

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, November 29, 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: 4:10 PM**

35 President Rohlf noted that there was no reportable action.

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

37 **VISITORS PRESENT: 2**

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

39 **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: None.**

40 **MODIFICATION OF AGENDA: None.**

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

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

43 **PUBLIC COMMENT:** None.

44 **CONSENT ITEMS**

- 45 • Minutes: October 25, Special Meeting ----- TAB 02
- 46 • Minutes: October 25, 2023, Regular Meeting ----- TAB 03
- 47 • Monthly Service Bills and Fees – October 2023 ----- TAB 04
- 48 • Monthly Community Sponsorship Requests ----- TAB 05
- 49 • Policy Instruction 110 – Personnel Policies - Update ----- TAB 06
- 50 • Policy Instruction 212 – Medical Insurance Benefits for Directors and Employees ----- TAB 07
- 51 • Policy Instruction 308 – Investment Policy ----- TAB 08
- 52 • Resolution 2023-08 – Investment Policy ----- TAB 09
- 53 • Policy Instruction 309 – Reserve Policy ----- TAB 10
- 54 • Annual Hangar CPI Adjustment ----- TAB 11
- 55 • Resolution 2023-07 CalFIRE Forest Fire Prevention Grant Application ----- TAB 12
- 56 • Resolution 2023-09 TTAD Traffic and Parking Regulations ----- TAB 13

57 Director Hetherington requested to pull Tab Item 07 – Policy Instruction 212 – Medical Insurance Benefits  
58 for Directors and Employees.

59 **PUBLIC COMMENT:** None

60 **MOTION #1 NOVEMBER 29, 2023:** Director Hetherington motioned to approve the Consent Items: Tab  
61 Items 02 – 06 and 08-13. Director Stephens seconded the motion. President Rohlf, yes. Vice President  
62 O’Dette, yes. Director Diamond, Yes. Director Stephens, yes. Director Hetherington, yes. The motion  
63 passed via roll call vote.

64 Director Hetherington inquired about Director Health Insurance being offered to the Board of Directors  
65 including Dental and Vision Insurance. Staff noted that the current plans offered to District employees  
66 cannot be offered to the Board of Directors, as the Board is not considered District employees. Staff noted  
67 that they would inquire with their plan administrators for further details.

68 **PUBLIC COMMENT:** Mr. Tom Meadows, Truckee resident, made a public comment on consent item, Tab  
69 07, Policy 212 – Medical Insurance Benefits for Directors and Employees.

70 **MOTION #2 NOVEMBER 29, 2023:** Director Hetherington motioned to approve Tab Items 07 with further  
71 information to be presented to the Board at the regular January Board meeting. Director Diamond  
72 seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director Diamond, Yes. Director  
73 Stephens, yes. Director Hetherington, yes. The motion passed via roll call vote.

74 **FY 2024 FINAL BUDGET APPROVAL (TAB 14)**

75 Ms. Kelly Woo, Director of Finance and Administration, reviewed the final edits to TTAD’s FY 2024 Budget.  
76 The Board of Directors reviewed their questions and comments. Discussion ensued regarding the next  
77 steps with the wildfire mitigation community benefit,

78 **PUBLIC COMMENT:** None.

79 **MOTION #3 NOVEMBER 29, 2023:** Director Diamond motioned to approve the Final Budget for Fiscal Year  
80 2024 . Director Stephens seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director  
81 Diamond, Yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via roll call vote.

82 **POLICY INSTRUCTION 311 UPDATE – ADDING FLY SAFE AND FLY QUIET INCENTIVE PROGRAM (TAB 15)**

83 District Counsel Nelson provided an update from the FPPC on the potential conflict of interest with  
84 Director Diamond. The FPPC noted that Director Diamond does not have a conflict of interest, due to the  
85 net change, which is being proposed, is less than \$500.

86 Mr. Menasco reviewed the details within the staff report on the agenda item. Staff recommends that the  
87 new incentive programs to address aviation safety development for pilots “Fly Safe” and noise emission  
88 reduction “Fly Quiet” be added to Policy Instruction 311 and discontinue the Home Basing program. The  
89 Board of Directors reviewed their questions and comments. Discussion ensued regarding a possible  
90 exclusion for decent for certain aircraft (on approach), the need for the approach and departure videos  
91 on the website to be updated, and the success of the outreach opportunities and the feedback it provided  
92 to staff.

93 **PUBLIC COMMENT:** Mr. Tom Meadows, Truckee Resident, made a public comment on Policy Instruction  
94 311 Update – Adding Fly Safe and Fly Quiet Incentive Program.

