

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Wednesday, May 28, 2014 at the Truckee Tahoe Airport District Community Room, 10356 Truckee
3 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
13 Mr. Hardy Bullock, Director of Aviation and Community Services
14 Ms. Jane Dykstra, Director of Finance and Administration (outgoing)
15 Ms. Sally Lyon, Director of Finance and Administration (incoming)
16 Mr. Marc Lamb, Aviation and Community Services Associate
17 Mr. Bill Quesnel, District Engineer
18 Mr. Brent Collinson, District Legal Counsel
19 Ms. Denae Granger, District Clerk

20 **VISITORS PRESENT:** 7

21 **SPECIAL ORDERS OF BUSINESS**

22 President Jones read Resolution 2014-03 expressing appreciation to Ms. Dykstra, who is retiring on May 30, 2014
23 after almost ten years of dedicated service to the Truckee Tahoe Airport District.

24 **PUBLIC COMMENT:** None

25 **MOTION #1 MAY-28-14:** A roll call vote on this motion resulted in the following: Director Wallace – yes, Director
26 Van Berkem – yes, Director Hetherington – yes, Vice President Morrison – yes, President Jones – yes. The motion
27 passed.

28 President Jones stated that Ms. Dykstra has been a very special part of this District. Mr. Smith supported this, and
29 stated that staff appreciates all that she has done for the District over the years.

30 Ms. Dykstra stated it has been a pleasure working with the Board and she hopes the Board understands how
31 special staff is.

32 Mr. Smith stated that Mr. Bullock passed his AAE C.M. (Certified Manager) exam last week.

33 **CONSENT CALENDAR**

- 34
- 35 • Minutes: April 23, 2014 Special Meeting
 - 36 • Minutes: April 23, 2014 Regular Meeting
 - 37 • Monthly Service Bills and Fees
 - 38 • Financial Report
 - 39 • Internal Control Review

39 **PUBLIC COMMENT:** None

40 **MOTION #2 MAY-28-14:** Director Van Berkem moved to approve the items on the Consent Calendar. Director
41 Hetherington seconded the motion. President Jones, Vice President Morrison, Directors Hetherington, Van Berkem
42 and Wallace voted in favor of the motion. The motion passed.

43 **AIRSHOW UPDATE**

44 Mr. Smith notified the Board that the Airshow Committee is running very efficiently, both on budget and on schedule.
45 He stated that sequestration has essentially ended, and because of this, there appears to be more military support. The
46 Wings of Blue, from the U.S. Air Force Academy will be performing at the AirShow on Saturday, July 12, along with some
47 other military support.

48 **PUBLIC COMMENT**

49 Mr. Andrew Terry suggested that there be marketing materials for vendors to hand out to customers, maybe for future
50 events.

51 **AIRPORT COMMUNITY ADVISORY TEAM (ACAT)**

52 Mr. Bullock gave an update on the Airport Community Advisory Team meeting on May 13. Sierra Aero requested that
53 aircraft modification money be used to fund an ADS-B receiver for N1968F. An ADSB receiver allows aircraft to see other
54 aircraft, as well as be seen by other aircraft, which enhances safety. ACAT approved a \$6000 expenditure to fund the
55 ADS-B, which is a good use of annoyance mitigation funds. The ADS-B receiver allows the aircraft to be seen by others as
56 well as give the Airport the ability to track it specifically. During the ACAT meeting earlier in the month, Mr. Terry gave a
57 presentation on Mogas, an alternative to 100LL fuel. ACAT agreed to receive updates from staff on the industry
58 acceptance of Mogas.

59 Director Van Berkem questioned what will happen to the planes that cannot burn Mogas. Mr. Bullock stated that is one
60 of the issues, and that staff will watch the industry and bring the information back to ACAT. He also suggested a possible
61 subcommittee formed by ACAT in the future.

62 Mr. Bullock updated the Board on the Unicom Assessment. District Employees Mr. Ketron and Mr. Barrett are working
63 on a Standard Operating Procedure that ACAT will review in July and August.

64 Director Hetherington questioned the night operations that ACAT is working on, and how the District is going to address
65 that in the long term. Mr. Bullock stated that the subcommittee is working with Mr. Cooke, and they have come up with
66 some rough conclusions, and are considering reaching out to some operators to understand the safety implications after
67 dark. He believes there will be a report from the subcommittee by July.

