

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, May 22, 2024, Truckee Tahoe Airport District Community Room A & B,
3 located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as live stream.

4 **CALL MEETING TO ORDER: 3:00 PM**

5 **PLEDGE OF ALLEGIANCE**

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

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

16 **VISITORS PRESENT: 0**

17 **PUBLIC COMMENT:** None

18 **CLOSED SESSION**

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

35 **ADJOURN OUT OF CLOSED SESSION: 4:15 PM**

36 President Stephens noted that there was no reportable action.

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

38 **VISITORS PRESENT: 10**

39 **SPECIAL ORDERS OF BUSINESS:**

40 President Stephens read Resolution 2024-05 Expressing appreciation to Mr. Mitch Montgomery. The
41 Board of Directors wished Mr. Montgomery an enjoyable retirement.

42 **MOTION #1 MAY 22, 2024:** President Stephens motioned to approve Resolution 2024-05 Expressing
43 appreciation to Mr. Mitch Montgomery. Director Diamond seconded the motion. President Stephens, yes.
44 Vice-President Rohlf, yes. Director Hetherington, yes. Director O’Dette, yes. Director Diamond, yes. The
45 motion passed via roll call vote.

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

47 **MODIFICATION OF AGENDA:** Mr. Etnyre noted that the CalFire Presentation item will be moved to the
48 regular June Board meeting. There was Board consensus for the modification request.

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

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

51 **CONSENT ITEMS**

- 52 • Minutes: April 23, 2024 Special Meeting ----- TAB 03
- 53 • Minutes: April 24, 2024 Regular Meeting ----- TAB 04
- 54 • Monthly Service Bills and Fees – April 2024 ----- TAB 05
- 55 • Monthly Community Sponsorship Requests ----- TAB 06
- 56 • ARFF Annual Report ----- TAB 07
- 57 • Garsite Mobile Re-fueler Surplus Sale ----- TAB 08
- 58 • Call for 2024 General Election in Nevada and Placer County ----- TAB 09

59 **PUBLIC COMMENT:** None.

60 **MOTION #2 MAY 22, 2024:** Director Diamond motioned to approve the Consent Items Tabs 03 – 09.
61 Director O’Dette seconded the motion. President Stephens, Vice-President Rohlf, Directors Hetherington,
62 O’Dette, and Diamond voted in favor of the motion. The motion passed.

63 **TRUCKEE ROUNDHOUSE ANNUAL PRESENTATION (TAB 10)**

64 Ms. Karen Stanely, Executive Director of the Truckee Roundhouse, presented a slide deck on the Truckee
65 Roundhouse’s annual report. The Board expressed appreciation to Ms. Stanely and everything the Truckee
66 Roundhouse is doing to promote STEAM activities within the community.

67 **PUBLIC COMMENT:** None.

68 **2024 TRUCKEE TAHOE AIR SHOW AND FAMILY FESTIVAL PREVIEW (TAB 11)**

69 Mr. David Love, Airshow Committee Chair, presented a slide deck previewing the 2024 Truckee Tahoe Air
70 Show and Family Festival, which will be taking place on June 22, 2024.

71 **PUBLIC COMMENT:**

72 Mr. Tim DeVine made a public comment on the Truckee Tahoe Airshow and Family Festival.

73 **ANNUAL AUDIT PRESENTATION AND ACCEPTANCE (TAB 12)**

74 Ms. Kelly Woo, Director of Finance and Administration, introduced the agenda item for the Board of
75 Directors. Mr. Mike Manduca, Partner of James Marta, reviewed the Annual Audit slide deck for the Board
76 of Directors. The Board of Directors reviewed their questions and comments on the agenda item.
77 Discussion ensued. There was consensus from the Board to accept the 2023 Annual Audit Report.

78 **PUBLIC COMMENT:** None.

79 **MOTION #3 MAY 22, 2024:** Director Diamond motioned to accept the Audit and Draft Financial
80 Statements for the calendar year ended December 31, 2023 as prepared and presented by the auditors
81 and recommend issuance of the final report. Vice-President Rohlf seconded the motion. President

82 Stephens, Vice-President Rohlf, Directors Hetherington, Diamond and O’Dette voted in favor of the
83 motion. The motion passed.

84 **APPROVAL OF RESOLUTION 2024-01 GASB 87 LEASE POLICY AND RESOLUTION 2024-02 GASB 96**
85 **CAPITALIZATION POLICY (TAB 13)**

86 Ms. Woo reviewed Resolution 2024-01 GASB 87 Lease Policy and Resolution 2024-02 GASB 96
87 Capitalization Policy for the Board of Directors.

88 **PUBLIC COMMENT:** None.

89 **MOTION #4 MAY 22, 2024:** Director Hetherington motioned to approve Resolution 2024-01 GASB 87
90 Lease Policy and Resolution 2024-02 GASB 96 Capitalization Policy and to waive the reading. Director
91 Diamond seconded the motion. President Stephens, Vice-President Rohlf, Directors Hetherington,
92 Diamond and O’Dette voted in favor of the motion. The motion passed.

