

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, September 27, 2023, Truckee Tahoe Airport District Community Room
3 A & B, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as live
4 stream.

5 **CALL MEETING TO ORDER: 3:30 PM (Hybrid Meeting Format)**

6 **PLEDGE OF ALLEGIANCE**

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

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

17 **VISITORS PRESENT: 0**

18 **PUBLIC COMMENT: None**

19 **CLOSED SESSION**

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

34 **ADJOURN OUT OF CLOSED SESSION: 4:27 PM**

35 President Rolf noted that there was no reportable action.

36 **OPEN SESSION CALL TO ORDER: 4:40 pm**

37 **VISITORS PRESENT: 23**

38 **SPECIAL ORDERS OF BUSINESS:**

- 39 • Special District Leadership (SLDF) District Transparency Certificate of Excellence (Tab 01)

40 Mr. Marc Lamb reviewed the process of obtaining the SLDF District Transparency Certificate of Excellence.
41 The transparency certificate is good for three (3) years.

42 **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:**

43 Mr. Mark Tanner, Truckee Resident and Truckee Donner Recreation and Park District (TDRPD) Board of
44 Director, made a public comment on the past and present partnership between the Airport District and
45 TDRPD.

46 Ms. Kim Yamauchi, Truckee Resident, made a public comment on their boat trailer parking.

47 Mr. Craig Yamauchi, Truckee Resident, made a public comment on their boat trailer parking.

48 Mr. Kevin Sloan, Truckee Resident, made a public comment on the new speed bumps entering the TTAD
49 Terminal parking lot.

50 Mr. Tom Meadows, Truckee Resident, made a public comment on his June 28 public comment request.

51 **MODIFICATION OF AGENDA:** None.

52 **SPEAK YOUR PEACE (TAB 02)**

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

54 **PUBLIC COMMENT:** None.

55 **CONSENT ITEMS**

- 56 • Minutes: August 23, 2023, Regular Meeting ----- TAB 03
- 57 • Monthly Service Bills and Fees – August 2023 ----- TAB 04
- 58 • Monthly Community Sponsorship Requests ----- TAB 05

59 Director Hetherington requested to pull the Monthly Community Sponsorships Request (TAB 05). Director
60 Hetherington noted that she will abstain from voting on Tab Item 03 and 04 due to her August 23, 2023
61 meeting absence.

62 **PUBLIC COMMENT:** None

63 **MOTION #1 SEPTEMBER 27, 2023:** Director Stephens motioned to approve the Consent Items: Tab Items
64 03 and 04. Director O’Dette seconded the motion. President Rohlf, yes. Vice President O’Dette, yes.
65 Director Diamond, Yes. Director Stephens, yes. Director Hetherington, abstain. The motion passed via roll
66 call vote.

67 Director Hetherington inquired why the Soroptomist’s sponsorship request was not recommended by
68 staff to be approved by the Board of Directors. Mr. Menasco noted that their request did not meet the
69 STEAM requirements, that it was a request for sponsorship of their general scholarship fund. Mr. Menasco
70 noted that they are welcome to resubmit their sponsorship application for a scholarship fund for STEAM
71 related post-secondary educational opportunities.

72 **MOTION #2 SEPTEMBER 27, 2023:** Director Stephens motioned to approve the Consent Items: Tab Item
73 05. Director O’Dette seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director
74 Diamond, Yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via roll call vote.

75 **COMMUNITY AGENCY PARTNERSHIP FUNDING DETERMINATIONS (TAB 06)**

76 Ms. Phyllis McConn and Ms. Dana Cray reviewed the FY 2023 Agency Partnership Funding Determination
77 presentation for the Board of Directors and the public. The Board of Directors reviewed their questions
78 and comments on the agenda item. Discussion ensued regarding the rationale behind the scoring methods
79 of the selection committee, remaining funds “left on the table”, and consideration of funding certain
80 requests above what was budgeted.

