

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS special meeting held Wednesday, September 3, 2026, Truckee Tahoe Airport District, located at 10356 Truckee Airport Road, Truckee, California 96161 as well as live stream.

CALL MEETING TO ORDER: 1:00 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President David Diamond

Vice President Greg Horvath (arrived at 1:02 PM)

Director Mary Hetherington

Director Teresa O'Dette

Director Kat Rohlf

STAFF PRESENT: Mr. Robb Etnyre, General Manager

Mr. Jeff Menasco, Director of Aviation

Ms. Liza Smith, Director of Finance and Administration

Mr. Vince Wawrzynski, Director of Operations & Maintenance

Ms. Lauren Tapia, HR Manager/District Clerk

VISITORS PRESENT: 1

PUBLIC COMMENT:

Mr. Jan Holan made a public comment thanking the Board for their public service and the ongoing Lift Truckee lease negotiation.

SPECIAL ORDERS OF BUSINESS: None.

MODIFICATION OF AGENDA: None.

BUDGET WORKSHOP #1 – FY 2027 BUDGET

Mr. Robb Etnyre, General Manager, reviewed the District's Strategic Plan focus areas (Economic Responsibility, Operational Efficiency, Social Responsibility, and Resource Conservation) and reported that 72 of 82 identified 2026–2028 strategic goals remain on track. Mr. Etnyre highlighted results attributed to the District's current strategic approach over the past four years, including the Fly Safe program, sustainable aviation fuel sales, landing fee implementation, hangar inspection and enforcement efforts, and the in-house 2026 airshow.

- Operating Budget Review

Ms. Liza Smith, Director of Finance and Administration, reviewed the proposed FY 2027 operating budget as compared to the FY 2026 forecast, noting a projected net revenue increase of \$1,239,339 (6.4%), driven primarily by fuel sales and into-wing rate growth, ramp and landing fee volume and rate increases, the second year of the hangar rent adjustment schedule, and property tax growth, offset partially by the absence of one-time grant revenue and a prior-year equipment trade-in gain. She also reviewed a projected decrease in total operating expenses of \$157,539 (1.4%), reflecting savings from the newly implemented credit card processing fee pass-through to users, elimination of the finance and administration office lease, declining loan interest expense, and correction of a prior-year IT/flight-track data services budget overstatement.

The Board reviewed the detailed line-item budget and asked clarifying questions throughout the presentation.

Discussion ensued regarding percentage-based lease escalations for the CareFlight and Sierra Aero leases; the Enterprise rental car concession rent increase resulting from the recent Airport Office Building appraisal and expanded leased parking; interest income assumptions, noting the District recently locked a 12-month rate of over 4% on \$10 million; and the District's methodology for accruing vacation/PTO liability.

There was Board discussion regarding the District's approach to legacy commercial leases, including the Sierra Aero lease (expiring August 2027) and the increase applied to the Enterprise rental car concession. There was Board consensus directing staff to confirm the District's ability to renegotiate Sierra Aero's lease terms upon expiration and to continue moving legacy under-market leases toward market rate as they come up for renewal, consistent with prior Board direction on a 3-year phased in approach.

Staff agreed to review and adjust several budget line items, including: the recruiting, pre-employment, and drug-screening budget line to reflect a General Manager recruitment in 2027; the public relations budget line to support additional outreach to neighborhoods most affected by aircraft noise (Olympic Heights and Ponderosa); confirmation that the FY2027 regional economic impact study is reflected in the studies and plans line; and removal of an obsolete "ACT Program" budget line.

Discussion ensued regarding the District's current noise-monitoring response software and the potential future acquisition of an enhanced noise operations monitoring system, previously estimated at approximately \$100,000–\$150,000 annually. There was Board consensus directing staff to return with an actionable proposal, including anticipated costs and expected benefits, within 60 days.

Discussion ensued regarding this year's aviation and workforce scholarship activity, including a District-wide decline in applications and an unspent \$20,000 balance from the current year's \$40,000 allocation. There was Board consensus to roll the unspent \$20,000 forward, bringing the FY 2027 scholarship allocation to \$60,000, and to consider aligning future scholarship funding with the proposed Career Technical Education (CTE) initiative once further programmatic details are available. Staff recommended the need to develop clearer award criteria and selection oversight procedures for the scholarship program.

