

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, August 24, 2022, in the Truckee Tahoe Airport District Community  
3 Room A & B, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as  
4 live 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 (via web teleconference)  
11 Director Teresa O’Dette

12 **STAFF PRESENT:** Mr. Robb Etnyre, General Manager  
13 Ms. Kelly Woo, Director of Finance & Administration  
14 Mr. Josh Nelson, District Legal Counsel  
15 Ms. Lauren Tapia, HR Manager/District Clerk

16 **VISITORS PRESENT:** 0

17 **PUBLIC COMMENT:** None.

18 **CLOSED SESSION**

- 19 • PUBLIC EMPLOYEMENT
  - 20 ○ Title: General Manager
- 21 • CONFERENCE WITH LABOR NEGOTIATORS
  - 22 ○ Agency designated representatives: Mary Hetherington, Teresa O’Dette
  - 23 ○ Unrepresented Employee: General Manager
- 24 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
  - 25 ○ (Paragraph (1) of subdivision (d) of Section 54956.9)
  - 26 ○ Name of case: Skydive Truckee Tahoe, Inc., FAA Part 13 Complaint

27 **ADJOURN OUT OF CLOSED SESSION:** 3:35 PM

28 President Rohlf noted that the Board of Directors voted, unanimously, to approve the General Manager’s  
29 Employment Agreement. Formal approval will take place later in the meeting.

30 **OPEN SESSION CALL TO ORDER:** 4:30 pm

31 **VISITORS PRESENT:** 28

32 **SPECIAL ORDERS OF BUSINESS:**

33 The Board of Directors and District staff expressed appreciation to the Truckee Tahoe Airshow Committee  
34 and Volunteers for putting on an enjoyable, safe, and well attended 2022 Airshow.

35 **MODIFICATION OF AGENDA:** None.

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

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

38 **PUBLIC COMMENT:**

39 Mr. John Jones, Truckee resident, made a public comment regarding a possible AB 992 – Social Media  
40 Brown Act violation by sitting Board of Director.

41 Mr. Chris Henderson, Truckee Resident made a public comment regarding unintended consequences to  
42 creating reserve funds, and potential housing site on District campgrounds.

43 **CONSENT ITEMS**

- 44 • Extend Resolution 2022-08 to Reauthorize Remote Public Meeting ----- TAB 02
- 45 • Minutes: July 27, 2022, Regular Meeting ----- TAB 03
- 46 • Minutes: August 2, 2022, Special Meeting ----- TAB 04
- 47 • Monthly Service Bills and Fees – July 2022 ----- TAB 05
- 48 • TTAD Agency Partnership Interim Program Update ----- TAB 06
- 49 • Property, Liability, and Cyber Insurance Renewal ----- TAB 07

50 **PUBLIC COMMENT:**

51 Mr. Tom Meadows, Truckee resident, made a public comment not in support of the District’s Agency  
52 Partnership program.

53 **MOTION #1 AUGUST 24, 2022:** Director Stephens motioned to approve the Consent Items: Tab Items 02  
54 – 07. Director O’Dette seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director  
55 Stephens, yes. Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

56 **SPECIAL PRESENTATION: TRUCKEE TAHOE WORKFORCE HOUSING AGENCY UPDATE**

57 Ms. Emily Vitas, Executive Director of the Truckee Tahoe Workforce Housing Agency, reviewed an agency  
58 update presentation for the Board of Directors. The Board of Directors reviewed their questions and  
59 comments on the Truckee Tahoe Workforce Housing Agency update presentation. Discussion ensued  
60 regarding the modular home idea explored by former GM, Mr. Kevin Smith and Ms. Vitas, multi-units  
61 being a key component to fill the community’s housing needs, an evaluation of airport owned land and  
62 compatibility with potential housing development, and current status of Hopkins Village.

63 **PUBLIC COMMENT:**

64 **APPROVAL OF GENERAL MANAGER’S EMPLOYMENT AGREEMENT**

65 District Counsel Nelson noted that the employment agreement was unanimously approved in Closed  
66 Session, but an official vote must be taken in open session.

