

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, May 28, 2025, Truckee Tahoe Airport District Community Room A & B,  
3 located at the Truckee Airport, 10356 Truckee Airport Road, as well as live stream.

4 **CALL MEETING TO ORDER: 4:33 PM**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President David Diamond  
7 Vice President Mary Hetherington  
8 Director Greg Horvath  
9 Director Teresa O'Dette  
10 Director Kat Rohlf

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. Vince Wawrzynski, Director of Operations & Maintenance  
15 Mr. Josh Nelson, District Legal Counsel  
16 Ms. Lauren Tapia, HR Manager/District Clerk

17 **VISITORS PRESENT:** 8

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

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

20 Ms. Maggie Schumacher made a public comment on the Civil Air Patrol holding their Wing Event and  
21 Drone Event/Training at the Airport District.

22 Ms. Nicki Riley made a public comment on the impact aviation noise has on the mental health of  
23 community members, the noise complaint system, pilot outreach, and enhanced community outreach.

24 **MODIFICATION OF AGENDA:** None.

25 **CONSENT ITEMS**

26	• Minutes: April 23, 2025, Regular Meeting -----	TAB 01
27	• Minutes: May 06, 2025, Special Meeting -----	TAB 02
28	• Monthly Service Bills and Fees – April 2025 -----	TAB 03
29	• TFPD AARF Annual Report -----	TAB 04
30	• NetSuite Contract (5 Years) -----	TAB 05

31 **PUBLIC COMMENT:** None.

32 **MOTION #1 MAY 28, 2025:** Director O'Dette motioned to approve the Consent Items Tabs 01 - 05.  
33 Director Rohlf seconded the motion. President Diamond, Vice-President Hetherington, and Directors  
34 Horvath, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

35 **ANNUAL AUDIT PRESENTATION AND ACCEPTANCE (TAB 06)**

36 Ms. Kelly Woo, Director of Finance and Administration, introduced the agenda item for the Board of  
37 Directors. Mr. Mike Manduca, Partner of James Marta, reviewed the Annual Audit slide deck for the Board  
38 of Directors. The Board of Directors reviewed their questions and comments on the agenda item.  
39 Discussion ensued. There was consensus from the Board to accept the 2024 Annual Audit Report.

40 **PUBLIC COMMENT:** None

**MOTION #2 MAY 28, 2025:** Director O'Dette motioned to accept the Audit and Draft Financial Statements for the calendar year ended December 31, 2024, as prepared and presented by the auditors and recommend issuance of the final report. Director Horvath seconded the motion. President Diamond, Vice-President Hetherington, and Directors Horvath, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

**APPROVAL OF RESOLUTION 2025-04 APPROPRIATIONS LIMIT (TAB 07)**

Ms. Woo reviewed Resolution 2025-04 Appropriations Limit for the Board of Directors.

**PUBLIC COMMENT:** None.

**MOTION #3 MAY 28, 2025:** Vice President Hetherington motioned to approve RESOLUTION 2025-04 Appropriations limit and to waive the reading. Director O'Dette seconded the motion. President Diamond, Vice-President Hetherington, and Directors Horvath, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

**APRON A2 FUNDING/FINANCING OPTIONS (TAB 08)**

Mr. Robb Etnyre, General Manager, reviewed the staff report on the A2 Funding/Financing Options agenda item. Mr. Etnyre noted that staff is requesting the Board of Directors to provide guidance on the financing of Apron A2 and provide selection guidance from the list of lenders presented by Mr. Eric Staniek from Oppenheimer and Company. Mr. Staniek reviewed the request for proposal Oppenheimer and Company circulated to interested lending institutions to obtain a variety of options for a \$4.1M Installment Sale Agreement on behalf of the Truckee Tahoe Airport District. Mr. Staniek reviewed the summary of RFP responses for the Board of Directors. The Board reviewed their questions and comments on the agenda item. Discussion ensued regarding prepayment premiums, interest rates, length of loan terms, rate lock dates, the idea of financing the full amount of the A2 Construction project, and the due diligence that Oppenheimer and Company would have to obtain for that potential extra financing.

**PUBLIC COMMENT:** None.

There was Board consensus to select Banner Bank, a 15-year term, and financing of \$5.5 million. The Board also had consensus that if Banner Bank cannot finance the full project amount, the Board would consider the potential of self-financing the extra \$1.5 million. Mr. Etnyre noted that all final installment sale paperwork will be presented to the Board for possible approval at the June Board meeting.