Discussion ensued regarding community benefit contract funding, including support for the Boys & Girls Club, the Cultural Arts District, and the Ponderosa Golf Course, a new-initiatives allocation associated with the proposed CTE program, the status of the Kids Zone project and its potential future ask for funding support. Staff confirmed that the previously approved \$2 million Truckee Library commitment falls within the Board's 30%-of-property-tax community benefit guidance and will be reflected in the FY 2027 budget once expended.

BREAK: 2:32 PM – 2:42 PM

- Proposed Employee Benefit and Retention Programs

Ms. Smith presented several proposed employee benefit enhancements for Board consideration, including an additional winter allowance for Operations & Maintenance staff performing snow removal duties, a \$500-per-month employee housing stipend, and an increase to the District's

457(b) retirement plan employer match from 8% to 10%, together representing an estimated \$231,000, with potential offsetting savings identified through office consolidation, the new credit card fee pass-through, and elimination of performance merit one time payouts for employees at the maximum of their pay range.

Discussion ensued regarding the legality, equity, and administrative complexity of stipend-based benefits as compared to salary-based increases; whether a consolidated “lifestyle spending account” type approach could replace existing individual reimbursement programs (clothing, fitness, education, flight-training, etc.); and the interaction of any changes with the District’s upcoming classification and compensation study in 2027.

The Board did not reach consensus to support the proposed winter allowance as presented. The Board reached consensus that any additional compensation intended to address housing and cost-of-living concerns should be structured as a salary increase rather than a stipend, and directed staff to return at the next workshop with salary-based options (beginning at approximately \$500 per month per employee) reflecting the associated near-term and long-term CalPERS cost impact, together with a separate option showing the budget impact of consolidating some or all existing reimbursement programs into base salary, or as a consolidated “lifestyle spending account”. The Board did not direct staff to bring back further options specific to the proposed winter allowance or the 457(b)-match increase.

- Reserve and Capital Budget Overview

Ms. Smith reviewed the proposed FY2027 replacement reserve and capital budget, noting an increase in planned reserve spending to approximately \$3,559,000 to address deferred infrastructure needs, including hangar, building, and pavement components. The Board had no material objection to the reserve and capital budget as presented, subject to minor line-item cleanup to be completed before the next workshop.

- Hangar Row Risk and Retirement

Mr. Vince Wawrzynski, Director of Operations and Maintenance, presented an assessment of winter structural risk in hangar rows Alpha through Kilo (T-hangars constructed prior to current snow-load design standards) and proposed five objective criteria: building age greater than 49 years, historical snow-load failure, current capacity below approximately one-quarter of current code-required snow load, structural strain and torsion evidence, and absence of a reasonable retrofit, to establish an objective hangar retirement schedule. He identified Juliet Row as presenting the most immediate risk based on observed structural strain and torsion instability.

Discussion ensued regarding the cost and feasibility of replacing versus retiring aging hangar rows, the adequacy of the District’s property insurance coverage in the event of a structural collapse, alternative mitigation options (including heat tape and shoring), the long-term fiscal impact of a future hangar replacement program, and the process for communicating with affected tenants. Staff advised that, absent Board objection, management intends to proceed with relocating the eight Juliet Row tenants and closing that row to winter operations ahead of the coming snow season, and to return to the Board within 60 days with a broader tenant communication plan. The Board did not object to this approach. The \$1,000,000 placeholder currently included in the FY2027 draft budget for a new Echo Row roof was retained pending further evaluation of whether that investment remains appropriate under the proposed retirement criteria.

125 **PUBLIC COMMENT:** None.

126 **BOARD ANNOUNCEMENTS:** None.

127 **ADJOURN**

128 **PUBLIC COMMENT:** None

129 **MOTION #1 SEPTEMBER 3, 2026:** Director O'Dette motioned to adjourn. President Diamond
130 seconded. President Diamond, Vice President Horvath, and Directors Hetherington, O'Dette, and
131 Rohlf voted in favor of the motion. Motion passed.

132 At 4:48 PM on September 3, 2026, a special meeting of the Truckee Tahoe Airport Board of
133 Directors adjourned.

134 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE SEPTEMBER 3, 2026, SPECIAL BOARD**
135 **MEETING. TO WATCH THE MEETING IN ITS ENTIRETY:**
136 [https://ttm.open.media/sessions/347079/truckee-tahoe-airport-board-workshop-meeting-](https://ttm.open.media/sessions/347079/truckee-tahoe-airport-board-workshop-meeting-september-3-2026?category=458)
137 [september-3-2026?category=458](https://ttm.open.media/sessions/347079/truckee-tahoe-airport-board-workshop-meeting-september-3-2026?category=458)