

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, January 25, 2023, Truckee Tahoe Airport District Community Room A &
3 B, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as live stream.

4 **CALL MEETING TO ORDER:** 3:00 PM (Hybrid Meeting Format)

5 **PLEDGE OF ALLEGIANCE**

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

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

15 **VISITORS PRESENT:** 2

16 **PUBLIC COMMENT:** Mr. Jan Holan made a public comment on Closed Session Item: Conference with Real
17 Party Negotiators, Clear Capital to Truckee River Ventures, dba Lift Truckee.

18 Mr. Helge Hukari made a public comment on Close Session Item: Conference with Real Party Negotiators,
19 Clear Capital to Truckee River Ventures, dba Lift Truckee.

20 **OPEN SESSION**

21 **SELECTION OF BOARD PRESIDENT AND VICE PRESIDENT (TAB 01)**

22 **Public Comment:** None.

23 **MOTION #1 JANUARY 25, 2023:** Director Hetherington motioned to nominate Director Diamond for Board
24 President for calendar year 2023. Director Diamond seconded the motion. President *pro tem* Rohlf, no.
25 Vice President *pro tem* O’Dette, no. Director Stephens, no. Director Hetherington, yes. Director Diamond,
26 yes. The motion failed via roll call vote.

27 **Public Comment:** None.

28 **MOTION #2 JANUARY 25, 2023:** Director Diamond motioned to nominate Director Hetherington for Board
29 President for calendar year 2023. Director Hetherington seconded the motion. President *pro tem* Rohlf,
30 no. Vice President *pro tem* O’Dette, no. Director Stephens, no. Director Hetherington, yes. Director
31 Diamond, yes. The motion failed via roll call vote.

32 **Public Comment:** None.

33 **MOTION #3 JANUARY 25, 2023:** Director Stephens motioned to nominate President *pro tem* Rohlf for
34 Board President and Vice President *pro tem* O’Dette as Board Vice President for calendar year 2023. Vice
35 President *pro tem* O’Dette seconded the motion. President *pro tem* Rohlf, yes. Vice President *pro tem*
36 O’Dette, yes. Director Stephens, yes. Director Hetherington, no. Director Diamond, no. The motion passed
37 via roll call vote.

38 **CLOSED SESSION**

- 39 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 40 ○ Property: 10266 Truckee Airport Rd, Truckee, CA 96161
- 41 ○ Agency negotiator: Robb Etnyre, General Manager

- 42 ▪ Negotiating parties: ClearCapital.com, Inc; Truckee River Ventures Inc, dba Lift
- 43 Truckee
- 44 ○ Under negotiation: Rent and Terms of Rental Payments
- 45 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 46 ○ Property: 10356 Truckee Airport Road, Truckee, CA 96161
- 47 ○ Agency Negotiator: Robb Etnyre
- 48 ○ Negotiating Parties:
- 49 ▪ Truckee Tahoe Soaring Association
- 50 ▪ Skydive Lake Tahoe
- 51 ○ Under Negotiation: Rent and Terms of Rent
- 52 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
- 53 ○ (Paragraph (1) of subdivision (d) of Section 54956.9)
- 54 ○ Name of case: Skydive Truckee Tahoe, Inc., FAA Part 13 Complaint

55 **ADJOURN OUT OF CLOSED SESSION: 4:20 PM**

56 President Rohlf noted that there was no reportable action.

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

58 **VISITORS PRESENT: 6**

59 **SPECIAL ORDERS OF BUSINESS:**

- 60 • Adopt Resolution 2023-01 Authorizing Remote Public Meetings in Accordance with AB361 (TAB
- 61 02)

62 **PUBLIC COMMENT: None**

63 **MOTION #4 JANUARY 25, 2023:** Director Hetherington motioned to approve Resolution 2023-01
64 Authorizing Remote Public Meetings and to waive the reading. Director O’Dette seconded the motion.
65 President Rohlf, yes. Vice President O’Dette, yes. Director Stephens, yes. Director Hetherington, yes.
66 Director Diamond, yes. The motion passed via roll call vote.

67 **MODIFICATION OF AGENDA:** There was consensus from the Board to move Tab Item 8. Review, discuss,
68 and potentially approve assignment of the lease for 10266 Truckee Airport Rd. from Clear Capital.com,
69 Inc to Truckee River Ventures, Inc dba Lift Truckee in a form as approved by the General Counsel – and
70 move it to a future meeting date.

71 **SPEAK YOUR PEACE (TAB 03)**

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

73 **PUBLIC COMMENT: None.**

74 **CONSENT ITEMS**

- 75 • Minutes: November 30, 2022, Regular Meeting ----- TAB 04
- 76 • Monthly Service Bills and Fees – November and December 2022 ----- TAB 05
- 77 • Board Policy Instruction 110 – Personnel Policies Vacation Accrual Update ----- TAB 06

78 **PUBLIC COMMENT: None**

79 **MOTION #5 JANUARY 25, 2023:** Director Hetherington motioned to approve the Consent Items: Tab Items
80 04-06. Director Stephens seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director
81 Stephens, yes. Director Hetherington, yes. Director Diamond, yes. The motion passed via roll call vote.

82 **ANNUAL BOARD MEMBER TRAINING SESSION – DISTRICT COUNSEL NELSON (TAB 07)**

83 District Counsel Nelson provided a training outlining best practices for Board Governance, Roles and
84 Responsibilities for the Board of Directors. District Counsel Nelson provided opportunities for the Board
85 of Directors to ask questions within the training session. District Staff noted that in the future, this training
86 will be given on an annual basis in January.

