

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular  
2 meeting held Wednesday, October 29, 2014 at the Truckee Tahoe Airport District Community Room, 10356  
3 Truckee Airport Road, Truckee, California at 5:30 p.m.

4 **CALL MEETING TO ORDER:** 5:30 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.  
6 Vice President James W. Morrison (arrived at 5:34 p.m.)  
7 Director Mary Hetherington  
8 Director Tom Van Berkem  
9 Director Lisa Wallace

10 **DIRECTORS ABSENT:** None

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager  
12 Mr. Phred Stoner, Director of Operations & Maintenance  
13 Ms. Sally Lyon, Director of Finance and Administration  
14 Mr. Hardy Bullock, Director of Aviation and Community Services  
15 Mr. Brent Collinson, District Legal Counsel  
16 Mr. Marc Lamb, Aviation and Community Services Associate  
17 Mr. Bill Quesnel, District Engineer  
18 Ms. Lauren Tapia, Administrative Clerk

19 **VISITORS PRESENT:** 12

20 **SPECIAL ORDERS OF BUSINESS**

21 President Jones read Resolution No. 2014-08 of the Truckee Tahoe Airport District commending Mr. John Aadland  
22 for his service as ACAT Committee Member from September, 2011 through September, 2014.

23 **PUBLIC COMMENT:** None

24 **MOTION #1 OCTOBER- 29-14:** A roll call vote on this motion resulted in the following: Director Wallace – yes,  
25 Director Van Berkem – yes, Director Hetherington – yes, Vice President Morrison – yes, President Jones – yes. The  
26 motion passed.

27 President Jones read Resolution No. 2014-09 of the Truckee Tahoe Airport District commending Mr. Gerald Herrick  
28 for his service as ACAT Committee Member from May, 2008 through September, 2014.

29 **PUBLIC COMMENT:** None

30 **MOTION #2 OCTOBER- 29-14:** A roll call vote on this motion resulted in the following: Director Wallace – yes,  
31 Director Van Berkem – yes, Director Hetherington – yes, Vice President Morrison – yes, President Jones – yes. The  
32 motion passed.

33 Mr. Kevin Smith congratulated staff member, Mr. Jim Meskimen and Vice President Morrison on their completion  
34 of the IronMan Events, and that the Truckee Tahoe Airport District received three (3) nominations for excellence in  
35 government with the Truckee Donner Chamber of Commerce. Mr. Smith and Director Hetherington will be at the  
36 award ceremony. Mr. Smith informed the Board that the Martis Valley West decided to do their presentation at  
37 the December 3<sup>rd</sup> meeting instead of tonight.

38 **PUBLIC COMMENT:** Ms. Cathy Whitlow, with the Green Bucks Program, thanked the Board for their continued  
39 support, and continued leadership to protect the Truckee/Tahoe Environment.

40 Mr. Fred Van Tatenhove expressed thanks and appreciation to the Board for the Airport's purchase of Ponderosa  
41 Golf Course in Truckee, California. Mr. Tatenhove stated that players of the golf course believe that there should be  
42 an employee designated as a "Golf Course Superintendent" that would be able to provide overall leadership for  
43 oversight of the course (course issues, course set-up, placement of pins, design adjustment changes, etc.) and  
44 maintenance staff workers. Mr. Tatenhove stated that he would like to see the percentage of any income over  
45 budget be designated for up-grading aspects of Ponderosa Golf Course. Mr. Tatenhove also suggested an  
46 implementation of a junior clinic made up of volunteers in the golfing community. Mr. Tatenhove stated that this  
47 type of program is a great way to give back to the community.

#### 48 **CONSENT CALENDAR**

- 49 • Minutes: September 24, 2014 Regular Meeting
- 50 • Monthly Service Bills and Fees
- 51 • Financial Report
- 52 • Internal Audit Report
- 53 • Revision of PI 309 – Designation of Unrestrictive Net Assets (Annual Update)
- 54 • Annual Reporting of Reimbursements and Disclosure Report

55  
56 District Counsel Collinson stated he would like to pull the Internal Audit Report.

