

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Thursday, November 29, 2012 at the Truckee Tahoe Airport District Community Room, 10356 Truckee Airport Road, Truckee, California at 9:00 am.

CALL MEETING TO ORDER: 9:00 a.m.

DIRECTORS PRESENT: President J. Thomas Van Berkem
Vice President John B. Jones Jr.
Director Kathleen Eagan
Director Mary Hetherington
Director James W. Morrison (arrived at 9:05 a.m.)

STAFF PRESENT: Mr. Kevin Smith, General Manager
Ms. Jane Dykstra, Director of Finance and Administration
Mr. Kevin Bumen, Director of Aviation and Business Services
Mr. Hardy Bullock, Environment and Technology Specialist
Mr. Brent Collinson, District Legal Counsel
Ms. Maria Martinez, District Clerk

VISITORS PRESENT: 40

SPECIAL ORDERS OF BUSINESS

President Van Berkem stated that the resolution for Mr. Robert Leftwich is being tabled until the January 24, 2013 Board meeting as Mr. Leftwich was not able to be present to accept the resolution.

President Van Berkem also congratulated Mr. Smith and the rest of the District staff on the Excellence in Government Award received from the Truckee Donner Chamber of Commerce at their annual awards banquet. Mr. Smith stated that this is an award for the staff, the Board and ACAT. Everyone has worked hard to make the District facility the asset that it is today.

President Van Berkem read District Resolution 2012-09 commending Director Kathleen Eagan for her time and dedication to the District as a Board Member.

PUBLIC COMMENT: None

MOTION #1 NOV-29-12: Director Hetherington moved to approve District Resolution 2012-09 Commending Kathleen Eagan as presented. Director Morrison seconded the motion. A roll call vote on this motion resulted in the following: President Van Berkem-Yes, Vice President Jones-Yes, Director Hetherington-Yes and Director Morrison-Yes; Director Eagan-Abstained. The motion passed.

PUBLIC COMMENT: None

Director Eagan stated that it has been an honor and a pleasure to serve on the Airport Board for the last 8 years. The combination of the entire constituency, all the stakeholders and the great staff and all the people on the Board that she has been able to serve with has been a pleasure. The District has made some great strides. The biggest thing she cares about is that government is responsive to the entire constituency and is as straight forward, transparent and respectful as they can possibly be. She added that she has seen a huge change in the District over the last 8 years because of the work of the staff, the Board and the public. That is what is heartwarming and that is what is pleasurable about it. The one thing that is inspiring to her is the District's flight tracking system and only because of its possibilities that the District does not even see. It is exciting to be in an environment where there is something happening that presents some real opportunities that the District really never imagined but decided to move forward with it. Director Eagan thanked everyone she had the pleasure of serving with and the staff. Above all is the Excellence in Government Award and the recognition not only for the

airport but for Mr. Smith and the staff who really personify in their activities in dealing with people what the award stands for. Director Eagan congratulated Mr. Smith and staff on the award and thanked everyone for the resolution.

President Van Berkem welcomed Ms. Lisa Wallace who would become a member of the Board next week.

Mr. Bumen highlighted the events that took place at the airport during the month of October 2012. Mr. Bumen stated that the following events were held at the airport: Pups and Trucks which was a Humane Society fundraiser was hosted on the East Lawn, the Black Catt Ball was hosted in Hangar 1, the High Five Dodge Ball Tournament was hosted in Hangar 1 and in Hangar 9 in conjunction with 50/50 Brewing Company as a charitable fundraiser, the Soroptimist Club hosted their annual Sorpoti-Shop in the District Administration Building; This was the largest event that was held in this building yet. On the aeronautical side, the District hosted the Cal Trans Division of Aeronautics Noise Managers Working Group which was well attended by a number of airports. Next month the District will also be hosting the Santa Fly-In event on December 8, 2012.

PUBLIC COMMENT

Ms. Carol Maugher from the Kid Zone thanked the Board for the aviation exhibit grant they received from the District. Kid Zone representatives have been collaborating with members of the community on ideas for the exhibit. The Kid Zone is very appreciative of the grant. The \$30,000 grant will allow the Kid Zone to construct a large exhibit to be in place for 18 months to 2 years to teach children about the Truckee Tahoe Airport and airports in general, aviation, weather, science, and will incorporate the mission and core values of the Truckee Tahoe Airport District.

CONSENT CALENDAR

- Minutes: October 25, 2012 Regular Board Meeting
- Monthly Service Bills and Fees
- Financial Report
- Liability Insurance Coverage

PUBLIC COMMENT: None

MOTION #2 NOV-29-12: Director Morrison moved to approve the items on the Consent Calendar. Vice President Jones seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The motion passed.

