

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, August 26, 2026, Truckee Tahoe Airport District Community Room A & B, located at Truckee Airport, 10356 Truckee Airport Road and via live stream.

CALL MEETING TO ORDER: 4:30 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President David Diamond
Director Mary Hetherington
Director Teresa O'Dette
Director Kat Rohlf

DIRECTORS ABSENT: Vice President Greg Horvath

STAFF PRESENT: Mr. Robb Etnyre, General Manager
Mr. Jeff Menasco, Director of Aviation
Ms. Liza Smith, Director of Finance & Administration
Mr. Vince Wawrzynski, Director of Operations & Maintenance
Mr. Josh Nelson, District Legal Counsel
Ms. Lauren Tapia, HR Manager & District Clerk

VISITORS' PRESENT: 63

SPECIAL ORDERS OF BUSINESS: None.

MODIFICATION OF AGENDA: None.

PUBLIC COMMENT:

Mr. Kevin Sloane made a public comment on the District's office space.

Mr. Mike Daniel made a public comment congratulating Mr. Craig Rowe and Director Kat Rohlf on obtaining and retaining a seat on the Truckee Tahoe Airport District's Board of Directors.

PUBLIC COMMENT ON CLOSED SESSION ITEM:

Mr. Jan Holan made a public comment on the Conference with Real Property Negotiators closed session item.

Mr. Morgan Goodwin made a public comment on the Conference with Real Property Negotiators closed session item.

Mr. Hardy Bullock made a public comment on the Conference with Real Property Negotiators closed session item.

Ms. Abby (last name not given) made a public comment on the Conference with Real Property Negotiators closed session item.

Mr. Kevin Burton made a public comment on the Conference with Real Property Negotiators closed session item.

Mr. Mike Rogers made a public comment on the Conference with Real Property Negotiators closed session item.

38 Mr. Jeff Brand made a public comment on the Conference with Real Property Negotiators closed
39 session item.

40 Mr. Eric (last name not given) made a public comment on the Conference with Real Property
41 Negotiators closed session item.

42 Ms. Kelly Cutler made a public comment on the Conference with Real Property Negotiators closed
43 session item.

44 Mr. Rocky Woods made a public comment on the Conference with Real Property Negotiators
45 closed session item.

46 Mr. Jake Morgan made a public comment on the Conference with Real Property Negotiators
47 closed session item.

48 Mr. Michael Dillon made a public comment on the Conference with Real Property Negotiators
49 closed session item.

50 Ms. Alex Tweedy made a public comment on the Conference with Real Property Negotiators
51 closed session item.

52 Mr. Jeff Lennon made a public comment on the Conference with Real Property Negotiators closed
53 session item.

54 Mr. Tom Saers made a public comment on the Conference with Real Property Negotiators closed
55 session item.

56 Mr. Mike Witherspoon made a public comment on the Conference with Real Property
57 Negotiators closed session item.

58 Mr. Jason Toupes made a public comment on the Conference with Real Property Negotiators
59 closed session item.

60 Mr. Quin Holan made a public comment on the Conference with Real Property Negotiators closed
61 session item.

62 Mr. Troy (last name not given) made a public comment on the Conference with Real Property
63 Negotiators closed session item.

64 Mr. Daniel Fieldman made a public comment on the Conference with Real Property Negotiators
65 closed session item.

66 Mr. Jeff Freeman made a public comment on the Conference with Real Property Negotiators
67 closed session item.

68 Mr. (name not given) made a public comment on the Conference with Real Property Negotiators
69 closed session item.

70 Mr. Ryan Kacenski made a public comment on the Conference with Real Property Negotiators
71 closed session item.

72 Ms. Melissa Curtis made a public comment on the Conference with Real Property Negotiators
73 closed session item.

74 Ms. Pam Hobday made a public comment on the Conference with Real Property Negotiators
75 closed session item.

Ms. Camille Handle made a public comment on the Conference with Real Property Negotiators closed session item.

Ms. (name not given) made a public comment on the Conference with Real Property Negotiators closed session item.

CONSENT ITEMS

- Minutes: July 22, 2026, Regular Meeting ----- TAB 01
- Minutes: July 29, 2026, Special Meeting ----- TAB 02
- Monthly Service Bills and Fees – July 2026 ----- TAB 03

PUBLIC COMMENT: None.