68 **PUBLIC COMMENT:** None

69 **AIRPORT ENGINEER UPDATE**

70 District Engineer Mr. Bill Quesnel gave an update on the Utility Master Plan stating that there will be a report coming to
71 the Board at the August Board meeting. There will be a field investigation of the infrastructure samples in June. This is
72 the last of the Maintenance Plans.

73 The replacement plow truck is waiting for the FAA approval to go to bid. Mr. Smith stated that the District has a new
74 project manager at the FAA. The bids will be due in mid-August, with the award to come shortly after. There is a seven
75 month delivery for the plow truck. Mr. Smith explained that it is still the intention of staff to purchase the truck with
76 District funds if the FAA does not fund the AIP grant.

77 The Tahoe City Helipad has been TRPA land capability verified. The plans are approximately 75-80% complete, with
78 construction to come in 2015.

79 Mr. Quesnel is struggling finding a contractor that understands fueling facilities. There is a contractor in Sacramento
80 that was on site in May, and Mr. Quesnel is now awaiting a proposal from the contractor. The contractor will install and
81 move the electrical components and modify the wiring. Staff will fabricate mounting the hardware and the panel
82 supports. Vice President Morrison questioned if this project will still cost \$60,000. Mr. Quesnel stated that he believes
83 the cost will be approximately \$40,000. Director Van Berkem questioned if there is any recourse for the contractors that
84 built the fuel farm wrong. Mr. Quesnel answered that the manufacturer is no longer in business. Mr. Smith stated that
85 the Nevada County inspector signed off on the fuel farm. Director Hetherington clarified that there is no imminent risk
86 with the fuel farm at the present time. Mr. Quesnel confirmed this.

87 Staff is working on the implementation of the Facility Master Plan, starting with the roof project in Hangar row D. There
88 have been bids for the materials received for the painting of Hangar row B. The bidding for the paint application will
89 start the first week of June. The roof repairs to Hangar row M are under review, with the building manufacturer on site
90 the first week of June as well. Staff is hoping to have the roof repaired by the winter of 2014-2015.

91 The field surveys have been completed in relation to ADA compliance in Hangars 1 and 2, the Hertz Rental building, and
92 the warehouse. Director Wallace stated that while there may be pressure around the decision from the fear of being
93 sued by attorneys, she would like to make sure that the District is being proactive with what can be done to assure we
94 have accessible facilities. Mr. Quesnel stated that he will come back to the Board at the July 23, 2014 Board meeting
95 with some solutions, as well as list of what needs to be done. Mr. Bullock questioned if the ADA improvements can
96 trigger additional building requirements, such as sprinklers. Mr. Quesnel stated that his understanding is that they do
97 not trigger other requirements. District Counsel Collinson stated that it depends on the nature of the improvements.

98 The total cost of the ramp project in the summer of 2014 is approximately \$1.7M, with the FAA contribution yet to be
99 determined. Director Hetherington questioned the chances of getting funding for both the reconstruction of Apron A4
100 and the replacement plow truck. She questioned whether or not the District should spend so much on pavement in one
101 year if there is the possibility of additional funding in future years. Mr. Smith stated that it depends on how much
102 discretionary funds the FAA has this year. He stated that he hopes to get more for FY2014. Mr. Quesnel stated that the
103 project is shovel ready, which is favorable for the FAA. The construction will begin after the AirShow, and will last
104 approximately 40 working days.

105 **PUBLIC COMMENT:** None

106 **MASTER PLAN DRAFT PRESENTATION**

107 Mr. Brad Musinski, with Mead & Hunt, stated that Mr. Tony Tezla is no longer with Mead & Hunt and Mr. Musinski has
108 taken over as project manager. Mr. Ken Brody, the senior advisor, was also present at the meeting. Mr. Musinski gave a
109 brief review of the Master Plan so far. The public comment period will happen for approximately a month. The
110 comments that were generated throughout the community outreach process at the beginning of the Master Plan will be
111 attached to the Master Plan as an appendix. Mr. Musinski stated that he felt the Master Plan was truly piloted by the
112 community.