57 **MOTION #3 OCTOBER- 29-14:** Director Wallace motioned to approve the September 24<sup>th</sup> regular meeting minutes,  
58 monthly service bills and fees, financial report, revision of PI 309 and the annual reporting of reimbursements and  
59 disclosure report. Director Hetherington seconded the motion. President Jones, Vice President Morrison, Directors  
60 Hetherington, Van Berkem and Wallace voted in favor of the motion. The motion passed.

61 District Counsel Collinson requested clarification regarding the LAIF deposit on the bottom of page one (1) of the  
62 Internal Audit Report, specifically the Joerger deposit of \$450,000. District Counsel Collinson stated that the Joerger  
63 deposit was \$550,000 and questioned where the other \$100,000 was. Ms. Sally Lyon clarified that the \$550,000  
64 deposit was wired into the Bank of the West account and the District transferred \$450,000 of that wire into the  
65 LAIF account.

66 **MOTION #4 OCTOBER- 29-14:** Director Wallace motioned to approve the Internal Audit Report. Director  
67 Hetherington seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Van Berkem  
68 and Wallace voted in favor of the motion. The motion passed.

#### 69 **PC-3 PLANNED COMMERCIAL DEVELOPMENT LAND ACQUISITION PROPOSAL**

70 Mr. Smith stated that at the last Board meeting, Mr. and Ms. Lippert requested the Board to consider acquiring  
71 some parcels, specifically the parcels zoned Business Innovation in Parcel six of the PC-3 development. They felt  
72 this would enhance safety and prevent development of parcels that may be incompatible with the airport. Mr.  
73 Smith stated along with exploring Parcel six, staff was interested in exploring Parcel three as there may be value in  
74 considering acquisition as the District owns the adjoining property. Mr. Smith reported that staff spoke with the  
75 Joerger's family representative, Truckee River Associates, and they stated that they are willing to sell individual  
76 parcels of PC-3. Mr. Smith stated that the Joerger family wants 10-12 million dollars for Parcel six and Parcel three  
77 is close to 4 million dollars. Mr. Smith also stated that both TTAGUC and the District have both reviewed the PC-3  
78 development and concluded that it is compatible and consistent with the operations of the Airport. Mr. Smith  
79 reminded the Board that this is a discussion item; if the Board were to have any interest in pursuing acquisition of  
80 any of the parcels, the District would need to get together with the Town of Truckee to discuss options.

81 **PUBLIC COMMENT:** Ms. Laurel Lippert stated that in the interest of public safety, Truckee Tahoe Airport District  
82 should consider buying the PC3 property located on the west side of Highway 267 adjacent to the Ponderosa Golf  
83 Course. Ms. Lippert stated that commercial development on the PC-3 land will eliminate an emergency landing site  
84 for planes experiencing engine failure departing runway 29. Ms. Lippert expressed that acquiring the PC-3 land

85 would be a huge opportunity for the District to fulfill the Master Plan strategies as well mature a critical emergency  
86 option for pilots and guarantee public safety.

87 Mr. Andrew Terry stated the idea of the District partnering with the Recreation and Park District to purchase the  
88 land and extend Ponderosa Golf Course to add another nine holes.

89 Mr. Matt Hexton, local pilot, stated his support towards the purchase of the land and the potential it would add for  
90 pilot safety.

91 Ms. Pat Northrop, local pilot, stated that the PC-3 land has always been a nice, viable option for a pilot to safely  
92 land in. She stated that she would like to see this land be saved and not developed commercially.

93 Director Van Berkem stated that he would be interested in the viability to turn the land into a golf course, as it  
94 could generate additional revenues.