AIRPORT COMMUNITY ADVISORY TEAM

Mr. Bullock updated the Board on the activity the District has had with ACAT over the last month. Mr. Bumen and ACAT members may also have additional information that may add to the discussion during the presentation. ACAT has been discussing the addition of airfield signs. Some of the ideas for signs relate to noise abatement procedures, safety and direction. The Quarterly Operations and Comment Report was also discussed at the last ACAT meeting including the increase in operations during the runway closure. There was an increase in comment activity in the Glenshire area to the north of the airport which was based on the utilization of Runway 2/20. This may affect staff's ability to recommend a calm wind runway. While the District honors all comments that come into the airport, routine comments from repetitive flight operations in the B1 area do not necessarily require the same attention as a new commenter in a full time area would have. President Van Berkem requested that Mr. Bullock elaborate on recommending a calm wind runway with regards to dispersion vs. concentration of flight operations. Mr. Bullock stated that if the recommendation is made to fly aircraft to the north over areas of low concentration of residential development there would be a better opportunity to avoid annoyance in the community. However, the number of comments received in the quarterly report do not indicate that it would be

a viable option for concentrating traffic over developed areas such as Glenshire and the east end of Olympic Heights. Another aspect to consider is the same flight paths flown at different times of day using different methods (VFR vs. IFR) and different approach procedures to see if that would reduce the comments. ACAT will be updating the Board further as more information is evaluated with regards to the use of a calm wind runway. After further discussion the Board encouraged ACAT to review historical records and revisit the possibility of moving the departure point as well as lengthening and widening Runway 2/20 encouraging departing aircraft to climb higher before crossing residential areas.

The Bylaws were also reviewed at the last meeting. Officers were selected as follows: Member Andrew Terry, incumbent was selected as the ACAT Chair for a 6 month term. Member Leeds Davis remained as the Treasurer. A selection of new officers will take place at the April 2013 ACAT meeting.

At the last ACAT meeting Mr. Pete Elmore, VP of Aviation Services with Bridgenet gave a presentation on a visual RNAV for the District. The District's visual RNAV has been denied by the FAA for lack of radar coverage. Mr. Bumen added that the path forward has a few options. We have way points out there for this procedure that are public. The issue is that they are not in all of the databases as they are not affiliated with an actual procedure, certain manufacturers remove them from their database to remain within their data limit, so those are the first things to be deleted from databases. One option is getting the public way points available in all of the OEM (original equipment manufacturer) databases. The District has a version of that procedure on the Whisper Track sight currently. Now it is a matter of getting the aircraft system to match what is being published on the District's site. The next step would be to put a fully authorized special procedure in place. Mr. Elmore met with Mr. Bullock and Mr. Bumen to discuss several collaborative projects he will possibly be working on with staff.

ACAT hosted a Pilot Appreciation Day on Saturday, November 17, 2012 at the EAA. There was a great turnout of pilots for the event. Much of the discussion centered on changes, requests or concerns from EAA to ACAT. These items will be topics of discussion at future ACAT meetings.

Mr. Jack Ellis just concluded his second runway utilization survey following the closure of Runway 11/29. ACAT's analysis suggests that winds are not unfavorable and would permit departures on Runway 02 about half of the time. The purpose of the survey was to solicit feedback on the merits of using Runway 02 for departures after the Runway 29 closure. The survey yielded some other insights as well. Among the results of the survey, the pilots were asked if a seasonal tower would be helpful. 80% of the respondents stated that a tower would not be helpful as there was not enough traffic, a tower would be too expensive, it would cause delays that lead to annoyance and may attract more operations. Mr. Bullock stated that single engine piston aircraft may not have the same benefit as 135 or Part 91 fractional operators would. Flying into this airport in foul weather, a tower can be an important part of completing an approach to the airport.

The main points of focus from the survey included: (1) Pilot education could move some piston operations to Runway 02 with no other changes; (2) Moving jet operations to runway 02 will require that it be lengthened and widened; (3) Most pilots prefer not having a temporary summer tower; (4) Staff needs to get more information to the airport users. The next steps will be presented in the Runway Utilization Report which ACAT will bring to an upcoming meeting for Board review.

Vice President Jones stated that the comment that Mr. Bullock made regarding the seasonal tower making it potentially safer for pilots may not be an accurate assessment. The tough times that pilots have landing at the airport is in the winter and the seasonal tower would not be operating in the winter. Mr. Bullock stated that when he met with NetJets one of the things that they made very clear is that their operations specifications are limited because this airport does not have a tower. Many operators are not very interested in shooting instrument approaches without a tower to give them weather advisories, spacing and an understanding of the airspace. He added that he understands Vice President Jones' comment. A seasonal tower may alleviate that as it is running during the summer months for weather reasons. Vice President Jones noted that where spacing is

concerned, Oakland Center controls the airspace above Truckee Airport. Mr. Bullock stated that the one-in and one-out theory could change as staff reviews the utilization of the flight tracking data which would give the airport more than one aircraft instrument environment here. In order to utilize that functionality, a tower may be an integral component of that in the future. President Van Berkem requested clarification on if there was any liability involved in advising pilots of aircraft in the area as there are times when the Operations staff does not have the time to give advisories. Mr. Collinson stated that he sees a lot of issues with that. This is something that he will have to do some more research on. One of the issues is that if there was an incident the plaintiffs would be arguing that the person in Unicom Operations did not have the specific ATC training.