95 **MOTION #4 NOVEMBER 29, 2023:** Director Stephens motioned to approve Policy Instruction 311 to adopt  
96 the new Fly Safe and Fly Quiet programs and discontinue the Home Basing Program, effective 01/01/2024.  
97 Director Hetherington seconded the motion. President Rohlif, yes. Vice President O’Dette, yes. Director  
98 Diamond, Yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via roll call vote.

99 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 16)**

- 100       • Truckee Tahoe Workforce Housing JPA Update

101 Ms. Tapia provided a meeting update for the November 15, 2023, TTWHA Board meeting.

- 102       • Town of Truckee River Revitalization Steering Committee

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

- 105       • Climate Transformation Alliance Report

106 Mr. Etnyre provided a quarterly meeting update for the Climate Transformation Alliance.

- 107       • ACT Board of Directors Attendance

108 Mr. Etnyre noted that the topic for the December 13, 2023 – FAA Presentation. Review of 2023 regional  
109 incidents, how to avoid CFIT, and Winter Flight operations and Survival. The meeting will be conducted in-  
110 person. Directors Diamond and Rohlif noted they will attend.

111 **PUBLIC COMMENT:** None.

112 **GENERAL MANAGERS REPORT (TAB 17)**

113 Mr. Etnyre reviewed the General Managers report; provided an update on the TTAD/T-TSA Land  
114 Exchange, the completion of Runway 02/20 reconstruction, and 2023 Budget Priority project statuses.

115 **PUBLIC COMMENT:** None.

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

117 **PUBLIC COMMENT:** None.

118 Ms. Kelly Woo reviewed the monthly Financial Report. Discussion ensued regarding funding Capital  
119 Projects via agency partnerships under PI 311. Director Hetherington requested having a Special Board  
120 Workshop to discuss changes and additions to Policy Instruction 311. Staff will circulate meeting date  
121 options for the month of January via Doodle.

122 **PUBLIC COMMENT:** None.

123 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 18)**

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

125 **PUBLIC COMMENT:** None.

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

127 None

128 **PUBLIC COMMENT:** None.

129 **MEETING REVIEW AND DIRECTION TO STAFF**

130 Mr. Etnyre noted that staff will continue to work on the T-TSA/TTAD land exchange, schedule a Special  
131 Board workshop in January, and follow up on Operations vs. Fuel Sales methodologies.

132 **SPECIAL ACTION ITEM**

133 **SELECTION OF BOARD PRESIDENT, VICE PRESIDENT, AND INTERNAL AUDITOR (TAB 19)**

134 **PUBLIC COMMENT:** None.

135 **MOTION #5 NOVEMBER 29, 2023:** Director Stephens motioned to nominate President Kat Rohlf as Vice  
136 President and Director Rick Stephens as President for the 2024 Calendar Year. Vice President O’Dette  
137 seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director Diamond, Yes. Director  
138 Stephens, yes. Director Hetherington, abstain. The motion passed via roll call vote.

139 **PUBLIC COMMENT:** None.

140 **MOTION #6 NOVEMBER 29, 2023:** Director Diamond motioned to nominate President Kat Rohlf as  
141 Internal Auditor for the 2024 Calendar Year. Vice President O’Dette seconded the motion. President Rohlf,  
142 yes. Vice President O’Dette, yes. Director Diamond, Yes. Director Stephens, yes. Director Hetherington,  
143 yes. The motion passed via roll call vote.

144 **BOARD ANNOUNCEMENTS:** Director Diamond thanked the Board members and District Staff for a  
145 productive and efficient 2023, and is looking forward to next year.

146 **ADJOURN**

147 **PUBLIC COMMENT:** None

148 **MOTION #7 NOVEMBER 29, 2023:** Director Hetherington motioned to adjourn the November 29, 2023,  
149 Regular meeting. Director Stephens seconded the motion. President Rohlf, yes. Vice President O’Dette,  
150 yes. Director Diamond, yes. Director Stephens, yes. Director Hetherington, yes. The motion passed via roll  
151 call vote.

152 At 5:55 PM November 29, 2023, the regular meeting of the Truckee Tahoe Airport Board of Directors  
153 adjourned.

154 **THIS SET OF MINUTES IS A CONDENSED VERSION OF NOVEMBER 29, 2023, REGULAR BOARD MEETING.**  
155 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/280460/truckee-tahoe-](https://ttm.open.media/sessions/280460/truckee-tahoe-airport-board?category=458)  
156 [airport-board?category=458](https://ttm.open.media/sessions/280460/truckee-tahoe-airport-board?category=458)