95 Mr. Terry expressed that the Airport should consider any land that is zoned open space (Parcels A and B).

96 Director Wallace stated that she acknowledges the extensive multi-year public process that has taken place for PC-  
97 3 and that the District should be respectful to the Town of Truckee's zoning. Director Wallace expressed that if  
98 enough of the public comes forward to the Board that they are interested in the acquisition of the land, she would  
99 be interested in pursuing it. Director Van Berkem stated the acquisition of the land has some positives to consider  
100 (safety and revenue producing back nine for the golf course), his only concern would be if the District offers them  
101 an amount that is too low, and it could be a long time before something happens. Vice President Morrison  
102 encouraged the Board to consider what the Owner thinks of the whole concept before the District consider having  
103 a the land appraised. President Jones stated that the Board should take notice of the multi-family residential parcel  
104 that is contiguous. President Jones expressed that he would be interested in the efforts to make sure that there are  
105 no residential units built near the airport, as it would inevitably impose additional conflict between the public and  
106 the airport.

#### 107 **AIRPORT COMMUNITY ADVISORY TEAM (ACAT) UPDATE**

108 Mr. Bullock gave an update to the Board on the Airport Community Advisory Team. Mr. Bullock stated that Member  
109 Anderson has been appointed as interim chair of ACAT. The Group discussed the Night Operations presentation that was  
110 made to the Board in September, they also reviewed additional phases that were outlined at the Board Meeting. Mr.  
111 Bullock stated that the Night Ops committee also requested and ACAT approved their request for additional counsel  
112 review of the Night Ops Draft Report. The Annual Work Plan was also reviewed and it was decided that ACAT would have  
113 an offsite workshop at Northstar to further discuss this topic. ACAT discussed the possible use of neighborhood noise  
114 monitors to collect sound data on specific aggregate and single event noise for aircraft with integration into the flight  
115 tracking and noise/operation monitoring system. Mr. Bullock expressed that staff brought forth two ideas to ACAT, one  
116 of which is an idea of creating an iPad application that rewards pilots for avoiding residential overflight by awarding  
117 points or value to behavior associated with reduced community annoyance. The other idea was a discussion of a  
118 program to assist in replacing legacy gas aircraft with diesel aircraft to combat emissions and community annoyance  
119 related to flight training aircraft.

120 **PUBLIC COMMENT:** Mr. Ted Lipien stated that he observed six business jets in one hour (which is one every ten minutes)  
121 flying over his neighborhood during Labor Day, and wished to state that jet traffic is an increasing problem.

122 Director Van Berkem asked Mr. Bullock when the November ACAT meeting was, and Mr. Bullock replied that it will take  
123 place on November 17<sup>th</sup> from 9:00 a.m. to 3:00 p.m. at Northstar Resort's boardroom.

124 Director Hetherington stated that she attended the October ACAT meeting to welcome the two new members. She felt  
125 that it was a great meeting where great ideas were expressed and discussed.

126 **UTILITY CAPITAL FACILITY PLAN PRESENTATION**

127 Mr. Bill Quesnel, District Engineer, presented the Utility Capital Facility Plan to the Board. Mr. Quesnel stated that the  
128 scope of the project was to review condition, identify required upgrades and develop long term maintenance strategies.  
129 He stressed that the recommendations that were made were not a result of a lack of maintenance but rather proposed  
130 as enhanced effort to maximize functionality and to support maintenance operations.

131 • System Mapping

132 Mr. Quesnel stated that the mapping portion of the project was the largest. They combined all mapping information into  
133 one mapping book and GIS version. The only recommendations are to develop a naming/tagging protocol and to  
134 implement semiannual updates.

135 • Domestic Water and Fire Protection

136 The District owns and operates almost two miles of waterline on Airport property; there are two connections to TDPUD,  
137 10,000 ft. of 4" – 12" mainline, 18 hydrants and nine buildings served. Recommendations: replacement of laterals at  
138 Hangars 1, 2 and the EAA. Locate all building shutoff valves and replace if not operable or cannot be found, and to clean  
139 valve boxes, exercise valves and hydrants biannually.