**AVIATION STEAM PROGRAMS (TAB 09)**

Mr. Jeff Menasco, Director of Aviation, reviewed the information item for the Board of Directors. The presentation outlined the District's TTAD Aviation STEAM Strategic Initiative which includes stakeholder programs, the regional landscape of STEAM programs, potential focus areas for the TTAD STEAM program, potential synchronization of Aviation STEAM activities at the District, potential funding pathways for certain aviation STEAM programs, and potential STEAM Facility and location options on District property. The Board reviewed their questions and comments on the agenda item. Discussion ensued regarding the facility management (i.e., facility use scheduling, etc.) of the potential STEAM facility and potential staff time impacts, approaching Placer County to solicit interest as a potential regional STEAM partner, due diligence of building site locations, and the consolidated nature of the use of the potential facility.

**PUBLIC COMMENT:**

Mr. Jack Ellis with Civil Air Patrol, made a public comment on the potential STEAM facility.

There was Board consensus for District staff to continue acting as a synchronizer and to obtain hard dollar costs and execution dates of the STEAM Facility and additional information on potential site use for the various site locations from Mead & Hunt.

#### **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 10)**

- Truckee Tahoe Workforce Housing Agency Update

Ms. Lauren Tapia reviewed the TTWHA monthly update.

- Town of Truckee River Revitalization Steering Committee

Mr. Jeff Menasco reviewed the Truckee River Revitalization Steering Committee's monthly update.

- Climate Transformation Alliance Report

Mr. Etnyre reviewed updates from the Climate Transformation Alliance meeting. Director Horvath expressed interest in having a presentation from CTA either in June or July 2025.

- ACT Board of Directors Attendance

Mr. Etnyre reviewed the list of monthly meeting topics for calendar year 2025.

Directors Horvath and Rohlf noted that they would like to attend the June 11, 2025, ACT Meeting.

#### **GENERAL MANAGER'S REPORT (TAB 11)**

Mr. Etnyre reviewed the General Manager's report, which included an update on the prescribed fire schedule at Waddle Ranch, which starts on June 2<sup>nd</sup> pending appropriate conditions. The A2 Construction Project begins the week of June 2<sup>nd</sup>, the 2024 Sustainability Reports were reviewed. Mr. Etnyre noted that the 2025 Maker's Show and Flight Lab is being held on Sunday, June 8, 2025.

District Counsel Josh Nelson reviewed the monthly Legal Counsel report.

Mr. Menasco reviewed the monthly Operations and Comment Report and the Winter Peak Period Runway Utilization report.

Ms. Kelly Woo reviewed the monthly Financial Report and the preview of the Annual Employee COLA.

#### **PUBLIC COMMENT:**

Mr. Jack Ellis with Civil Air Patrol, made a public comment regarding the Civil Air Patrol Squadron's presence at both the Maker's Show Flight Lab and the Beal Airshow.

#### **ROLLING AGENDA (TAB 12)**

Mr. Etnyre reviewed the Rolling Agenda for the Board of Directors. Mr. Etnyre noted that the STEAM/Airshow agenda item has been added to the rolling agenda for the June Board meeting, and that staff will add the CTA Presentation to either June or July pending discussion with the Board President.

#### **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT(S)**

None.

#### **BOARD MEMBER ANNOUNCEMENTS**

#### **ADJOURN**

**PUBLIC COMMENT:** None

116 **MOTION #4 MAY 28, 2025:** Director Hetherington motioned to adjourn the meeting. Director O'Dette  
117 seconded the motion. President Diamond, Vice-President Hetherington, and Directors Horvath, O'Dette,  
118 and Rohlf voted in favor of the motion. Motion passed.

119 At 6:30 PM the May 28, 2025, a regular meeting of the Truckee Tahoe Airport Board of Directors  
120 adjourned.

121 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MAY 28, 2025, REGULAR BOARD MEETING. TO**  
122 **WATCH THE MEETING IN ITS ENTIRETY:** [https://ttm.open.media/sessions/321561/truckee-tahoe-](https://ttm.open.media/sessions/321561/truckee-tahoe-airport-board-may-28-2025?category=458)  
123 [airport-board-may-28-2025?category=458](https://ttm.open.media/sessions/321561/truckee-tahoe-airport-board-may-28-2025?category=458)