PUBLIC COMMENT

Mr. Mark Wirth stated that he is a retired airline pilot. He is interested in how often someone comes down the GPS approach in severe weather on Runway 20. He was wondering if it was a workable approach as there is a lot of turbulence created over Northstar. Vice President Jones and Director Morrison stated that this is the approach they use. Mr. Wirth stated that people are using that approach and added that if it was 600 over 2 miles visibility and winds at 170 with wind gusts at 20 would it work. Vice President Jones indicated that he and Director Morrison could discuss this further with him at the break.

Vice President Jones stated that another meeting has occurred and there was still no update on the signs. Mr. Terry stated that it was duly noted. He added that he would like to use the signage issue as a catalyst to leverage another meeting with the EAA. The Pilot Appreciation event was very productive to reach out and hear what the pilots had to say. The Board agreed and asked that the signs be completed by March 1, 2013.

ANNUAL AUDIT PRESENTATION

Mr. David Becker, CPA with James Marta & Company presented the fiscal year 2012 audited financial statements of the District. Mr. Becker advised the Board that his firm conducted the audit as of September 30, 2012.

Mr. Becker offered his opinion as an unqualified opinion. He reviewed the audited financial statements and explained the report for the Board. The District is in an excellent financial position. Mr. Becker added that Ms. Dykstra did an excellent job with the District's financial records.

Mr. Becker stated that going forward the District should focus on strategic planning for the organization. Some areas to consider are the large net asset reserves that are not tied up in capital assets. In addition, the District should consider the key outreach programs and capital projects it will be considering for the current fiscal year and how they will be implemented.

Director Hetherington stated that there is one error on the report on page 22 on the bottom line, it should read "...and Tier 2, a 2.0% at 60 benefit covers employees hired after July 1, 2012." Mr. Becker noted the correction for the report.

MOTION #3 NOV-29-12: Vice President Jones moved to accept the report on the District's financial condition from the outside audit firm, James Marta & Company. Director Hetherington seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The motion passed.

PUBLIC COMMENT: None

BREAK: At 10:42 a.m. the Board recessed for a short break. At 10:54 a.m. President Van Berkem reconvened the meeting.

ENGINEERING CONSULTANT SELECTION

Mr. Smith stated that the Board heard presentations from several well qualified local and specialized aviation services engineers at the October 25, 2012 Board meeting. Based on all of the presentations, discussions and

reference checks, Mr. Smith is recommending Bill Quesnel with Acumen Engineering for the General Services Engineering firm and Reinard Brandley Engineering for the Aviation Specialized Engineers. Mr. Smith added that staff would be pleased to work with any combination of consultants.

PUBLIC COMMENT: None

MOTION #4 NOV-29-12: Director Morrison moved to accept staff's recommendation to select Acumen Engineering as the District's General Services Engineer and Reinard Brandley Engineering as the Aviation Specialized Engineer and authorize the general manager to enter into a formal contract with each engineering firm for next year. Direction Hetherington seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The motion passed.

MASTER PLAN STEERING COMMITTEE DISCUSSION

Mr. Smith stated that the purpose of the Steering Committee is to advise and recommend strategies for achieving maximum dissemination of information and to assist in identifying the most productive outreach methods to reach District constituents. Shawna Doherty with Fresh Tracks Communications is now involved in the process. The goal is to start discussing who the members of the steering committee should consist of to begin the process in January of 2013 if possible. Ms. Doherty stated that the steering committee name should be changed to the Community Outreach Steering Committee to reflect the District's efforts to make this committee a part of the outreach process during the Master Plan. She gave a brief review of the steering committee's responsibilities. President Van Berkem stated that it may not be effective to have a 50 member committee representing each neighborhood and organization in the community. Ms. Doherty stated that if people would like to be a part of the committee, they should be directed to speak to her so that she can determine if they need to be on the committee or just confirm that their concerns will be heard. Mr. Collinson stated that the steering committee will be subject to the Brown Act with the minimum level of notice. That will include the opportunity for public comment. The District may advertise more than the Brown Act requires. Director Eagan stated that it would be a good idea to begin using the term Public Outreach Steering Committee. This is a group of people that are going to consult and collaborate how to best make sure we reach out to the community. Director Morrison suggested the name of the committee be changed to the Airport Master Plan Public Outreach Committee to reflect that this is a part of the Master Plan and not just general public outreach. Mr. Smith stated that staff is in full agreement on the name change. Staff will work with Ms. Doherty to craft a letter, criteria for participation, and a proposed committee for the Board to review before the end of the year. The Board will then be able to provide input to staff on the final makeup of the committee. With Board input, Staff will then contact potential participants and construct and organize the Master Plan Outreach Committee for final Board consideration and approval at the January 24, 2012 Board meeting.

