

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, May 28, 2014 at the Truckee Tahoe Airport District Community Room, 10356 Truckee Airport Road, Truckee, California at 5:30 p.m.

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

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

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Mr. Kevin Smith, General Manager  
Mr. Phred Stoner, Director of Operations  
Mr. Hardy Bullock, Director of Aviation and Community Services  
Ms. Jane Dykstra, Director of Finance and Administration (outgoing)  
Ms. Sally Lyon, Director of Finance and Administration (incoming)  
Mr. Marc Lamb, Aviation and Community Services Associate  
Mr. Bill Quesnel, District Engineer  
Mr. Brent Collinson, District Legal Counsel  
Ms. Denae Granger, District Clerk

**VISITORS PRESENT:** 7

#### **SPECIAL ORDERS OF BUSINESS**

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

**PUBLIC COMMENT:** None

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

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

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

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

#### **CONSENT CALENDAR**

- Minutes: April 23, 2014 Special Meeting
- Minutes: April 23, 2014 Regular Meeting
- Monthly Service Bills and Fees
- Financial Report
- Internal Control Review

**PUBLIC COMMENT:** None

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

## **AIRSHOW UPDATE**

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

## **PUBLIC COMMENT**

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

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

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

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

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

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

**PUBLIC COMMENT:** None

## **AIRPORT ENGINEER UPDATE**

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

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

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

Mr. Quesnel is struggling finding a contractor that understands fueling facilities. There is a contractor in Sacramento that was on site in May, and Mr. Quesnel is now awaiting a proposal from the contractor. The contractor will install and

move the electrical components and modify the wiring. Staff will fabricate mounting the hardware and the panel supports. Vice President Morrison questioned if this project will still cost \$60,000. Mr. Quesnel stated that he believes the cost will be approximately \$40,000. Director Van Berkem questioned if there is any recourse for the contractors that built the fuel farm wrong. Mr. Quesnel answered that the manufacturer is no longer in business. Mr. Smith stated that the Nevada County inspector signed off on the fuel farm. Director Hetherington clarified that there is no imminent risk with the fuel farm at the present time. Mr. Quesnel confirmed this.

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

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

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

**PUBLIC COMMENT:** None

### **MASTER PLAN DRAFT PRESENTATION**

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

The typical lifespan for a Master Plan is approximately 10-15 years. This Plan is a tool, it does not mandate any action by the Board or the District at this time. The FAA will approve two components of this plan, the forecast and the Airport Layout Plan, updated as part of the Master Plan. Director Hetherington stated that if there is anything that needs to be done in the next 10-15 years, it needs to be in the Master Plan. There was a comparison between the 1998 Master Plan and the 2014 Master Plan. The biggest difference is that in 1998, the Plan was airport driven, whereas in the 2014 Plan, it is now community driven with a primary focus on annoyance mitigation. Mr. Musinski gave an update on each chapter in the Master Plan. He stated that on the airside, the Airport is in good standing, with some minor taxiway issues and a proposed extension to Runway 02.

The next steps for the Master Plan include a public comment period for the next five weeks, the final revisions and the plan production, and the Board acceptance of the Master Plan in the August Board meeting. Director Van Berkem

suggested having a booth at the AirShow, and extending the comment period to Monday, July 14. Mr. Smith stated that he will work on this. The California Environmental Quality Act (CEQA) document and ALP will be sent to the FAA on June 4. The final approval for CEQA is slated for the spring of 2015. Director Hetherington stated that she found it interesting that some Airports never completely approve their Master Plan.

#### **PUBLIC COMMENT**

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

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

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

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

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

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

**PUBLIC COMMENT:** None

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

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

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

**PUBLIC COMMENT:** None

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

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

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

**PUBLIC COMMENT:** None

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

#### **SMS – SAFETY MANAGEMENT INITIATIVE MEMO**

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

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

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

#### **PUBLIC COMMENT**

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 surrounding conditions of the Airport. He said that there is only so much that staff can do if the incident is only geographically connected to the Airport. It is a public service that TTAD should monitor what is going on in the entire District, not only at the Airport.

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

#### **NEIGHBORHOOD OUTREACH PROJECT SUMMARY REPORT**

Mr. Smith gave a brief summary of a door to door canvas, supplemented by phone calls. Mr. Smith and Mr. Bullock canvassed for one hour and twenty minutes and went to 23 homes on the west side of Olympic Heights, which is one of the most affected areas by noise. Mr. Smith stated that 11 did not answer the door, and the remaining 12 homes made comments regarding the Airport. Mr. Bullock added that overall comments were positive and that the residents understand what the Airport is doing, and they understand where the planes should be. President Jones asked what the next steps are in the outreach process. Mr. Smith stated that staff will try to get out in the neighborhoods twice a month through the summer and visit all homes in the B-1 zones.

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

#### **PUBLIC COMMENT**

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 listening to their comments.

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

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

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

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

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

#### **PUBLIC COMMENT**

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

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

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

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

#### **CLOSED SESSION**

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

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

**PUBLIC COMMENT:** None

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

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

**BOARD MEMBER ANNOUNCEMENTS:** None

**PUBLIC COMMENT:** None

#### **ADJOURN**

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

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

John B. Jones, Jr., President of the Board

---

Kevin Smith, Secretary of the Board

---