67 **PUBLIC COMMENT:** None.

68 **MOTION #2 AUGUST 24, 2022:** Director Stephens motioned to approve the General Manager  
69 Employment Agreement between the Truckee Tahoe Airport District and Mr. Robb Etnyre. Director  
70 Diamond seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes.  
71 Director Hetherington, yes. Director O’Dette, yes. The motion passed via roll call vote.

72 **LANDING FEE AND RAMP FEE PROPOSAL (TAB 08)**

73 Mr. Etnyre reviewed the details outlined on the agenda item’s staff report requesting Board approval of  
74 the introduction of a landing fee at the Truckee Tahoe Airport. The Board of Directors reviewed their  
75 questions and comments on the agenda item. Discussion ensued regarding how the District can  
76 differentiate a locally based aircraft and a transient aircraft (should the District discontinue the home base  
77 designation), how many individuals on a waitlist have a plane greater than 5,500 lbs., thoughts on the  
78 waitlist fee being increased, and how landing fees are a common industry practice.

79 **PUBLIC COMMENT:**

80 Mr. Collin Butcher, Truckee resident, made a public comment in support the need for raising fees at the  
81 Truckee Tahoe Airport.

82 **MOTION #3 AUGUST 24, 2022:** Director Stephens motioned to approve the introduction of a Truckee  
83 Tahoe Airport District landing fee to address the District's cost to maintain and care for the airport's  
84 pavements, buildings, runways, aprons, taxiways, air traffic control tower, noise abatement program, and  
85 ADSB system. In that, the airside infrastructure of the airport receives some FAA federal funds, landing  
86 fees are intended to recover District expenditures of funds to maintain these facilities. And the Board  
87 authorizes the General Manager to engage a vendor to provide these services. Director Diamond  
88 seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director  
89 Hetherington, yes. Director O'Dette, yes. The motion passed via roll call vote.

90 **RUNWAY FEASIBILITY STUDY – MASTER PLAN (TAB 09)**

91 Mr. Etnyre introduced the agenda item and reviewed the details outlined within the staff report. Mr.  
92 Etnyre noted that staff is requesting feedback on the Runway Utilization Estimate paper and that Mr. Brad  
93 Musinski from Mead and Hunt is present to answer the questions that were submitted by Directors prior  
94 to tonight's meeting as well as note any feedback from the Board of Directors, should they have any. Mr.  
95 Musinski reviewed the runway feasibility report, and expressed that Mead & Hunt is about 50% done with  
96 the project. Mr. Musinski reviewed Mead & Hunts answers to the questions they have received from the  
97 Board of Directors in the last 36 hours. Next steps and key timeline dates were also reviewed. The Board  
98 of Directors reviewed their questions and comments on the agenda item. Discussion ensued regarding  
99 quantity of operators and pilots surveyed, the idea of exploring the feasibility of Runway 16-34 being  
100 discontinued due to how expensive the project is, the high amount of VFR operations the District has, the  
101 opinion that smaller piston pilots were not well represented in the pilot group survey, departures being a  
102 bigger disturbance than arrivals (runway 29), the difference of opinion trend between local and itinerant  
103 operators, and the thought that the District doesn't need forecasts for all scenarios, but if a fleet mix were  
104 to change a particular scenario the District relook at the model.

105 **PUBLIC COMMENT:**

106 Mr. Tom Meadows, Truckee resident, made a public comment regarding the displaced threshold to  
107 Runway 11-29 should Runway 16-34 be constructed and increased maintenance of asphalt the proposed  
108 Runway 16-34 would bring.

109 Director Stephens motioned to discontinue studying the feasibility of Runway 16-34 and redirect efforts  
110 to lengthening and widening Runway 02-20. District Counsel Nelson noted that the agenda topic was not  
111 agendized for Board action, but that the Board may provide feedback to Staff or gather consensus for  
112 Director Stephen's motion to be agendized for the next regular Board meeting. Director O'Dette seconded  
113 the motion. Discussion ensued regarding Director Stephen's motion. There was Board consensus for the  
114 District to continue with the Runway Feasibility study to complete Phase I of the draft Master Plan update.  
115 No vote on Director Stephen's motion, and Director O'Dette's second was taken.

