

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, February 22, 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 Kathryn Rohlf
7 Director Rick Stephens
8 Director Mary Hetherington
9 Director David Diamond (via Teleconference)

10 **DIRECTORS ABSENT:** Vice President Teresa O’Dette

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. Emily Pindar, Accountant II
15 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

16 **VISITORS PRESENT: 1**

17 **PUBLIC COMMENT:** Ms. Karol Hines, representing Truckee Tahoe Soaring Association (TTSA), made a
18 public comment on TTSA’s apron.

19 **CLOSED SESSION**

- 20 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 - 21 ○ Property: 10356 Truckee Airport Road, Truckee, CA 96161
 - 22 ○ Agency Negotiator: Robb Etnyre
 - 23 ○ Negotiating Parties:
 - 24 ■ Truckee Tahoe Soaring Association
 - 25 ■ Skydive Lake Tahoe
 - 26 ○ Under Negotiation: Rent and Terms of Rent
- 27 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - 28 ○ (Paragraph (1) of subdivision (d) of Section 54956.9)
 - 29 ○ Name of case: Skydive Truckee Tahoe, Inc., FAA Part 13 Complaint

30 **ADJOURN OUT OF CLOSED SESSION: 4:00 PM**

31 President Rohlf noted that there was no reportable action.

32 **OPEN SESSION CALL TO ORDER: 4:31 pm**

33 **VISITORS PRESENT: 12**

34 **SPECIAL ORDERS OF BUSINESS: None**

35 **MODIFICATION OF AGENDA:** President Rohlf requested to pull Agenda Items 5, 6, and 8. Agenda Item 8
36 will be combined with Agenda Item 9. There was Board consensus for President Rohlf’s agenda
37 modification request.

38 **PUBLIC COMMENT:** None

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

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

41 **PUBLIC COMMENT:** None.

42 **CONSENT ITEMS**

- 43 • Minutes: January 25, 2023, Regular Meeting ----- TAB 02
- 44 • Minutes: February 8, 2023, Special Meeting ----- TAB 03
- 45 • Minutes: February 13, 2023, Special Meeting ----- TAB 04
- 46 • Monthly Service Bills and Fees – January 2023 ----- TAB 05
- 47 • Policy Instruction 311 – Community Sponsorships & Partnerships ----- TAB 06
- 48 • Policy Instruction 317 – Agreements for Service w/Public Agencies or Non-Profits ----- TAB 07
- 49 • Surplus Vehicle Sale (3 Vehicles) ----- TAB 08
- 50 • Professional Service Agreement with Ascent Environmental ----- TAB 09

51 **PUBLIC COMMENT:** None

52 **MOTION #1 FEBRUARY 22, 2023:** Director Stephens motioned to approve the Consent Items: Tab Items
53 02-05 and 08. Director Hetherington seconded the motion. President Rohlf, yes. Director Stephens, yes.
54 Director Hetherington, yes. Director Diamond, yes. Vice President O’Dette, absent. The motion passed via
55 roll call vote.

56 The Board of Directors shared their comments and concerns regarding the latest revision to Policy
57 Instruction 311 – Community Sponsorships & Partnerships (Tab 06). District Counsel Nelson provided
58 background on the recommendations to “tighten” the language to align more closely to an “Aviation
59 Purpose”. District Counsel Nelson reviewed the Gift of Public Funds government code language.
60 Discussion ensued regarding a formation of an Ad Hoc Committee to aid staff in these updates, a request
61 to see which past partnership/sponsorship requests would have been denied funding with the proposed
62 changes and focusing on focus areas/topics set during the budgeting process. There was consensus for
63 staff to take Board feedback, revise the policy further, and return the updated policy at the next regular
64 Board meeting.

65 The Board of Directors shared their comments and concerns regarding the latest revision to Policy
66 Instruction 317 – Agreements for Service w/Public Agencies or Non-Profits (Tab 07).

67 There was Board consensus for staff to work on the two policies and make the updates based upon Board
68 feedback and return in March (PI 311) and April (PI 317) for Board review and possible approval. The Board
69 requested that the draft policies be sent to the Board ahead of the 72-hour posting requirement. There
70 was also a suggestion that if more holistic updates are needed to both policy instructions, that those
71 updates be on an agenda for a future Board meeting.

72 **PUBLIC COMMENT:** Mr. Tom Meadows, Truckee Resident, made a public comment on Draft Policy
73 Instruction 311 – Community Sponsorship and Partnerships.

74 **WADDLE RANCH LAND MANAGEMENT PRESENTATION & GRANT APPLICATION (TAB 10)**

75 Mr. Jeff Dowling, with Forestry for the Future, LLC., reviewed the Vegetation Treatment Plan presentation
76 as well as the Forest Health Grant 2023 for the Board of Directors and general public. After the
77 presentation was made, discussion ensued regarding mastication that was completed on Waddle Ranch,
78 control burns, possible project linkage to the Elizabeth Town property, as well as carbon sequestration
79 credits.

80 **PUBLIC COMMENT:** None.

81 **MOTION #2 FEBRUARY 22, 2023:** Director Stephens motioned to approve the request for the General
82 Manager to enter into a professional service agreement with Ascent Environmental for the Waddle Ranch
83 PSA. Director Hetherington seconded the motion. President Rohlf, yes. Director Stephens, yes. Director

84 Hetherington, yes. Director Diamond, yes. Vice President O’Dette, absent. The motion passed via roll call
85 vote.

86 **MOTION #3 FEBRUARY 22, 2023:** Director Diamond motioned to approve Resolution 2023-02: Tahoe
87 Forest Health Grant Application. Director Hetherington seconded the motion. President Rohlf, yes.
88 Director Stephens, yes. Director Hetherington, yes. Director Diamond, yes. Vice President O’Dette, absent.
89 The motion passed via roll call vote.