93 **APPROVAL OF RESOLUTION 2024-06 APPROPRIATION LIMIT (TAB 14)**

94 Ms. Woo reviewed Resolution 2024-06 Appropriations Limit for the Board of Directors.

95 **PUBLIC COMMENT:** None.

96 **MOTION #5 MAY 22, 2024:** President Stephens motioned to approve Resolution 2024-06 Appropriation
97 Limit and to waive the reading. Director Diamond seconded the motion. President Stephens, Vice-
98 President Rohlf, Directors Hetherington, Diamond and O’Dette voted in favor of the motion. The motion
99 passed.

100 **GENERAL MANAGER’S MERIT INCREASE**

101 **PUBLIC COMMENT:** None.

102 **MOTION #6 MAY 22, 2024:** Director Diamond motioned to approve a merit increase of 3.39% for Mr.
103 Etnyre effective May 1, 2024. Director O’Dette seconded the motion. President Stephens, Vice-President
104 Rohlf, Directors Hetherington, Diamond and O’Dette voted in favor of the motion. The motion passed.

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

- 106
 - Truckee Tahoe Workforce Housing Agency Update

107 Ms. Tapia reviewed an update on the Truckee Tahoe Workforce Housing Agency. The agency had a
108 strategic plan workshop/check in where top priorities were set for agency staff for the next two years.

- 109
 - Town of Truckee River Revitalization Steering Committee

110 Mr. Menasco reviewed the monthly Town of Truckee River Revitalization Steering Committee meeting for
111 the Board of Directors. Mr. Menasco reviewed an outreach website the Town of Truckee created to garner
112 public feedback on the project.

- 113
 - ACT Board of Directors Attendance

114 Mr. Etnyre noted that the topic for the June 12, 2024, ACT meeting is on the Hangar Revitalization
115 program.

116 **PUBLIC COMMENT:** None.

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

118 Mr. Etnyre reviewed the General Managers report; provided an update on strategic workplan, Airfield
119 Spring and Summer Operations and Maintenance information, PI 311 Community Benefit Policy Review
120 and Infrastructure Reinvestment Planning workshop follow up.

121 **PUBLIC COMMENT:** None.

122 Mr. Jeff Menasco reviewed the monthly Aviation and Community Services Report and the Winter Peak
123 Period Runway Utilization Report.

124 Ms. Kelly Woo reviewed the monthly Financial Report for April 2024.

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

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

127 **PUBLIC COMMENT:** None.

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

129 Mr. Etnyre stated that he will be attending an FAA conference in June and a SAF conference in October.

130 **PUBLIC COMMENT:** None.

131 **MEETING REVIEW AND DIRECTION TO STAFF**

132 Mr. Etnyre noted that a doodle will be circulated for PI 311 Workshop and follow-up information will be
133 gathered on GASB Rules on Land valuation.

134 **BOARD ANNOUNCEMENTS**

135 Director Diamond gave an update on the Independent Journalist concept for the Board of Directors.

136 Director Rohlf noted that she will not be available to attend the June Board meeting.

137 **ADJOURN TO CLOSED SESSION: 6:12 PM**

- 138 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 - 139 ○ Property: 10356 Truckee Airport Road, Truckee, CA 96161
 - 140 ○ Agency Negotiator: Robb Etnyre
 - 141 ○ Negotiating Parties:
 - 142 ■ Truckee Tahoe Soaring Association
 - 143 ■ Skydive Lake Tahoe
 - 144 ○ Under Negotiation: Rent and Terms of Rent
- 145 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - 146 ○ (Paragraph (1) of subdivision (d) of Section 54956.9)
 - 147 ○ Name of case: Skydive Truckee Tahoe, Inc., FAA Part 13 Complaint
- 148 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - 149 ○ (Paragraph (1) of subdivision (d) of Section 54956.9)
 - 150 ○ Name of case: Truckee Tahoe Soaring Association, FAA Part 13 Complaint

151 **PUBLIC COMMENT:** None

152 **ADJOURN OUT OF CLOSED SESSION: 6:22 PM**

153 President Stephens noted that there was no reportable action.

154 **ADJOURN**

155 **PUBLIC COMMENT:** None

156 **MOTION #7 MAY 22, 2024:** Director Hetherington motioned to adjourn the meeting. President Stephens
157 seconded the motion. President Stephens, Vice President Rohlf, Directors Hetherington, O’Dette, and
158 Diamond voted in favor of the motion. The motion passed.

159 At 6:23 PM May 22, 2024, the regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

160 **THIS SET OF MINUTES IS A CONDENSED VERSION OF MAY 22, 2024, REGULAR BOARD MEETING. TO**
161 **WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/293685/tttad-board-of-](https://ttm.open.media/sessions/293685/tttad-board-of-directors-may-22-2024?category=458)
162 [directors-may-22-2024?category=458](https://ttm.open.media/sessions/293685/tttad-board-of-directors-may-22-2024?category=458)