81 **PUBLIC COMMENT:**

82 Mr. Jessica Penmen, Truckee Chamber of Commerce, made a public comment on the Chamber’s agency
83 partnership application.

84 Ms. Sue Rae Irelan, Tahoe Cross Country Center, made a public comment on the Center’s agency
85 partnership application.

86 Mr. Sven Leff, Truckee Donner Recreation and Park District, made a public comment on the District’s
87 agency partnership application.

88 Ms. Susan Safapour, Truckee Pickleball, made a public comment on their agency partnership application.

89 Ms. Carol Meagher, KidZone Museum, made a public comment on the Museum’s agency partnership
90 application.

91 Mr. Collin Robinson, Rocker Memorial Skate Park, made a public comment on the skate park’s agency
92 partnership application.

93 Mr. Peter Mayfield, Gateway Mountain Center, made a public comment on the Center’s agency
94 partnership application.

95 Ms. Susan Montgomery, KidZone Museum, made a public comment on the Museum’s agency partnership
96 application.

97 Discussion ensued regarding whether the Board should fund all agency partnership requests, and to
98 discuss the idea of funding Capital Campaigns that are “shovel ready”. There was board consensus to
99 accept TTCF’s selection committee’s recommendations as is.

100 President Rohlf accepted the request to reopen public comment on the agenda item.

101 **PUBLIC COMMENT:**

102 Mr. Collin Robinson, Rocker Memorial Skate Park, made a public comment on the skate park’s agency
103 partnership application.

104 Ms. Carol Meagher, KidZone Museum, made a public comment on the Museum’s agency partnership
105 application.

106 Ms. Susan Safapour, Truckee Pickleball, made a public comment on their agency partnership application.

107 **MOTION #3 SEPTEMBER 27, 2023:** Director Stephens motioned to approve a total of \$434,893 in
108 committee-recommended funding as presented to the Board of Directors. Director Hetherington
109 seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director Diamond, yes. Director
110 Stephens, yes. The motion passed via roll call vote.

111 **BREAK:** 6:08 PM – 6:23 PM

112 **HANGAR REVITALIZATION PLAN – INFORMATIONAL REVIEW (TAB 07)**

113 Director Diamond noted a potential conflict of interest due to him having a realistic possibility that a
114 decision on the agenda item would directly affect his rental of a hanger or result in him receiving a financial
115 benefit or loss of \$500 or more in a 12-month period and which effect would be distinguishable from that
116 of the public directly. Director Diamond will step out of the meeting until discussion is concluded on Tab
117 Item 07 and 08.

118 Director Diamond left the meeting at 6:24 PM.

119 Mr. Etnyre reviewed the agenda item’s staff report which outlined recommended a comprehensive
120 approach to hangar revitalization in keeping with the strategic plan identified goals and a desire to

121 maintain existing hangar infrastructure in exceptional condition and for aeronautical use only. The Board
122 of Directors reviewed their questions and comments on the agenda item. Discussion ensued regarding
123 the process and funds it would take to get out of compliance hangars into compliance, whether non-
124 compliance hangars have planes in them, and the necessity of having all the legal guidelines from various
125 regulating entities to be layered/cited within the plan. Mr. Etnyre reviewed the execution timeline
126 outlined in the staff report.

127 **PUBLIC COMMENT:**

128 Mr. Tal Fletcher, Truckee Resident and Hangar tenant, made a public comment on the proposed Hangar
129 Use Revitalization Program.

130 **FLY QUIET AND SAFETY PROGRAM – INFORMATIONAL REVIEW (TAB 08)**

131 Mr. Jeff Menasco reviewed the agenda item’s staff report which outlined a new incentive program to
132 address aviation safety development for pilots and noise emission reduction. The Board of Directors
133 reviewed their questions and comments on the agenda item. Discussion ensued regarding what “home
134 basing” is, what the new discounts will be relative to the monthly rental rates, the rationale for the previous
135 fly quiet and home basing incentives when they were created, what the Wings program is and why the
136 FAA created it, the amount of current hangar tenants already participating in the Wings program, the idea
137 of a hangar share program to keep hangar rents lower for hangar tenants, “shoulder hour” protocols, and
138 how this proposed program would still allow for waivers for extenuating circumstances.