113 The typical lifespan for a Master Plan is approximately 10-15 years. This Plan is a tool, it does not mandate any action by
114 the Board or the District at this time. The FAA will approve two components of this plan, the forecast and the Airport
115 Layout Plan, updated as part of the Master Plan. Director Hetherington stated that if there is anything that needs to be
116 done in the next 10-15 years, it needs to be in the Master Plan. There was a comparison between the 1998 Master Plan
117 and the 2014 Master Plan. The biggest difference is that in 1998, the Plan was airport driven, whereas in the 2014 Plan,
118 it is now community driven with a primary focus on annoyance mitigation. Mr. Musinski gave an update on each chapter

119 in the Master Plan. He stated that on the airside, the Airport is in good standing, with some minor taxiway issues and a
120 proposed extension to Runway 02.

121 The next steps for the Master Plan include a public comment period for the next five weeks, the final revisions and the
122 plan production, and the Board acceptance of the Master Plan in the August Board meeting. Director Van Berkem
123 suggested having a booth at the AirShow, and extending the comment period to Monday, July 14. Mr. Smith stated that
124 he will work on this. The California Environmental Quality Act (CEQA) document and ALP will be sent to the FAA on June
125 4. The final approval for CEQA is slated for the spring of 2015. Director Hetherington stated that she found it interesting
126 that some Airports never completely approve their Master Plan.

127 **PUBLIC COMMENT**

128 Ms. M.C. Larson questioned the priorities for 2014, stating that the executive hangars are at the bottom of the list, in
129 reference to the PowerPoint. She asked if the list was by priority as the District has had a waitlist for executive hangars
130 for many years. Mr. Musinski stated that the list is not by priority, and the decisions are ultimately up to the Board.

131 Mr. Ken Brody, senior advisor at Mead & Hunt, stated that in relationship to the Airport Land Use Compatibility Plan, the
132 Master Plan has to go to the Airport Land Use Commission (ALUC) first for review in consistency. The ALUC will have to
133 be updated to reflect the changes in the Master Plan.

134 Director Van Berkem questioned if there has been any research done on the wetlands and the extension of Runway 2-
135 20. Mr. Musinski stated that this will be done as part of CEQA. Director Wallace said that it would be helpful to have
136 local knowledge of CEQA as other recent projects have gotten hung up.

137 **MOTION #3 MAY-28-14:** Vice President Morrison made a motion to accept the draft Master Plan as presented by Mead
138 & Hunt with the corrections proposed by staff, and to present the draft Master Plan to the public for the public comment
139 period to start on June 4 and end on Monday, July 14. Director Van Berkem seconded the motion. President Jones, Vice
140 President Morrison, Directors Hetherington, Van Berkem and Wallace voted in favor of the motion. The motion passed.

141 **RESOLUTIONS CALLING GENERAL DISTRICT ELECTIONS IN PLACER AND NEVADA COUNTIES**

142 The Board of Directors looked at the Resolutions calling for general election in both Placer and Nevada Counties in
143 November 2014.

144 **PUBLIC COMMENT:** None

145 **MOTION #4 MAY-28-14:** Director Hetherington made a motion to approve Resolutions 2014-04 and 2014-05 of
146 the Truckee Tahoe Airport District Resolution calling General District election for both Placer and Nevada Counties,
147 and to waive the reading. Vice President Morrison seconded the motion. A roll call vote on this motion resulted in
148 the following: Director Wallace – yes, Director Van Berkem – yes, Director Hetherington – yes, Vice President
149 Morrison – yes, President Jones – yes. The motion passed.

150 **RESOLUTION 2014-06 INVESTMENT ACCOUNT SIGNATURE AUTHORITY**

151 The Board of Directors reviewed Resolution 2014-06 of the investment account signature authority.

152 **PUBLIC COMMENT:** None

153 **MOTION #5 MAY-28-14:** Director Hetherington made a motion to approve Resolution 2014-06 of the Truckee
154 Tahoe Airport District investment account signature authority, and to waive the reading. Director Van Berkem
155 seconded the motion. A roll call vote on this motion resulted in the following: Director Wallace – yes, Director Van

156 Berkem – yes, Director Hetherington – yes, Vice President Morrison – yes, President Jones – yes. The motion
157 passed.

158 **EMPLOYEE BENEFIT REVIEW AD HOC SUBCOMMITTEE APPOINTMENT**

159 The Board reviewed a recommendation from staff to appoint an Ad Hoc subcommittee to assist in the review of
160 the employee medical insurance coverage.