116 Director Hetherington left meeting at 6:34 PM

117 **BREAK:** 6:35 PM – 6:41 PM

118 **REVIEW OF AB 992 OPEN MEETING LAWS AND SOCIAL MEDIA (TAB 10)**

119 District Counsel Nelson provided an overview and reminder of AB 992 Brown Act and Social Media for the  
120 Board of Directors. The Board of Directors reviewed their questions and comments on the agenda item.  
121 Various scenarios were discussed, and District Counsel provided recommendations for each scenario.

122 **PUBLIC COMMENT:** None.

123 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 11)**

124 • Mountain Housing Council

125 Nothing to report.

126 • Truckee Tahoe Workforce Housing JPA - Update

127 Nothing to report. Agency update provided earlier in the meeting.

128 • Master Plan & Hangar Use Ad Hoc Committee

129 Discussion ensued regarding both ad hoc committees sunseting, but the Board requested a Hangar Use  
130 policy be reviewed before the Ad Hoc committee is sunsetted. Mr. Etnyre noted that a Hangar Use policy  
131 will be reviewed at a future Board meeting, as well the request to sunset both ad hoc committees.

132 • Climate Transformation Alliance (CTA)

133 Mr. Etnyre noted that several virtual meetings are taking place this month, and CTA is currently finalizing  
134 an official meeting date for September. More information to come.

135 • ACT Board of Directors Attendance

136 President Rohlf and Director Diamond will attend the September 13th ACT meeting. Subject: Flight  
137 Procedures.

138 • General Manager Recruitment Ad Hoc Committee

139 Committee sunsetted.

140 **PUBLIC COMMENT:** None.

#### 141 **GENERAL MANAGERS REPORT (TAB 12)**

142 Discussion ensued regarding TART Bus/TART Connect ridership information. Mr. Etnyre noted that initial  
143 conversations are taking place regarding TART using non-residential areas for bus staging.

144 **PUBLIC COMMENT:** None.

#### 145 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 13)**

146 Mr. Etnyre reviewed the Rolling Agenda, specifically agenda items slated for the Board meetings in August  
147 and September.

148 **PUBLIC COMMENT:** None.

#### 149 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS**

150 Mr. Etnyre noted that he will be attending the 2022 ACA Annual Conference in South Lake Tahoe the  
151 second week of September.

#### 152 **MEETING REVIEW AND STAFF DIRECTION**

153 This section is intended to capture other items not included in formal motions or agreement by consensus  
154 documented in the minutes. Mr. Etnyre noted that staff did not receive further direction from the Board  
155 beyond what was captured in formal motions.

156 **PUBLIC COMMENT:** None.

#### 157 **BOARD ANNOUNCEMENTS:**

158 Vice President Diamond noted that the latest Pilot Group meeting was well done and thanked Mr. David  
159 Van Quest with his involvement. Vice President Diamond shared a potential opportunity to work with the  
160 Hiller Aviation Museum on STEM events at the Truckee Tahoe Airport.

161 **ADJOURN**

162 **PUBLIC COMMENT:** None

163 **MOTION #4 AUGUST 24, 2022:** Director O’Dette motioned adjourn the meeting. Director Stephens  
164 seconded the motion. President Rohlf, yes. Vice President Diamond, yes. Director Stephens, yes. Director  
165 O’Dette, yes. The motion passed via roll call vote.

166 At 7:11 PM the August 24, 2022, regular meeting of the Truckee Tahoe Airport Board of Directors  
167 adjourned.

168 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 24, 2022, REGULAR BOARD MEETING.**  
169 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://tm.open.media/sessions/252562/truckee-tahoe-](https://tm.open.media/sessions/252562/truckee-tahoe-airport-board-regular-meeting-august-24-2022?category=458)  
170 [airport-board-regular-meeting-august-24-2022?category=458](https://tm.open.media/sessions/252562/truckee-tahoe-airport-board-regular-meeting-august-24-2022?category=458)