139 **PUBLIC COMMENT:**

140 Mr. Tal Fletcher, Truckee Resident and Hangar tenant, made a public comment on the proposed Fly Quiet
141 and Safety Program.

142 Mr. Tom Meadows, Truckee Resident and Hangar tenant, made a public comment on the proposed Fly
143 Quiet and Safety program.

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

145 Director Diamond re-entered the meeting at 7:25 PM.

- 146 • Truckee Tahoe Workforce Housing JPA Update

147 Ms. Tapia noted that the September meeting was cancelled due to a staff member’s medical emergency.
148 The Board will meet in October. Ms. Tapia shared the video link to Mountain Housing Council’s final
149 meeting, where the 2023 Housing Needs Assessment was reviewed.

- 150 • Town of Truckee River Revitalization Steering Committee

151 Mr. Menasco reviewed the monthly Town of Truckee River Revitalization Steering Committee meeting for
152 the Board of Directors.

- 153 • ACT Board of Directors Attendance

154 Mr. Etnyre noted that the topic for the October 11, 2023, ACT meeting topic will be on the proposed
155 Hangar Use Revitalization Plan and Fly Quiet and Safety Program. President Rohlf and Director
156 Hetherington noted that they will try to attend the October’s ACT Meeting. If the District receives a
157 response regarding Director Diamond’s conflict of interest, and allows him to participate, he would like to
158 attend.

159 **PUBLIC COMMENT:** None.

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

161 Mr. Etnyre noted that the General Managers report has been reformatted. Mr. Etnyre reviewed the
162 ongoing discussions about the expired transportation agreements with Town of Truckee and Placer
163 County.

164 **PUBLIC COMMENT:** None.

165 Mr. Jeff Menasco reviewed the monthly Aviation and Community Services Report.

166 **PUBLIC COMMENT:** None.

167 Ms. Kelly Woo reviewed the monthly Financial Report. Discussion ensued regarding the FBO revenues
168 being down compared to what was budgeted as well as the reporting on the capital project updates.

169 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 11)**

170 The Rolling Agenda was reviewed by the Board of Directors.

171 **PUBLIC COMMENT:** None.

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

173 Mr. Entrye reviewed his attendance at the CSDA Annual Conference and the Association of California
174 Airports Annual Conference.

175 **PUBLIC COMMENT:** None.

176 **MEETING REVIEW AND DIRECTION TO STAFF (TAB 12)**

177 Mr. Etnyre noted that he will circle back with the Board regarding the detailed feedback staff received on
178 the Hangar Use Revitalization Plan and Fly Quiet and Safety program.

179 **BOARD ANNOUNCEMENTS:**

180 Director Stephens noted that he will need to participate remotely in October due to a scheduled medical
181 procedure.

182 Director Diamond noted his 9th anniversary of being a Truckee Resident.

183 **ADJOURN**

184 **PUBLIC COMMENT:** None

185 **MOTION #4 SEPTEMBER 27, 2023:** Director O’Dette motioned to adjourn the September 27, 2023,
186 Regular meeting. Director Stephens seconded the motion. President Rohlf, yes. Vice President O’Dette,
187 yes. Director Diamond, yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via roll
188 call vote.

189 At 7:47 PM the September 27, 2023, regular meeting of the Truckee Tahoe Airport Board of Directors
190 adjourned.

191 **THIS SET OF MINUTES IS A CONDENSED VERSION OF SEPTEMBER 27, 2023, REGULAR BOARD MEETING.**
192 **TO WATCH THE MEETING IN ITS ENTIRTY:** <https://ttm.open.media/sessions/277400/ttad-board-regular-meeting-september-27-2023?category=458>
193