

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 special meeting held Tuesday, September 27, 2023, Truckee Tahoe Airport District, located at 10356  
3 Truckee Airport Road, Truckee, California 96161 as well as live stream.

4 **CALL MEETING TO ORDER:** 1:00 PM (hybrid meeting format)

5 **PLEDGE OF ALLEGIANCE**

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

11 **STAFF PRESENT:** Mr. Robb Etnyre, General Manager  
12 Ms. Kelly Woo, Director of Finance and Administration  
13 Mr. Jeff Menasco, Director of Aviation  
14 Mr. Dave Hoffman, Director of Operations and Maintenance  
15 Ms. Emily Pindar, Senior Accountant  
16 Mr. Josh Nelson, District Counsel  
17 Ms. Lauren Tapia, HR Manager/District Clerk

18 **VISITORS PRESENT:** 2

19 **PUBLIC COMMENT:** None.

20 **SPECIAL ORDERS OF BUSINESS:** None.

21 **MODIFICATION OF AGENDA:** None.

22 **BUDGET WORKSHOP (TAB 01)**

23 Mr. Robb Etnyre and Ms. Kelly Woo welcomed the Board of Directors to the first Budget Workshop for FY  
24 2024. Mr. Etnyre reviewed the workshop process and what the Board of Directors will be reviewing.

25 Ms. Woo reviewed the redlined versions of Policy Instruction 308 Investment Policy and Policy Instruction  
26 309 Reserve Policy. The Board of Directors reviewed their questions and comments. Discussion ensued  
27 regarding the options available to invest in treasuries, the necessity of quoting grant assurances in PI 309,  
28 the “State-Gift of Public Funds Doctrine” capturing the entire quote of the District’s primary purpose as  
29 it’s only partially captured in the policy, and the working capital designated areas being removed from PI  
30 309. Mr. Etnyre reviewed the rational and methodology behind PI 309 Reserve Policy.

31 Ms. Woo and Mr. Etnyre reviewed the 2024 Budget Workshop Presentation. The presentation outlined  
32 the 2024 Budget Timeline, 2023 Budget Demand & Planning Drivers, 2023 Forecasted Net Position, 2023  
33 Forecasted Revenue, 2023 Forecasted Expenses, Strategic Plan Foundational Elements, 2024 Focus Areas,  
34 2024 Forecasted Net Position, Sources and Uses of Funds, Reserve Policy Categories, Reserve Policy  
35 Methodology, 2024 Capital Projects, Cash Balance Allocation, Future Reserve Plan, Future Reserve Plan  
36 Percentages, and Policy Instruction Updates. The Board of Directors reviewed their questions and  
37 comments throughout the presentation. To listen to the discussion in detail, please go to the [1:07:13](#) mark  
38 of the video recording.

39 The Board of Directors reviewed their landside and airside development/redevelopment ideas.

40 **PUBLIC COMMENT:** None.

41 **BOARD ANNOUNCEMENTS:** None.

42 **ADJOURN**

43 **PUBLIC COMMENT:** None

44 **MOTION #1 SEPTEMBER 27, 2023 S:** Vice President O’Dette motioned to adjourn the meeting. Director  
45 Stephens seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director Stephens, yes.  
46 Director Hetherington, yes. Director Diamond, yes. The motion passed via roll call vote.

47 At 3:05 PM the September 27, 2023, special meeting of the Truckee Tahoe Airport Board of Directors  
48 adjourned.

49 **THIS SET OF MINUTES IS A CONDENSED VERSION OF SEPTEMBER 27, 2023, SPECIAL BOARD MEETING.**  
50 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/277399/ttad-board-](https://ttm.open.media/sessions/277399/ttad-board-special-budget-meeting-september-27-2023?category=458)  
51 [special-budget-meeting-september-27-2023?category=458](https://ttm.open.media/sessions/277399/ttad-board-special-budget-meeting-september-27-2023?category=458)