

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

4 **CALL MEETING TO ORDER: 3:00 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. Liza Smith, Director of Finance & Administration
14 Mr. Vince Wawrzynski, Director of Operations & Maintenance
15 Mr. Brent Collinson, District Legal Counsel representative
16 Ms. Lauren Tapia, HR Manager/District Clerk

17 **VISITORS’ PRESENT: 0**

18 **PUBLIC COMMENT ON CLOSED SESSION ITEM: None.**

19 **CLOSED SESSION**

- 20 • CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
- 21 ○ Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) of Section
- 22 54956.9: 1 case
- 23 • GENERAL MANAGER PERFORMANCE REVIEW
- 24 ○ Government Code 54957
- 25 ○ Quarterly Performance Review

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

27 President Diamond reported out of closed session that there was no reportable action.

28 **CALL MEETING TO ORDER: 4:30 PM**

29 **VISITORS PRESENT: 24**

30 **SPECIAL ORDERS OF BUSINESS: None**

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

32 **MODIFICATION OF AGENDA: None.**

33 **CONSENT ITEMS**

- 34 • Minutes: October 22, 2025, Special Meeting ----- TAB 01
- 35 • Minutes: October 22, 2025, Regular Meeting ----- TAB 02
- 36 • Monthly Service Bills and Fees – October 2025 ----- TAB 03
- 37 • Landing Fee & Overnight Parking Fee Services – Contract Award ----- TAB 04
- 38 • Amended and Restated MOU – Tahoe City Golf Course ----- TAB 05

39 **PUBLIC COMMENT: None.**

40 **MOTION #1 DECEMBER 3, 2025:** Director Hetherington motioned to approve the Consent Items Tabs 01
41 – 05. Director Horvath seconded the motion. President Diamond, Vice-President Hetherington, and
42 Directors Horvath, O’Dette, and Rohlf voted in favor of the motion. Motion passed.

43 **SPECIAL PRESENTATIONS**

44 **TRUCKEE DONNER RECREATION & PARK DISTRICT – TTAD PARTNERSHIP PROGRAMS – ANNUAL REVIEW**

45 Mr. Sven Leff, General Manager of Truckee Donner Recreation and Park District presented an annual
46 review of TDRPD & TTAD Partnership Programs. The Board of Directors expressed appreciation for Mr.
47 Leff’s annual review.

48 **PUBLIC COMMENT:** None.

49 **AVIATION STEAM PROGRAMS ANNUAL REVIEW**

- 50 • Mission to Mars Summer Camp Program

51 The Board of Directors received a summer program review from Mr. Ken Aronson on the Mission to Mars
52 Summer Camp. The Board of Directors thanked Mr. Aronson for the Mission to Mars summer program
53 annual review.

- 54 • Civil Air Patrol

55 Ms. Maggie Schumacher and Jack Ellis of Civil Air Patrol Tahoe-Truckee Composite Squadron provided a
56 program overview for the Board of Directors. The Board of Directors expressed appreciation for Ms.
57 Schumacher and Mr. Ellis’ annual review.

58 **PUBLIC COMMENT:** None.

59 **WILDFIRE MITIGATION PROJECTS – ANNUAL REVIEW**

60 The Board of Directors received Wildfire Mitigation Project updates from CAL FIRE, Fire Departments &
61 Districts, and California State Parks representatives. The Board of Directors thanked the presenters for
62 their project updates.

63 **PUBLIC COMMENT:** None.

64 **BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE – ANNUAL REVIEW**

65 The Board of Directors received an annual program update from Ms. Mindy Carbajal, Executive Director
66 of the Boys and Girls Club of North Lake Tahoe. The Board of Directors thanked Ms. Carbajal for the
67 BGCNLT annual program review.

68 **PUBLIC COMMENT:** None.

69 **BROWN ACT UPDATES – CA SB 707 – BBK REVIEW**

70 Mr. Brent Collinson with BBK provided a CA SB 707 Brown Act Update for the Board of Directors. The
71 Board of Directors thanked Mr. Brent Collinson for the presentation.

72 **BREAK:** 6:08 PM – 6:15 PM

73 **ACTION ITEM**

74 **BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE – SERVICE CONTRACT (TAB 06)**

75 Mr. Jeff Menasco, Director of Aviation, stated that staff requests that the Board approve a renewal of a
76 three-year (2026-2028) for a “Contract for Services Agreement” with the local Boys & Girls Club of North
77 Lake Tahoe (BGCNLT) organization, in support of two full-time, year-round youth Science Technology
78 Engineering and Math (STEM) and Coordinators for a total contract price of \$295,000. The Board of
79 Directors reviewed their questions and comments on the agenda item. Discussion ensued regarding

80 possible collaboration between BGCNLT and Mission to Mars, including whether BGCNLT could provide
81 staffing support for the Mission to Mars summer camp program, BGCNLT’s transportation capacity for
82 their club members, and the status of collaboration between BGCNLT and Truckee Donner Recreation and
83 Park District.

84 **PUBLIC COMMENT:** None.

85 **MOTION #2 DECEMBER 3, 2025:** Director O’Dette motioned to approve the Boys & Girls Club of North
86 Lake Tahoe’s “Contract for Services Agreement” in the total amount of \$295,000, over the period of three
87 years, in support of two full-time year-round STEAM and Coordinators. Director Horvath seconded the
88 motion. President Diamond, Vice-President Hetherington, and Directors Horvath, O’Dette, and Rohlf
89 voted in favor of the motion. Motion passed.

