

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 special meeting held Wednesday, December 10, 2025, Truckee Tahoe Airport District, located at 10356
3 Truckee Airport Road, Truckee, California 96161 as well as live stream.

4 **CALL MEETING TO ORDER: 2:00 PM**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President David Diamond
7 Vice President Greg Horvath
8 Director Teresa O’Dette
9 Director Mary Hetherington
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 and Administration
14 Mr. Vince Wawrzynski, Director of Operations and Maintenance
15 Ms. Lauren Tapia, HR Manager/District Clerk
16 Mr. Josh Nelson, District Counsel

17 **VISITORS PRESENT: 15**

18 **PUBLIC COMMENT:** None.

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

20 **MODIFICATION OF AGENDA:** None.

21 **AIRPORT OFFICE BUILDING – DRAFT REQUEST FOR PROPOSAL (RFP) (TAB 01)**

22 Mr. Etnyre noted that this topic was discussed at the regular board meeting on December 3, 2025. The
23 Board at that time requested to hold a special meeting to finalize a decision to either conduct a Request
24 for Proposal (RFP) for the Airport Office Building or negotiate directly with the existing tenant. Staff
25 provided an overview of the draft RFP, as well as the proposed timeline associated with it. The Board of
26 Directors reviewed their questions and comments.

27 **PUBLIC COMMENT:**

28 Mr. Eric Prompt made a public comment on the Airport Office Building Draft Request for Proposal.

29 Ms. Jackie Calvert made a public comment on the Airport Office Building Draft Request for Proposal.

30 Mr. Derek Martin made a public comment on the Airport Office Building Draft Request for Proposal.

31 Ms. Connie Gallippi made a public comment on the Airport Office Building Draft Request for Proposal.

32 Ms. Emily Gendron made a public comment on the Airport Office Building Draft Request for Proposal.

33 Mr. Jan Holan made a public comment on the Airport Office Building Draft Request for Proposal.

34 Mr. Chris Ball made a public comment on the Airport Office Building Draft Request for Proposal.

35 Ms. Sun Culpepper made a public comment on the Airport Office Building Draft Request for Proposal.

36 Ms. Kyeema Peart made a public comment on the Airport Office Building Draft Request for Proposal.

37 Ms. Ellen Reiner made a public comment on the Airport Office Building Draft Request for Proposal.

38 Mr. Brian Brunpeltz made a public comment on the Airport Office Building Draft Request for Proposal.

39 Mr. Mike Rogers made a public comment on the Airport Office Building Draft Request for Proposal.

40 Discussion ensued regarding the list of interested tenants provided to the Board by the General Manager,
41 Aviation and General Legal Counsel’s recommendations on issuing an RFP, the idea of advertising a 7-day
42 Letters of Interest for the Airport Office Building, the need for the District to set a precedent for an
43 equitable and transparent process, timelines of previous discussions between District Staff and the Lift
44 leading up to Fall of 2025, the differences between Letter of Interest vs Request for Proposal process,
45 issuing an RFP is not a vote against the current tenant, is the community impact of Lift great enough for
46 the Board to go against Staff and Legal Counsel’s recommendation, the need for a more condensed
47 timeline with updated due dates should an RFP be issued, reviewing of the scoring rubric and proposed
48 changes to the metrics, and proposed changes to the details of the Draft RFP.

49 The Board of Directors conducted a straw poll to gauge support for moving forward with releasing the
50 RFP. Results indicated that there was a majority (3 out of 5 Directors) who support moving forward with
51 releasing the RFP.

52 Director O’Dette left the meeting at 3:31 PM.

53 Discussion ensued regarding suggested edits to the draft RFP, RFP closing date, and scoring rubric.

54 Staff provided a run through of the edits made to the draft RFP, specifically: clarifying that the tenant pays
55 property tax and utilities and assumed under CAM (page 3, section 6), move the response to questions
56 deadline up to January 2, 2026 (section 7.4), move the response to questions deadline to January 9, 2026
57 (section 7.5), move submission deadline to January 16, 2026 (section 7.6), move the selection committee
58 review deadline to January 19, 2026 (section 7.7), and edit the last sentence to the paragraph in section
59 8.6 to add “and economic value to the constituents”. There was consensus from the board to accept the
60 suggested edits.

61 **BREAK:** 3:52 PM – 3:54 PM

62 Director O’Dette returned to the meeting at 3:54 PM

63 **MOTION #1 DECEMBER 10, 2025:** President Diamond motioned to approve the draft Request for Proposal
64 for the Tahoe Truckee Airport District’s Airport Office Building as amended and issued on December 12,
65 2025. Director Rohlf seconded the motion. President Diamond, Vice-President Horvath, and Director Rohlf
66 voted in favor of the motion. Director O’Dette and Hetherington opposed the motion. Motion passed.

67 **CLOSED SESSION**

68 **PUBLIC COMMENT ON CLOSED SESSION:** None

- 69 • PUBLIC EMPLOYEE PERFORMANCE REVIEW
 - 70 ○ Title: General Manager
 - 71 ○ Government Code 54957

72 President Diamond noted that there was no reportable action.

73 **BOARD ANNOUNCEMENTS:** None.

74 **ADJOURN**

75 **PUBLIC COMMENT:** None

76 At 6:00 PM on December 10, 2025, a special meeting of the Truckee Tahoe Airport Board of Directors
77 adjourned.

78 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 10, 2025, SPECIAL BOARD**
79 **MEETING. TO WATCH THE MEETING IN ITS ENTIRETY:** [https://ttm.open.media/sessions/331664/truckee-](https://ttm.open.media/sessions/331664/truckee-tahoe-airport-board-special-meeting-december-10-2025?category=458)
80 [tahoe-airport-board-special-meeting-december-10-2025?category=458](https://ttm.open.media/sessions/331664/truckee-tahoe-airport-board-special-meeting-december-10-2025?category=458)