161 **PUBLIC COMMENT:** None

162 **MOTION #6 MAY-28-14:** Vice President Morrison made a motion to appoint President Jones and Director Van
163 Berkem to the Employee Benefit Ad Hoc Subcommittee. Director Hetherington seconded the motion. President
164 Jones, Vice President Morrison, Directors Wallace, Van Berkem and Hetherington voted in favor of the motion. The
165 motion passed.

166 **SMS – SAFETY MANAGEMENT INITIATIVE MEMO**

167 Mr. Smith stated that this is a start for the Safety Management System (SMS). Mr. Bullock defined an SMS as an
168 integrated collection of practices, procedures, and programs ensuring a formal approach to airport safety through risk
169 management. There have been four general aviation airports that have undertaken a federally funded SMS program.
170 This presentation is simply outlining what the Airport is currently doing, with the enhancements to come a little later.
171 The policy, as well as the SMS outline was presented. The safety assurance tool will take a little more understanding for
172 staff based on the size of the Airport. Mr. Bullock believes that the Airport makes safety a top priority.

173 Director Hetherington would like to get SMS documents from the other general aviation airports that are using the SMS
174 program to get ideas. Director Van Berkem questioned if there is an internal process related to accidents and incidents,
175 and what staff learns from them. Mr. Smith indicated that there is, and all the incidents are debriefed thoroughly. Many
176 of the systems in place are the result of lessons learned. Vice President Morrison would like staff to be formally
177 debriefed when there is an accident. Director Van Berkem questioned the process when there is an accident in the
178 region and not at the Airport. President Jones stated that he believes the accident rate associated with this Airport
179 include accidents that have nothing to do with the Airport, but with the surrounding geography. Mr. Smith confirmed
180 this, and stated that all incidents in proximity to the Airport, even if they are not coming here, are attached to the local
181 airport.

182 Director Van Berkem asked for a quick update on the most recent accident where there was a fatality, and what staff
183 learned from it. Mr. Bullock gave an update on the accident, how it was handled, and how the MLAT was used. He
184 stated that there will be a mountain flying video solely focused on aviation safety.

185 **PUBLIC COMMENT**

186 Mr. Terry did some analysis on the safety of the Airport and he stated that it is not the Airport that is unsafe, but the
187 surrounding conditions of the Airport. He said that there is only so much that staff can do if the incident is only
188 geographically connected to the Airport. It is a public service that TTAD should monitor what is going on in the entire
189 District, not only at the Airport.

190 **BREAK:** At 7:27 p.m. the Board recessed for a short break. At 7:35 p.m. President Jones reconvened the meeting.

191 **NEIGHBORHOOD OUTREACH PROJECT SUMMARY REPORT**

192 Mr. Smith gave a brief summary of a door to door canvas, supplemented by phone calls. Mr. Smith and Mr. Bullock
193 canvassed for one hour and twenty minutes and went to 23 homes on the west side of Olympic Heights, which is one of

194 the most affected areas by noise. Mr. Smith stated that 11 did not answer the door, and the remaining 12 homes made
195 comments regarding the Airport. Mr. Bullock added that overall comments were positive and that the residents
196 understand what the Airport is doing, and they understand where the planes should be. President Jones asked what the
197 next steps are in the outreach process. Mr. Smith stated that staff will try to get out in the neighborhoods twice a month
198 through the summer and visit all homes in the B-1 zones.

199 Mr. Bullock stated that staff called 220 households, approximately half of the total commenter database. Of the 220
200 called, 53 households were surveyed. Mr. Bullock commented that the surveyed public is from the database of
201 commenters who have called to voice concern about airport operations. He stated that if the Board would like to see a
202 more scientific survey, he recommends having a professional, such as Godbe, conduct a survey.

203 **PUBLIC COMMENT**

204 Mr. Terry stated that there is a benefit on the side of the public for them to see that the Airport is following up and
205 listening to their comments.

206 **GENERAL MANAGER'S REPORT**

207 Mr. Smith updated the Board on the upcoming training opportunities. There was an update given on the Ad Hoc
208 committees. President Jones stated that Clear Capital is negotiating with their existing landlord in trying to get a one
209 year extension on their current lease.

210 In terms of the upcoming Board meetings and Workshops, the Budget Workshop has been set for Wednesday,
211 September 3 from 3-5pm. The October Board meeting has been moved to Wednesday, October 29. The
212 November/December combined Board meeting is Wednesday, December 3. The holiday party is December 6.