140 • Sanitary Sewer System

141 There are three connections to Truckee Sanitary District (TSD), service to nine buildings (two on septic), pretreatment for  
142 vehicle maintenance and terminal restaurant. The in-pipe inspection indicated sanitary sewer pipes in good condition  
143 but some cleaning is required. Recommendations: Locate all building cleanouts, clean all pipes and manholes biannually,  
144 clean pre-treatment vaults on as-needed basis based on annual inspections, pumped septic tanks on four year rotation  
145 maximum, post restrooms re: environmental sensitivities.

146 • Storm Drain Collection System

147 There are 10,000 feet of 12"-24" pipe, 44 inlets, and slotted drains between most hangar rows on east end, channel slide  
148 gates and overflow vaults for fuel containment. Recommendations: Replace slotted drain between G & H hangar  
149 buildings in 2015. Assess storm drain pipe condition when overlying pavement is scheduled for reconstruction. Clean  
150 system in spring of each year, especially inserts in inlets constructed as part of the Terminal Building, and visually inspect  
151 fuel containment system annually.

152 • Power Distribution System

153 There are indoor and outdoor conduits, panels, pull boxes, fixtures beyond TDPUD service entrances powering buildings,  
154 airside lighting, AWOS, rotating beacon, fuel island/farm. Three emergency generators for Terminal Building, runway  
155 lighting, rotating beacon, segmented circle, Fuel Island, vehicle maintenance and Careflight; condition of building panels  
156 described in the Facility Plan. Recommendations: Investigate and correct receptacle capacity on ramp light poles. Inspect  
157 all at-grade pull boxes annually to confirm lids are secure and conductors are accessible. Label all above ground panels  
158 with voltage, source of power, building/system served and individual breakers.

159 • Communication System

160 There are pull boxes and fixtures for access gates, self-serve fuel sales and tank monitoring, hangar fire alarms, security  
161 cameras, AWOS and flight tracking. The communication system is "copper" with the exception of a fiber link between  
162 the Terminal and Vehicle Maintenance buildings. Recommendations: Inspect all at-grade pullboxes annually to confirm  
163 lids are secure and cables are accessible. Label all above ground panels/enclosures with building/system served. Label all  
164 cables at each intermediate pull-box with building/system served.

165 • Timing and Budget Implications

166 Workload permitting, the majority of enhanced maintenance can be completed by staff without special tools or training:  
167 Further exploration and confirmation of underground infrastructure along with mapping corrections, regular inspections,  
168 cleaning and operation of above and below grade components to ensure maximum capacity and functionality and  
169 labeling of power and communication panels, enclosures and cables.

170 Specialized repairs/maintenance total approximately \$70,000 over a ten (10) year time period: Replacement of three  
171 building water service laterals within the next two to three years. Sanitary sewer system cleaning every other year.  
172 Sanitary sewer pretreatment vault cleaning every other year. Septic tank pumping every four years. Ramp lighting  
173 electrical corrections. Map file updates every year.

174 Director Wallace asked how risk management (fire/flood) factor into the utility maintenance plan. Mr. Quesnel replied  
175 that maintaining an aggressive maintenance schedule should reduce the risk of failure, even during an act of Mother  
176 Nature. Director Hetherington asked if the Airport conducts education reminders to hangar tenants regarding disposal of  
177 oil and fuel hits the slot drains it goes to ground water. Mr. Quesnel stated that a reminder in a hangar bill would be a  
178 useful tool.

179 **PUBLIC COMMENT:** None

180 **MOTION #5 OCTOBER-29-14:** Director Hetherington motioned to approve the Utility Capital Facility Plan.  
181 President Jones seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Wallace  
182 and Van Berkem voted in favor of the motion. The motion passed.

