

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, June 28, 2023, Truckee Tahoe Airport District Community Room A & B, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as live stream.

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

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Kathryn Rohlf
Vice President Teresa O’Dette
Director Rick Stephens
Director Mary Hetherington
Director David Diamond

STAFF PRESENT: Mr. Robb Etnyre, General Manager
Mr. Jeff Menasco, Director of Aviation
Ms. Kelly Woo, Director of Finance & Administration
Mr. Josh Nelson, District Legal Counsel
Ms. Lauren Tapia, HR Manager/District Clerk

VISITORS PRESENT: 0

PUBLIC COMMENT:

CLOSED SESSION

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

ADJOURN OUT OF CLOSED SESSION: 4:10 PM

President Rolf noted that there was no reportable action.

OPEN SESSION CALL TO ORDER: 4:30 pm

VISITORS PRESENT: 28

SPECIAL ORDERS OF BUSINESS:

The Board of Directors thanked the Airshow Committee for putting on another successful Airshow.

PUBLIC COMMENT:

Mr. David Love, representing the Airshow Committee, provided a recap of the 2023 Airshow and Family Festival.

Mr. Mike Mayo made a public comment regarding the 2023 Airshow and Family Festival.

Mr. Tal Fletcher made a public comment on the North Tahoe Community Awards Dinner and the 2023 Airshow and Family Festival.

MODIFICATION OF AGENDA:

Mr. Robb Etnyre requested to pull Policy Instructions 504, 511, and 515 from Agenda Item 7. The Board accepted Mr. Etnyre’s modification of agenda request.

SPEAK YOUR PEACE (TAB 02)

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

PUBLIC COMMENT: None.

CONSENT ITEMS

- Minutes: May 22, 2023, Special Meeting ----- TAB 02
- Minutes: May 23, 2023, Regular Meeting ----- TAB 03
- Monthly Service Bills and Fees – May 2023 ----- TAB 04
- Approval of General Manager’s Performance Bonus ----- TAB 05
- Approval of Annual Employee Cost of Living Adjustment (COLA) ----- TAB 06
- Approval of General Manager’s Cost of Living Adjustment (COLA) ----- TAB 07
- Policy Instructions Update – PI 400’s and 500’s ----- TAB 08
- TTAD Property Insurance Renewal ----- TAB 09
- TTAD Fuel Truck Replacement ----- TAB 10
- TTAD Flat Bed Truck Surplus ----- TAB 11
- Design Bar – Additional Business Operations ----- TAB 12
- FAA Grant Authorization – TRK-WPG-3-0262-046-2023 ----- TAB 13
- Contract Award FAA Grant Agreement - TRK-WPG-3-0262-046-2023 ----- TAB 14

PUBLIC COMMENT: None

MOTION #1 JUNE 28, 2023: Director Stephens motioned to approve the Consent Items: Tab Items 02-14 with Mr. Etnyre’s modification to Tab Item 07. Director Diamond seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director Stephens, yes. Director Hetherington, yes. Director Diamond, yes. The motion passed via roll call vote.

T-TSA/TTAD LAND EXCHANGE (TAB 15)

Mr. Etnyre reviewed the agenda item’s staff report, which included a review of the history of the project, the pros and cons of the land transfer, the FAA determination letter, and potential land uses. Staff recommends approving the completion of the T-TSA/TTAD Real Property Exchange Agreement dated May 15, 2019, and based on the FAA Section 163 Determination Letter allowing the District’s self-determination on the matter. The Board of Directors reviewed their questions and comments on the action item. Discussion ensued regarding the topography of the land, approximate acreage of TTAD’s property (parcel B), what the easement near Runway 02 would provide, the process of surplus land, the need for an easement to access parcel B as it is land locked, the opportunities that exist if parcel B was designed as a receiver site in the Town of Truckee’s 2040 General Plan (for Truckee River revitalization), and the need to look through the lens of “what is good for the airport” (in regards to the land exchange).

PUBLIC COMMENT:

Mr. Sven Pole made a public comment on the T-TSA/TTAD Land Exchange action item.

Mr. Jan Holan made a public comment on the T-TSA/TTAD Land Exchange action item.

Mr. Dan Wilkins made a public comment on the T-TSA/TTAD Land Exchange action item.

Mr. Mike Mayo made a public comment on the T-TSA/TTAD Land Exchange action item.

Discussion continued regarding the Truckee River Revitalization committee, the difficulty of incentivizing the business to move off the Truckee River, parcel B's zoning constraints, parcel A's zoning constraints, the ongoing easement with T-TSA for TTAD to trim trees as needed on parcel A, and the need for finding solutions to land issues the region has.

MOTION #2 JUNE 28, 2023: Director Stephens motioned to approve the Real Property Exchange Agreement, dated May 15, 2019 between T-TSA and the District, and authorize the General Manager to execute the necessary agreements and real property transfer. Director O'Dette seconded the motion. President Rohlf, yes. Vice President O'Dette, yes. Director Stephens, yes. Director Hetherington, no. Director Diamond, yes. The motion passed via roll call vote.

BREAK: 5:37 PM – 5:50 PM

CARBON DATA & SUSTAINABILITY REPORTING PLATFOR – NZERO (TAB 16)

Mr. Etnyre reviewed the agenda item's staff report, which included a summary about the nZero Platform, and how it would assist the District in regular reporting of its greenhouse gas emissions. Discussion ensued regarding the platform's actionable data that would be provided to the District, probability of nZero providing additional information regarding emission levels of aircraft operating in and out the airport, the three scopes the platform would provide to the District, the ability the platform would be able to capture lead (emissions from fuel), and reporting timeline options.

PUBLIC COMMENT: None.