213 Director Wallace recused herself, and left the room for the Green Bucks discussion because her organization is a
214 potential recipient for Green Bucks. Mr. Smith gave a background on what Green Bucks is, and how it would work. The
215 funds would go to local environmental programs. President Jones questioned what would have to be done to
216 participate. Mr. Smith stated that the Airport would approve a contract with the Green Bucks administrator. In rough
217 numbers, if there was \$1 donated for every \$100 in gross sales of Jet fuel, it would raise approximately \$15,000 per year.
218 President Jones suggested moving forward with this project and have staff come back to the Board with a
219 recommendation. Ms. Dykstra stated that the system will not be able to automate the Green Bucks, the employees will
220 have to add it manually. She said that it would be easier if the amount was based on gallons sold, rather than the price.
221 Director Hetherington asked if this could somehow be tied with the Waddle Ranch endowment. Staff will look into this.
222 District Counsel Collinson stated that the money generated through this goes to the Tahoe Fund, which is then dispersed
223 to various environmental agencies, and that includes the Truckee Watershed Council. President Jones stated that the
224 direction to staff is to bring something back with a little more detail. There was consensus among the Board to consider
225 this concept further.

226 Mr. Smith gave an update on the Surf Air operations, which includes daily service to San Carlos. Mr. Bullock stated that
227 they do not fly at night, they chose the Fly Quiet 1&2 incentives.

228 **PUBLIC COMMENT**

229 Mr. Terry questioned if Surf Air now flies the Lake Tahoe Arrival. Mr. Bullock stated that they are not yet flying that
230 procedure.

231 Mr. Smith gave a quick update on the Unicom assessment report. He indicated that a full presentation will occur at the
232 June Board meeting.

233 Mr. Bullock gave a short presentation on a skydiving operation proposal that was sent to staff approximately a month
234 ago. The company would like to operate seven days a week. Staff is in discussions with Kaplan, Kirsch, and Rockwell
235 who have dealt with this before to help prepare a policy. Mr. Peter Kirsch has prepared a policy statement to go to the
236 Board that would include requirements of having an operation at this Airport. The draft Policy Instruction is scheduled
237 for review at the June meeting.

238 Mr. Smith talked briefly about the project tracking list. He indicated that we would like Board feedback as to whether or
239 not the list is relevant and useful and what they would like to see if anything on a regular basis. Mr. Smith indicated that
240 he would like to provide a list that can be reviewed periodically at budget workshops, Board Retreats, and other planning
241 meetings as well as a product may be useful to review current projects on a quarterly basis. The consensus of the Board
242 was that a monthly tracking list is too much detail and that a quarterly report would be more useful. They further
243 indicated that a project list that captures good ideas and projects to be developed would also be very useful. Mr. Smith
244 indicated that he would bring back a draft for Board review at the July meeting which is also the quarterly performance
245 review for the General Manager. As most of these projects are tied to GM performance and are incorporated into the
246 GM goals, it was decided that this would be an appropriate time to discuss and review the lists.

247 **CLOSED SESSION**

248 At 8:28 p.m., the Board entered closed session pursuant to government code section:

- 249 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (SUBDIVISION (C) OF GOVERNMENT CODE
250 SECTION 54956.9)
251 Name of case: Truckee Tahoe Airport District v. Gaylia Newcomb, et al., Nevada County Superior Court
252 Case #TCU13-5538

253 **PUBLIC COMMENT:** None

254 At 9:10 p.m., the Board recessed out of closed session and reported the following actions:

- 255 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (SUBDIVISION (C) OF GOVERNMENT CODE
256 SECTION 54956.9)
257 Name of case: Truckee Tahoe Airport District v. Gaylia Newcomb, et al., Nevada County Superior Court
258 Case #TCU13-5538
- 259 • *Direction was given to staff.*

260 **BOARD MEMBER ANNOUNCEMENTS:** None

261 **PUBLIC COMMENT:** None

262 **ADJOURN**

263 **MOTION #7 MAY-28-14:** Director Van Berkem moved to adjourn. Vice President Morrison seconded the motion.
264 President Jones, Vice President Morrison, and Directors Hetherington, Van Berkem and Wallace voted in favor of
265 the motion. The motion passed.

266 At 9:10 p.m. the May 28, 2014 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.