### 183 **EXECUTIVE HANGAR FEASIBILITY STUDY – REQUEST FOR PROPOSAL APPROVAL**

184 Mr. Mark Lamb, Aviation and Community Services Associate, stated that during the September 24<sup>th</sup> Board meeting, the  
185 Board voted in favor of authorizing staff to prepare a Request for Proposal (RFP) for an executive hangar financial, site  
186 and feasibility study along with the alternative option of land leasing for construction of private executive hangars. Mr.  
187 Lamb stated that Section 4.2 of the Draft Master Plan outlines a need for an additional 18 executive hangars to be  
188 constructed for the planning period of the Master Plan (through 2025). The implementation plan calls out for a study to  
189 be conducted in FY 2015/16. Due to the high demand (currently there are 26 people on the waitlist) and frequent  
190 requests for executive hangars, staff recommended conducting the study now to gain a better understanding of the  
191 demand requirements, forecasted fleet mix, the District's future economic commitment and the strategies to address,  
192 meet and balance the needs of both our aviation community and our local taxpaying constituency. Staff anticipates the  
193 RFP to be no more than \$30,000 which has been approved in the FY2015 budget.

194 **PUBLIC COMMENT:** Mr. Terry asked if inflation adjusted numbers were added into Attachment B. Mr. Lamb stated that  
195 the data only included raw numbers.

196 District Counsel questioned the date labeled in red on the front page of the RFP. Mr. Lamb stated that the needs to be  
197 determined. Mr. Smith stated that staff knows the 4-5 companies that do this type of work, three of which would  
198 actually bid on it. President Jones clarified that Staff is asking the Board to approve the RFP and request bids for the  
199 study only. Mr. Smith responded that is what staff is requesting the Board to do, and clarified that the bids would **not** be  
200 asking for bid price and is ~~not~~ solely based on qualification. Director Hetherington suggested not having a response until  
201 January, as we enter into the Holiday season it could get complicated. Director Wallace and Mr. Smith agreed with  
202 Director Hetherington's suggestion as they believe the response will be better if the District waits until January to review  
203 the responses.

204 Director Van Berkem stated he would like to see the study have the cost effectiveness of building six hangars and the  
205 cost effectiveness of twelve, i.e.: economies of scale, and also the differences between land leased hangars and airport  
206 owned hangars. Vice-President Morrison agreed with Director Van Berkem stating this would be important information.

207 Mr. Lamb suggested to the Board that he can do survey work, comparing ideas and see what other airfield's experiences  
208 have been with the land leasing option, as well as their experiences with the management of land leased hangars.  
209 Director Hetherington stated she would like to know their pro/con evaluations, as TTAD does not have its minimum  
210 standards developed yet. She also stated that she is concerned the additional information requested to be added into  
211 the study will cost more than what was allocated.

212 Vice President Morrison stated that he would like verbiage in the RFP that asks: what creates jet traffic, will building  
213 hangars create jet traffic or is the Airport reacting to traffic that is already here. Mr. Bullock stated that an independent,  
214 third party, should be consulted to do the "driver" study, as having it included in the RFP would ~~not~~ be difficult. Vice  
215 President Morrison agreed with Mr. Bullock and requested an RFP be drafted for a "driver" study and be brought back to  
216 the December 3<sup>rd</sup> Board meeting.

217 **MOTION #6 OCTOBER-29-14:** Director Van Berkem moved to issue the Executive Hangar Feasibility Study as  
218 ammended and for staff to draft and bring back a RFP that addresses the "driver" of jet traffic. Vice President  
219 Morrison seconded the motion. President Jones, Vice President Morrison, Directors Wallace and Van Berkem voted  
220 in favor of the motion. Director Hetherington voted against the motion, **expressing her concern about staff time,**  
221 **prioritization of tasks, and the need to develop minimum standards prior to proceeding.** The motion passed.

## 222 **MEETING TIME CHANGE REVIEW**

223 Mr. Smith stated that staff reviewed Board Meeting attendance numbers, length of meetings, and time  
224 requirements for closed sessions. Based on the information presented and to assist in facilitating the schedules of  
225 the District's hourly employees, staff suggests starting the Board Meetings at either 3:00 p.m. or 4:00 p.m. Mr.  
226 Smith stated that it is truly up to the Board Members and that staff will go with what is best for the Board  
227 Members. Mr. Smith expressed that meeting a few hours earlier in the day may assist in avoiding late evening  
228 discussions that are less effective.