87 **PUBLIC COMMENT:** None.

88 **AGNEW::BECK STRATEGIC PLAN WORKSHOP UPDATE – MS. SEANA DOHERTY (TAB 08)**

89 Ms. Seana Doherty, Senior Manager with Agnew::Beck, gave an overview of the upcoming special
90 workshops the Board will be holding to draft a District Strategic Plan. Workshops (Special Meetings) will
91 be held during the months of February, March, and April. The Board reviewed their questions and
92 comments for Ms. Doherty.

93 **PUBLIC COMMENT:** None.

94 **AWARD MASTER LEASE AGREEMENTS FOR AIRPORT ENGINEERING, GENERAL ENGINEERING SERVICES**
95 **(TAB 07)**

96 Mr. Etnyre reviewed the staff reports outlining staff recommendations for the selection of Airport
97 Engineering and General Engineering Services Master Lease Agreements.

98 **PUBLIC COMMENT:** Mr. Wally Auerbach of Auerbach Engineering made a public comment regarding the
99 General Engineering Services Master Lease Agreement.

100 **MOTION #6 JANUARY 25, 2023:** Director Stephens made a motion to approve awarding the General
101 Engineering Services Master Service Agreement to Auerbach Engineering Corporation from February 1,
102 2023, thru January 31, 2026, with two options years. Vice President O’Dette seconded the motion.
103 President Rohlf, yes. Vice President O’Dette, yes. Director Stephens, yes. Director Hetherington, yes.
104 Director Diamond, yes. The motion passed via roll call vote.

105 **MOTION #7 JANUARY 25, 2023:** Director Diamond made a motion to approve awarding the Aviation
106 Engineering Services Master Service Agreement to Brandley Engineering, Inc from February 1, 2023, thru
107 January 31, 2026, with two options years. Vice President O’Dette seconded the motion. President Rohlf,
108 yes. Vice President O’Dette, yes. Director Stephens, yes. Director Hetherington, yes. Director Diamond,
109 yes. The motion passed via roll call vote.

110 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 09)**

- 111
- Climate Transformation Alliance (CTA)

112 Mr. Etnyre provided an update as to what was discussed at the last quarterly CTA meeting.

- 113
- ACT Board of Directors Attendance

114 Mr. Etnyre noted that the February ACT Meeting’s topic will be Runway 02/20 reconstruction timelines
115 and impacts. Director Diamond and President Rohlf expressed they will be attending the February ACT
116 Meeting.

117 **PUBLIC COMMENT:** None.

118 **GENERAL MANAGERS REPORT (TAB 10)**

119 Mr. Etnyre reviewed the 2023 District Budget Report, the official start date of Mr. Jeff Menasco, new
120 Aviation Director. Mr. Etnyre reviewed the updated Master Fee Schedule. Discussion ensued regarding
121 the increased fees associated to overnight parking for both airplanes and vehicles, the methodology and
122 rationale behind the increased overnight fees, the number of individuals who purchase annual parking

123 passes, 2021 AMCG Rates and Fees study, and greater than 75,000 lbs. jets broken out in the Master Fee
124 Schedule. There was consensus from the Board for staff to review data of aircraft 75,000 lbs. or greater
125 via the Runway utilization report and review that with the Board at upcoming meetings.

126 **PUBLIC COMMENT:**

127 Mr. Matthew Kaufman made a public comment regarding the updates to the Master Fee Schedule.

128 Mr. Jonathan Sorger made a public comment regarding the updates to the Master Fee Schedule.

129 Mr. Lamb reviewed the Quarterly Communications Report. Discussion ensued regarding pavement health
130 and a heavy military aircraft (i.e.: C130) landing and taking off at the airport.

131 The Board reviewed their questions and comments for the Annual Operations and Comment report.
132 Discussion ensued regarding estimated touch and go operation numbers, Aeronautical Operations over
133 Labor Day weekend, early morning departures, the increase in comments tied to jets greater than 50,000
134 lbs., and the idea of linking operators to comments submitted.

135 Ms. Woo reviewed the District's Quarterly Financial Report.

136 **PUBLIC COMMENT:** None.

137 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 13)**

138 Nothing to review.

139 **PUBLIC COMMENT:** None.

140 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS (TAB 12)**

141 Director Stephens reviewed his summary of the AAAE's Aviation Issues Conference he attended earlier in
142 January.

143 **PUBLIC COMMENT:** None.

144 **MEETING REVIEW AND DIRECTION TO STAFF**

145 Mr. Etnyre noted that staff received direction on approved action items and feedback discussion on staff
146 reports.

147 **BOARD ANNOUNCEMENTS:** None.

148 **ADJOURN**

149 **PUBLIC COMMENT:** None

150 **MOTION #8 JANUARY 25, 2023:** Director Stephens motioned to adjourn the January 25, 2023, Regular
151 meeting. Vice President O'Dette seconded the motion. President Rohlf, yes. Vice President O'Dette, yes.
152 Director Stephens, yes. Director Hetherington, yes. Director Diamond, yes. The motion passed via roll call
153 vote.

154 At 6:44 PM the January 25, 2023, regular meeting of the Truckee Tahoe Airport Board of Directors
155 adjourned.

156 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JANUARY 25, 2023, REGULAR BOARD**
157 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/260535/truckee-](https://ttm.open.media/sessions/260535/truckee-tahoe-airport-board-january-25-2023?category=458)
158 [tahoe-airport-board-january-25-2023?category=458](https://ttm.open.media/sessions/260535/truckee-tahoe-airport-board-january-25-2023?category=458)