENTS:** None.

39 **ADJOURN**

40 **PUBLIC COMMENT:** None

41 **MOTION #1 AUGUST 24, 2022, S:** Director O’Dette motioned adjourn the meeting. Director Stephens
42 seconded the motion. President Rohlf, Vice President Diamond, Directors Hetherington, O’Dette and
43 Stephens voted in favor of the motion. The motion passed.

44 At 2:47 PM the August 24, 2022, special meeting of the Truckee Tahoe Airport Board of Directors
45 adjourned.

46 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 24, 2022, SPECIAL BOARD MEETING.**
47 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/252561/truckee-tahoe-](https://ttm.open.media/sessions/252561/truckee-tahoe-airport-board-special-meeting-august-24-2022?category=458)
48 [airport-board-special-meeting-august-24-2022?category=458](https://ttm.open.media/sessions/252561/truckee-tahoe-airport-board-special-meeting-august-24-2022?category=458)