MOTION #1 AUGUST 26, 2026: Director O’Dette motioned to approve the Consent Items Tabs 01 – 03. Director Hetherington seconded the motion. President Diamond and Directors Hetherington, O’Dette, and Rohlf voted in favor of the motion. Motion passed.

PUBLIC HEARING

ANNUAL TTAD VACANCY REPORT – 2025 (TAB 04)

Ms. Lauren Tapia, HR Manager/District Clerk, reviewed TTAD’s Annual Vacancy Report in compliance with CA AB 2561 (2024). Discussion ensued regarding various position advertisement options and what other agencies in the community utilize.

PUBLIC COMMENT: None.

The Board of Directors thanked staff for presenting the TTAD Annual Vacancy Report.

ACTION ITEMS

CONVENIENCE FEE CHARGE FOR CREDIT CARD USE (TAB 05)

Mr. Robb Etnyre, General Manager, reviewed the staff report on the agenda item. Staff propose a 3% convenience fee on the use of credit cards for some Master Fee Schedule items to recover fees charged to TTAD by issuers for accepting credit card payments. The Board of Directors noted their questions and comments. Discussion ensued regarding the specific items in the Master Fee Schedule in which this 3% convenience will be passed on to the customer and how there is not a fee associated with ACH payment transfer for Hanger Lease payments.

PUBLIC COMMENT: None.

MOTION #2 AUGUST 26, 2026: Director Hetherington motioned to approve the amendment to the Master Fee Schedule, effective September 1, 2026, to include a 3% fee for the use of credit card payments. Director Rohlf seconded the motion. President Diamond and Directors Hetherington, O’Dette, and Rohlf voted in favor of the motion. Motion passed.

POLICY INSTRUCTION 110 PERSONNEL POLICIES SECTION 23 – UPDATE (TAB 06)

Mr. Etnyre reviewed the staff report on the agenda item. As requested, Staff presented two (2) versions of Policy Instruction 110 – Personnel Policies, reflecting different amendments to Section 23, Employee Recognition and Award Programs. The Board of Directors noted their questions and comments. Discussion ensued regarding the direction provided at the July 29, 2026, special meeting to remove the Exceptional Merit Cash Payment Program from Section 23,

and the request of a Director to prepare an alternate version with more details of the existing program. The Board reached consensus to approve Version 1 of Policy Instruction 110 and to add the Employee of the Month Program funding to Section 23.

PUBLIC COMMENT: None.

MOTION #3 AUGUST 26, 2026: Director Hetherington motioned to approve Version 1 with the addition of the Employee of the Month Program of Policy Instruction 110. Director O'Dette seconded the motion. Directors Hetherington, O'Dette, and Rohlf voted in favor of the motion. President Diamond opposed the motion. Motion passed.

POLICY INSTRUCTION 505 – COMMUNITY ROOM USE (TAB 07)

Ms. Liza Smith, Director of Finance and Administration, reviewed the staff report on the agenda item. Staff requested that the Board consider suspending PI505 for a one-year period and prioritize use of the community rooms by aviation and STEAM organizations to address the loss of the Multiuse Aviation Facility (MAF). Following Board workshop (7/29/2026) consensus, Staff also discussed relocating the District's monthly Board meetings to the Town of Truckee Council Chambers during the proposed period. The Board of Directors noted their questions and comments. Discussion ensued regarding the proposed amendments to Policy Instruction 505, the length and scope of the proposed proof-of-concept period, the number of organizations that could be displaced, organizations currently utilizing the Multiuse Aviation Facility (MAF), the planning and permitting process associated with the MAF, and staff's communication and transition plan should the proof-of-concept move forward.

PUBLIC COMMENT: None.

Ms. Maggie Schumacher made a public comment on Policy Instruction 505 – Community Room Use.

Staff recommended the Board table the agenda item and for staff to return to a future regular Board meeting with additional detail. The Board concurred with Staff's recommendation.

BREAK: 6:29 PM – 6:36 PM

RESTORATION OF BUDGETED NOISE POSITION (TAB 08)

Mr. Jeff Menasco, Director of Aviation, reviewed the staff report on the agenda item. Staff requested that the Board approve the addition of one regular part-time position to the FY 2026 budget, assigned to the Noise, Event, and Communication Technician classification, and approve the updated District wage scale reflecting the additional position. The Board of Directors noted their questions and comments. Discussion ensued regarding the budget decisions that resulted in a reduction of the position allocation in the FY 2026 District budget, the operational need for an additional regular part-time position to perform noise, event, and communication duties, turnover in the Noise Technician position over the previous four years in both permanent and temporary capacities, and the fiscal impact of adding the position to the budget. There was consensus from the Board to add the regular part-time position to the FY 2026 budget and to approve the updated District wage scale.