90 **TTAD SCHOLARSHIP PROGRAM – TAHOE TRUCKEE COMMUNITY FOUNDATION (TAB 11)**

91 Ms. Phillis McConn, Tahoe Truckee Community Foundation Community Impact Officer, reviewed the
92 agenda item requesting Truckee Tahoe Airport District (TTAD) Board approval in the allocation of \$20,000
93 in available 2023 Community Sponsorship budgeted funds towards a continuing education scholarship
94 program with the Tahoe Truckee Community Foundation (TTCF). Discussion ensued regarding the number
95 of scholarships to be awarded, and it was noted that this scholarship program is in addition to the high
96 school scholarship program; the two are separate.

97 **PUBLIC COMMENT:** None.

98 **MOTION #4 FEBRUARY 22, 2023:** Director Stephens motioned to approve the allocation of \$20,000 in
99 support of a Truckee Tahoe Airport District aviation/STEM career path scholarship program, as stipulated
100 in this report, to be administered by, and in partnership with, the Tahoe Truckee Community Foundation
101 under their Supplemental Scholarship Process for the spring 2023 scholarship cycle. Director Hetherington
102 seconded the motion. President Rohlf, yes. Director Stephens, yes. Director Hetherington, yes. Director
103 Diamond, yes. Vice President O’Dette, absent. The motion passed via roll call vote.

104 **RUNWAY FEASIBILITY STUDY (TAB 12)**

105 Mr. Brad Musinski, Mead & Hunt, reviewed the Draft Runway Feasibility Study presentation for the Board
106 of Directors and the general public. After the presentation was completed, the Board of Directors
107 reviewed their question and comments. Discussion ensued regarding several topics; Appendix C,
108 specifically smoke not being included as a factor of low visibility, assumed bias for the circle to land to
109 runway 29, preferred alternatives, a request for an analysis of the three summer months operations and
110 condensing it to a day, peer vs. regression, heat maps with arrivals distinct from departures, and
111 instrument flight rules. The Board expressed consensus to obtain a cost and time estimate to further
112 breakout summer operations from annual operations, and future utilization projections. Mr. Musinski
113 also indicated the process of conducting these additional studies in parallel or sequence related to seeking
114 FAA review needs further process analysis.

115 **PUBLIC COMMENT:** Mr. Sven Pole made a public comment on the draft Runway Feasibility Study.

116 Mr. Musinski noted the additional analysis requests would not fall within the scope of the current project;
117 It would need to be billed separately and will take extra time to complete. Mr. Etnyre noted that he can
118 work with Mr. Musinski to understand the scope of work the additional analysis could bring and if the
119 costs are beyond the General Manager’s spending authority, it will be on an agenda at a future meeting
120 for Board approval.

121 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 13)**

- 122
- Climate Transformation Alliance (CTA)

123 Mr. Etnyre provided an update for the Climate Transformation Alliance Committee.

- 124
- ACT Board of Directors Attendance

125 Mr. Etnyre noted that the March's ACT Meeting's topic will be a follow up on Runway 02/20
126 reconstruction timelines and impacts.

127 **PUBLIC COMMENT:** None.

128 **GENERAL MANAGERS REPORT (TAB 14)**

129 Mr. Etnyre reviewed the feedback staff received at the February ACT meeting regarding grooves on
130 Runway 02/20, staff believes this can be added to the design scope of work for the project.

131 The Board reviewed their questions and comments for the Monthly Operations and Comment report.

132 The Board reviewed their question and comments on the Monthly Financial Report. There was consensus
133 to have Director Stephens to continue being the Board internal auditor.

134 **PUBLIC COMMENT:** None.

135 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 15)**

136 Director Hetherington requested the Runway Utilization report be added to the Rolling Agenda on a
137 biannual basis.

138 **PUBLIC COMMENT:** None.

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

140 None.

141 **PUBLIC COMMENT:** None.

142 **MEETING REVIEW AND DIRECTION TO STAFF**

143 Mr. Etnyre noted that staff received direction to continue updating PI 311 and PI 317, with a priority to
144 return PI 311 for Board review at the March meeting. Mr. Etnyre will work with Mr. Musinski to develop
145 a scope of work for the additional analysis requests made tonight by the Board of Directors.

146 **BOARD ANNOUNCEMENTS:** None.

147 **ADJOURN**

148 **PUBLIC COMMENT:** None

149 **MOTION #5 FEBRUARY 22, 2023:** Director Stephens motioned to adjourn the February 22, 2023, Regular
150 meeting. President Rohlf seconded the motion Director Hetherington seconded the motion. President
151 Rohlf, yes. Director Stephens, yes. Director Hetherington, yes. Director Diamond, yes. Vice President
152 O'Dette, absent. The motion passed via roll call vote.

153 At 6:54 PM the February 22, 2023, regular meeting of the Truckee Tahoe Airport Board of Directors
154 adjourned.

155 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 22, 2023, REGULAR BOARD**
156 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/262785/truckee-](https://ttm.open.media/sessions/262785/truckee-tahoe-airport-board-february-22-2023?category=458)
157 [tahoe-airport-board-february-22-2023?category=458](https://ttm.open.media/sessions/262785/truckee-tahoe-airport-board-february-22-2023?category=458)