229 **PUBLIC COMMENT:** None

230 Director Wallace feels that public attendance may be down due to the high amount of public outreach that has  
231 taken place the last few years; she expressed that she would prefer a 3:00 p.m. start. Director Van Berkem stated  
232 that he would rather start at 1:00 p.m., as he is more effective earlier in the day. Vice President Morrison  
233 expressed that 5:00 p.m. works better for him, but would compromise for 4:00 p.m. if need be. Director  
234 Hetherington would like the meetings to continue to meet in the evening time.

235 **MOTION #7 OCTOBER-29-14:** President Jones motioned to change the Board Meeting start time to 4:30 p.m.  
236 effective December 3, 2014. Director Wallace seconded the motion. President Jones, Vice President Morrison,  
237 Directors Hetherington, Wallace and Van Berkem voted in favor of the motion. The motion passed.

## 238 **APPROPRIATIONS LIMIT – RESOLUTION 2014-10**

239 Ms. Lyon stated that once a year the District is required to establish an Appropriations Limit for each fiscal year. The  
240 Appropriations Limit is calculated based on the prior year's Appropriations Limit and adjusted for the change in  
241 population and the change in the cost of living. Ms. Lyon stated that the District is well within the Appropriations Limit,  
242 and that James Marta & Company has reviewed the calculation and has found no exceptions.

243 **PUBLIC COMMENT:** None

244 President Jones waived the reading of Resolution 2014-10.

245 **MOTION #8 OCTOBER-29-14:** Director Hetherington motioned to approve Resolution 2014-10, Appropriations  
246 Limit for fiscal year 2015 and to waive the reading. Director Van Berkem seconded the motion. A roll call vote on  
247 this motion resulted in the following: Director Wallace – yes, Director Van Berkem – yes, Director Hetherington –  
248 yes, Vice President Morrison – yes, President Jones – yes. The motion passed.

249 **INVESTMENT POLICY REVIEW (PI 308) – RESOLUTION 2014-11**

250 Ms. Lyon stated that staff is not suggesting any change to the investment policy. Ms. Lyon stated that staff would  
251 like to consider investing more in CD's, as current CD's earn about 1 – 1.1% versus the return on LAIF investments  
252 that receives a return of .25%. The term of the CD's would be up to 2.5 years.

253 **PUBLIC COMMENT:** None

254 **MOTION #9 OCTOBER-29-14:** Director Hetherington motioned to approve Resolution 2014-11, Investment Policy  
255 Review and to waive the reading. Director Van Berkem seconded the motion. A roll call vote on this motion  
256 resulted in the following: Director Wallace – yes, Director Van Berkem – yes, Director Hetherington – yes, Vice  
257 President Morrison – yes, President Jones – yes. The motion passed.

258 **CLUP FUNDING PARTICIPATION POLICY REVIEW – PI 312**

259 Mr. Smith stated that PI 312 has not been looked at since March of 2014, and was recently reviewed by staff due to  
260 the discussion that took place during the budget workshop in September. It was suggested that the Board review PI  
261 312 in preparation of the re-bid of the Natatorium by the Truckee Donner Recreation and Parks District (TDRPD).  
262 Mr. Smith stated that the Board has two options, to adopt PI 312 when TDRPD submits a formal request or to  
263 adopt it prior to a formal request.

264 District Counsel Collinson stated that on page three, item eight (Funding Review Requirements and Criteria), the  
265 phrase “satisfactory to the District” should be added. It was Board consensus to adopt PI 312 prior to receiving a  
266 formal request for funds from TDRPD.

267 After some discussion it was the consensus of the Board to move forward with adoption of the policy at the  
268 December 3<sup>rd</sup> Board meeting.

269 **LAND LEASING ADHOC COMMITTEE REPORT**

270 President Jones stated that Clear Capital released a letter stating that they signed a letter of intent with a  
271 developer in Reno, Nevada to occupy a 14,000 sqft. office building in downtown Reno. Clear Capital will move 100-  
272 150 employees to Reno by March of 2015. President Jones stated that Mr. Kevin Marshall, President of Clear  
273 Capital, expressed that he is in discussion with his current landlord about the possibility of keeping a presence in  
274 their current location, and as they go through the move, they would like to keep a dialog going with the Airport  
275 District regarding the potential of building a 5-10,000 sq. ft. campus on Soaring Way.