PUBLIC COMMENT: None.

MOTION #4 AUGUST 26, 2026: Director Hetherington motioned to approve an additional regular part-time position to the District's position allocation in the FY 2026 Budget which will be assigned to the proposed Noise, Event, and Communications Technician, and to approve the

updated District's wage scale. Director Rohlf seconded the motion. President Diamond and Directors Hetherington, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 12)

- Truckee Tahoe Workforce Housing Agency Update

Ms. Tapia noted that the next Board meeting will be held on September 29, 2026, at 8:30 AM at the Tahoe-Truckee Unified School District conference room. Ms. Tapia noted that the Board will review the results of the feasibility study exploring the agency's possible transition to a Regional Finance Authority. Ms. Tapia noted that the Executive Director is requesting President Diamond's attendance at the meeting; an invitation was extended to President Diamond. It was also noted the Truckee Donner Public Utility District approved their Agencies withdrawal from the TTWHA JPA over the course of the next two years.

- Town of Truckee River Revitalization Steering Committee

No Update.

- Climate Transformation Alliance Report

Mr. Etnyre reviewed that CTA will be hosting a Project Incubator Workshop on October 23rd, with its meeting location still to be determined. CTA will also be hosting a community Insurance Forum this Winter. CTA is also seeking additional governing partners, which will be subject to the same financial contributions as the designated governing partners.

- TNT-TMA Report

No. Update

PUBLIC COMMENT: None.

MANAGEMENT TEAM REPORTS

DISTRICT COUNSEL REPORT

District Counsel Nelson reviewed draft Assembly Bill 1383, which could potentially result in substantial changes to pension benefits for public safety employees. He noted that the provision of AB 1383 could also affect public agencies more broadly by increasing the annual pensionable compensation cap for PEPRAs employees, which could result in increased employer and employee contribution obligations and pension liabilities. District Counsel Nelson stated that he would provide the Board with an update on the legislation the following month.

GENERAL MANAGER'S REPORT (TAB 08)

Mr. Etnyre reviewed the General Manager's report, specifically item 2: 2026 Strategic Plan Priorities – Goal Status Updates and item 4: FAA Approved Land Sale.

Mr. Menasco reviewed the Aviation and Community Services Report, specifically July jet operations by weight class.

Ms. Liza Smith reviewed the Finance and Administration Report.

191 Mr. Vince Wawrzynski, Director of Operations and Maintenance, reviewed the District's ramp
192 lighting upgrade project as well as staff's involvement with nighttime fuel support for firefighting
193 helicopters assisting with the Bug, Stallion and Hawk Fires.

194 Discussion ensued regarding Board of Director individual meetings that will be held with the
195 Director of Finance ahead of the first Budget workshop on September 3, 2026, as well as the
196 pending cancellation of the District's election and the timeline of seating the new Directors.

197 **PUBLIC COMMENT:** None.

198 **ROLLING AGENDA (TAB 09)**

199 Mr. Etnyre reviewed the rolling agenda for the Board of Directors.

200 **BOARD MEMBER ANNOUNCEMENTS:** None.

201 **ADJOURN TO CLOSED SESSION**

202 **PUBLIC COMMENT:** None

203 **CLOSED SESSION**

- 204 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 205 ○ Property: 10266 Truckee Airport Road
 - 206 ○ Agency Negotiator: Robb Etnyre
 - 207 ○ Negotiating Parties: Truckee River Ventures Inc, dba Lift Truckee
 - 208 ○ Under Negotiation: Rent and Rental Payments

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

210 **ADJOURN**

211 At 8:55 PM on August 26, 2026, a regular meeting of the Truckee Tahoe Airport Board of Directors
212 adjourned.

213 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 26, 2026, REGULAR BOARD**
214 **MEETING. TO WATCH THE MEETING IN ITS ENTIRETY:**
215 [https://ttm.open.media/sessions/346965/truckee-tahoe-airport-board-august-26-](https://ttm.open.media/sessions/346965/truckee-tahoe-airport-board-august-26-2026?category=458)
216 [2026?category=458](https://ttm.open.media/sessions/346965/truckee-tahoe-airport-board-august-26-2026?category=458)