MOTION #3 JUNE 28, 2023: Director Diamond motioned to approve the engagement of nZero for monitoring and reporting Truckee Tahoe District's scope 1, 2, and 3 emissions as outlined in the attached scope of work. Director Stephens seconded the motion. President Rohlf, yes. Vice President O'Dette, yes. Director Stephens, yes. Director Hetherington, yes. Director Diamond, yes. The motion passed via roll call vote.

REVIEW AND DISCUSS POTENTIAL CONFLICT OF INTEREST REGARDING HANGAR RENTALS AND FPPC ADVICE LETTER REQUEST (TAB 17)

District Counsel Nelson reviewed the conflict-of-interest advice letter request (to the FPPC) which is attached as a Board Document to this agenda item. District Counsel Nelson noted that until the District receives a response from the FPPC it is his recommendation for Director Diamond to recuse himself from the discussion of Agenda Items 17 and 18 if those are discussed this evening. Discussion ensued regarding the typical response timeframe FPPC responses to advice requests, and the history of how previous conflicts of interests were addressed in the past by previous board members who were hangar tenants/pilots.

PUBLIC COMMENT:

Mr. Mike Mayo made a public comment on the Review and Discuss Potential Conflict of Interest Regarding Hangar Rentals and FPPC Advice Letter Request agenda item.

Discussion continued on the process of how a Board Director would announce their conflict of interest, staff timelines on Agenda Items 17 and 18 and if it's possible for those agenda items to wait until a FPPC Response is received. There was Board consensus from the Board to shift Agenda Items 17 and 18 to the July Board meeting.

NOISE MONITORING SYSTEMS – INFORMATION REVIEW (TAB 20)

Mr. Jeff Menasco reviewed the noise monitoring systems information review staff report for the Board of Directors. The Board of Directors reviewed their questions and comments on the action item. Discussion ensued regarding what the airport would do with the data once it's received, how the noise monitoring system could provide "number above" data would could be of value for the District (in terms of messaging), how the noise monitoring systems could be potentially deployed and sites identified, what potential sites would need (infrastructure) to host noise monitoring systems, estimated cost of the project, what a potential communications plan would need to have in order for this project to be communicated effectively (pro project, during and post), if the data from ads-b and noise monitoring data can be correlated, be deemed public and could be potentially used against the operators (via public information request, unintended consequences). Mr. Menasco noted that this project will be discussed further at the FY 2024 Budget Workshop in August.

PUBLIC COMMENT:

Mr. Sven Pole made a public comment on the Noise Monitoring Systems Information Review agenda item.

BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 21)

- Truckee Tahoe Workforce Housing Joint Powers Authority

Ms. Lauren Tapia gave a monthly update on the Truckee Tahoe Workforce Housing JPA.

- ACT Board of Directors Attendance

Mr. Etnyre noted that June's ACT Meeting's topic will be on Runway 02/20 Reconstruction Schedule.

PUBLIC COMMENT: None.

District Counsel Nelson requested the Board open up Public Comment on Items Not on the Agenda as there is a public member that wanted to make a public comment on Agenda Items 18 & 19 but couldn't since the Directors pulled the items off of the agenda.

PUBLIC COMMENT:

Mr. Tom Meadows made a public comment on the draft Fly Quiet & Safety Policy.

GENERAL MANAGERS REPORT (TAB 22)

Mr. Etnyre recognized Mr. David van Quest for earning the Rising Star award at the North Tahoe Community Awards Dinner. Mr. Etnyre reviewed the additional funds the FAA is providing for the Runway 02/20 reconstruction project, communication outreach around the Runway 02/20 reconstruction project, and the project begins July 24, 2023. The short term and long-term parking arrangements are being modified, the District will be using "park mobile" for daily and monthly parking passes. Daily and Monthly parking rates will be revisited, and a market rate survey will be conducted. Mr. Etnyre reviewed the FAA Federal Registry regarding the Civil Aviation Noise Policy update. District staff will link the FAA Federal Registry on the next District E-Blast Newsletter.

Mr. Jeff Menasco reviewed the monthly Aviation and Community Services Report. Discussion ensued regarding the touch and go operations being captured in the Operations and Comment Report and the idea of adding FAA Registry information to the Runway 02/20 outreach mailer.

Ms. Kelly Woo reviewed the monthly Financial Report as well as the 2023 Reserve Study.

PUBLIC COMMENT: None.

FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 23)

The Rolling Agenda was reviewed by the Board of Directors.

PUBLIC COMMENT: None.

STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS

Ms. Tapia reviewed her attendance at the Annual SHRM Conference and the General Manager's Leadership Summit.

PUBLIC COMMENT: None.

MEETING REVIEW AND DIRECTION TO STAFF (TAB 24)

Mr. Etnyre noted that staff will finalize the T-TSA/TTAD Land Exchange, Policy Instruction 504, 511, 515 will be added to the July agenda, to hold Agenda items 17 & 18 and await the response from the FPPC regarding Director Diamond's potential conflict of interest, send out draft letter and to execute the Award of Construction for the Reconstruction of Runway 02/20.

BOARD ANNOUNCEMENTS: None.

ADJOURN

PUBLIC COMMENT: None

MOTION #4 JUNE 28, 2023: Director O'Dette motioned to adjourn the June 28, 2023, Regular meeting. Director Stephens seconded the motion. President Rohlf, yes. Vice President O'Dette, yes. Director Hetherington, yes. Director Diamond, yes. Director Stephens, Yes. The motion passed via roll call vote.

At 7:14 PM the June 28, 2023, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF JUNE 28, 2023, REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY: <https://ttm.open.media/sessions/273327/truckee-tahoe-airport-board-june-28-2023?category=458>