276 Director Wallace thanked the AdHoc Committee and staff for their efforts to keeping Clear Capital in Truckee.  
277 Director Wallace stated that she would like to see two things done: an executive summary be written that captures  
278 everything that the District has learned during the past two years, and all documents that were generated during  
279 the land leasing process be placed in one location (i.e.: binder). Director Wallace stated the District was not initially  
280 aware how much importance the sphere of influence and the question of annexation would play when this process  
281 was initiated. She went on to state that she would like that aspect be resolved before the District is approached

282 again. Vice President Morrison stated that he strongly agrees with Director Wallace, and stated that he would like  
283 to know when and how the Board will work on those two issues. Mr. Smith replied that the sphere of influence and  
284 annexation will continue to be an issue until the District and the Town of Truckee come to common ground. Mr.  
285 Smith stated that there needs to be serious dialog that will need to take place between the District and the Town  
286 of Truckee. Director Van Berkem expressed that the District should not make any commitments with the Town of  
287 Truckee regarding the District's future uses of its land until the Board is able to discuss this item. Mr. Smith  
288 indicated that this would be reviewed and discussed at the offsite Board/Staff retreat in February.

289 **PUBLIC COMMENT:** None

## 290 **GENERAL MANAGER'S REPORT**

291 Mr. Smith reviewed training options list in his GM Report, there is a CSDA Leadership conference November 16-18  
292 that will be taking place down in Anaheim. There is also an ACC/AAAE Airport Planning, Design and Construction  
293 Symposium, February 18-20 in Denver, Colorado.

294 Mr. Smith stated that the CEQA Scope and Fee is still underway as part of the Master Plan process. The Hangar 3  
295 workshop will be taking place on November 5<sup>th</sup>; survey work will be taking place from Mead & Hunt so some  
296 people may be receiving a phone call from them.

297 The Board/Staff retreat is confirmed to take place on February 12<sup>th</sup> at the Boardroom in Northstar. The public is  
298 welcome to attend, but public comment is typically not taken at these meetings. Mr. Smith stated that the list of  
299 discussion topics continues to grow, and that he will also be proposing quarterly workshops as he believes Staff and  
300 the Board will not be able to accomplish everything in one meeting.

301 The next Board meeting will be December 3<sup>rd</sup> and the District holiday party will be December 6<sup>th</sup> at The Lodge in  
302 Tahoe Donner.

303 **PUBLIC COMMENT:** None

## 304 **CLOSED SESSION**

305 At 8:09 p.m., the Board entered closed session pursuant to government code section:

- 306 • GOVERNMENT CODE SECTION 54957 – GENERAL MANAGER ANNUAL PERFORMANCE REVIEW

307 **PUBLIC COMMENT:** None

308 At 8:30 p.m., the Board recessed out of closed session and reported the following actions:

- 309 • GOVERNMENT CODE SECTION 54957 – GENERAL MANAGER ANNUAL PERFORMANCE REVIEW

310 *The Board expressed approval of Mr. Smith's performance as General Manager and also provided direction and*  
311 *feedback to Mr. Smith. The Board awarded Mr. Smith a \$6,000 salary increase and a \$4,000 flight training stipend.*  
312 *The Board also approved the General Manager to use District credit at Sierra Aero for 1968F.*

313 **BOARD MEMBER ANNOUNCEMENTS:** None.

314 **PUBLIC COMMENT:** None

315 **ADJOURN**



316 **MOTION #10 OCTOBER-29-14:** Director Hetherington motioned to adjourn. Director Wallace seconded the  
317 motion. President Jones, Vice President Morrison, Directors Hetherington, Wallace and Van Berkem voted in favor  
318 of the motion. The motion passed.

319 At 8:30 p.m. the October 29, 2014 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

DRAFT