90 **DISCUSSION ITEMS**

91 **AIRPORT OFFICE BUILDING – LONG TERM LEASE – RFP DISCUSSION (TAB 07)**

92 Mr. Etnyre, General Manager, reported that staff recommends issuing a Request for Proposal (RFP) in late
93 2025 or early 2026 for the Airport Office Building leased space. The RFP would solicit proposals for either
94 the full 10,840 sq. ft. or for portions of the building if subdivided. Mr. Etnyre noted that several parties
95 have expressed interested interest in the facility. Mr. Etnyre stated that Staff would like to receive
96 feedback and/or direction from the Directors so that it can be incorporated into the final RFP language,
97 which is approximately 90% complete. The Board of Directors reviewed their questions and comments on
98 the agenda item. Discussion ensued regarding the deciding entities (i.e.: FAA, Government Code, District
99 PMCD documents, Board Policy Instruction, etc.) that require the District to solicit an RFP for non-
100 aeronautical commercial lease space, Truckee River Venture’s assumption lease not having first right of
101 refusal for lease renewal, and the solicitation process previously used in 2012 during the development of
102 the Airport Office Building. The Board also discussed the desire to seek additional guidance from both
103 Aviation General Counsel and District Counsel regarding the appropriate course of action and any
104 potential liability associated with not issuing an RFP.

105 **PUBLIC COMMENT:**

106 Ms. Connie Gallippi, General Manager of the Lift, made a public comment on the Airport Office Building –
107 Long Term Lease – RFP agenda item.

108 Ms. Lisa Holan, Owner of the Lift, made a public comment on the Airport Office Building – Long Term
109 Lease – RFP agenda item.

110 Mr. Jan Holan, Owner of the Lift, made a public comment on the Airport Office Building – Long Term Lease
111 – RFP agenda item.

112 Discussion ensued about the possibility of scheduling a special meeting for the afternoon of December
113 10, 2025, to review and approve a possible draft RFP and/or receive feedback from Aviation and General
114 Counsel regarding the appropriate course of action and any potential liability associated with not issuing
115 an RFP.

116 There was Board consensus for staff to revise the draft RFP based on the Board’s feedback and comments,
117 including refining the selection criteria, and to obtain further input from both Aviation Counsel and District
118 Counsel on the current draft. Following counsel’s review, staff will provide an update to the Board of
119 Directors and prepare a final draft RFP for Board consideration—either for modification or approval—at
120 the December 10, 2025, Special Meeting. Alternatively at the December 10, 2025, Special Meeting, based
121 on Aviation and General Counsel advice, the Board may elect to proceed with direct negotiation with a
122 single tenant for the full Airport Office Building space. The Board also requested that Aviation Counsel
123 attend the Special Meeting remotely, if available, to provide information and respond to any clarifying
124 questions the Board may have.

125 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 08)**

- 126 • Truckee Tahoe Workforce Housing Agency Update

127 Ms. Tapia noted that there was nothing further to update beyond what was drafted in the meeting
128 summary.

- 129 • Town of Truckee River Revitalization Steering Committee

130 No update.

- 131 • Climate Transformation Alliance Report

132 No update.

- 133 • ACT Board of Directors Attendance

134 No Update.

- 135 • TNT-TMA Report

136 Mr. Etnyre noted that there was nothing further to report outside of what was provided.

137 **MANAGEMENT TEAM REPORTS**

138 **GENERAL MANAGER'S REPORT (TAB 09)**

139 Mr. Etnyre reviewed the General Manager's report. Specifically, Mr. Etnyre reviewed the update process
140 of the Master Fee Schedule, the adjusted Landing Fees, and a Hangar Rent Study update.

141 Mr. Menasco reviewed the monthly Operations and Comment Report.

142 Ms. Smith reviewed the monthly Finance and Administration Report.

143 **PUBLIC COMMENT:** None.

144 **ROLLING AGENDA (TAB 10)**

145 Mr. Etnyre noted that staff has added the addition of the December 10, 2025, Special Meeting at 2:00 PM.

146 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT(S):** None.

147 **SPECIAL ACTION ITEM**

148 **SELECTION OF BOARD PRESIDENT, VICE PRESIDENT, AND INTERNAL AUDITOR (TAB 11)**

149 President Diamond requested if any Director was interested in serving as President, Vice President or
150 Internal Auditor. Director Rohlf expressed interest in Internal Auditor. Director Horvath expressed interest
151 in Board Vice President. President Diamond noted that he would be open for any of the three (3) positions.

152 **PUBLIC COMMENT:** None.

153 **MOTION #3 DECEMBER 3, 2025:** Director Hetherington motioned to approve Director Diamond to be
154 Board President, Director Horvath to be Board Vice President, and Director Rohlf to be Board Internal
155 Auditor for 2026. Director O'Dette seconded the motion. President Diamond, Vice-President
156 Hetherington, and Directors Horvath, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

157 **BOARD MEMBER ANNOUNCEMENTS:** Director Hetherington noted that she will be absent from the
158 February 25, 2025, regular Board meeting.

159 **ADJOURN**

160 **PUBLIC COMMENT:** None

161 **MOTION #4 DECEMBER 3, 2025:** Director O’Dette motioned to adjourn the meeting. Director
162 Hetherington seconded the motion. President Diamond, Vice-President Horvath, and Directors
163 Hetherington, O’Dette, and Rohlf voted in favor of the motion. Motion passed.

164 At 7:35 PM on December 3, 2025, a regular meeting of the Truckee Tahoe Airport Board of Directors
165 adjourned.

166 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 3, 2025, REGULAR BOARD**
167 **MEETING. TO WATCH THE MEETING IN ITS ENTIRETY:** [https://ttm.open.media/sessions/330776/truckee-](https://ttm.open.media/sessions/330776/truckee-tahoe-airport-board-december-3-2025?category=458)
168 [tahoe-airport-board-december-3-2025?category=458](https://ttm.open.media/sessions/330776/truckee-tahoe-airport-board-december-3-2025?category=458)