PUBLIC COMMENT

Ms. Lisa Wallace stated how much she appreciates the discussion the Board had. She agrees that the name of the committee should be changed. She added that the Board is very clear on the charter and the task of the group. There was a whole group of people that came to the Board meeting this morning who are big supporters of the airport and Kathleen. Maybe there is a way to capture who some of those people were and reach out to them for ideas to make sure they are on the notification list. They made the time to get here today and are huge supporters of the airport.

Mr. Denny Dickinson introduced himself as a Truckee Tahoe Airport stakeholder. He is one of those people that has been impacted for a lot of years and really cares about the community. He is excited about the master plan. He encouraged the Board to reach out to the community. He will be in the front row to make sure that this Master Plan is what it is going to be – about the community and about this airport.

GROUND POWER UNIT

Mr. Stoner stated that this consideration and selection of a ground power unit (GPU) was truly a collaborative effort between the staff and local pilots. Mr. Leigh Golden from Sierra Aero will also be providing input to the Board on this item. The GPU is a service that the pilot community is continuing to request. Much of the District's business with a DC ground power unit will be starts for turbo props and small jets that are operating in warm temperatures or in cold temperatures, particularly when they have sat on the ramp overnight in the winter. Staff does not think there will be a high demand for extended ramp usage and extended usage could infringe on the availability to service other aircraft. Most GPU cycles will be approximately 30 minutes. Staff compiled a list of the various aircraft and the frequency of their visits to the airport to assist in determining potential usage of GPU service. Based on this data, staff estimates 290 calls for GPU services out of 9300 aircraft visits. The proposed GPU also has the capability to be used as a portable generator to power 110V alternating current equipment. The current FY 2013 budget includes \$35,000 for a GPU. Based on cost and revenue projections, cost recovery should occur during the fourth year of service.

President Van Berkem requested clarification on staff's assessment of GPU utilization. An increasing number of airports seem to be putting in a limit on how long an APU can run just as the District has done but has not enforced. Mr. Smith stated that a time limit has been discussed but no formalized policy limiting APU usage has been adopted. President Van Berkem stated that he remembered an agenda item being approved by the Board setting a 10 or 15 minute time limit to run an APU, therefore it should have been formalized into policy. Mr. Stoner stated that there was discussion as to how enforceable that was. President Van Berkem requested clarification from Mr. Collinson on the possibility of enforcing said time limit. He added that there are several things that could result in more utilization which would be good for the community and good for the environment. Mr. Collinson stated that he recalled a discussion regarding APUs however he did not recall giving an opinion on it. The District would be able to enforce such a policy because the aircraft would still be on the ground utilizing the District's facilities. If that policy is in place or the Board decides to put it in place, it would be something that could be enforced. President Van Berkem encouraged staff to review historical records as he remembers the Board did approve that policy. Mr. Bumen stated that the genesis of the discussion was that pilots would be strongly encouraged to follow the time limit however it was not something they would be cited for if they did not adhere to the District's recommendation. Staff is trying to create a positive experience for the customer. Having all the products and services available to create a positive and safe experience for the customer is very important. Staff will review past Board actions regarding APU time limits, research what is common in the industry today, and bring the APU time limit issue back for discussion at a later Board meeting.

PUBLIC COMMENT

Mr. Leigh Golden, ACAT member and employee of Sierra Aero, thanked the Board for their support. He stated that he reviewed the proposed unit and staff has done an excellent job in selecting this unit. This is an excellent choice. He is assuming that the District is going to purchase the unit that is turbo supercharged and that provides a lot of muffler for the output in the engine which is much quieter and very efficient. Most turbo charged aircraft are much quieter. Mr. Golden stated that he has been to a lot of airports and some of the airports provide a system where if you purchase a certain amount of fuel, they will waive the cost of using the GPU. As far as aircraft operations are concerned, it provides unlimited power. This does save a lot of wear and tear on the turbine engines in the summer. Having this in place certainly provides a good service and is good outreach to the people that use the airport. He would strongly support the purchase of an entry level unit such as this one. It provides everything that is needed for these aircraft. The larger aircraft can use it to run the aircraft on the ground. And there are airports that do have policies in place that limit the use of APUs. San Francisco International is one of them. A 300 passenger aircraft is limited to 15 minutes at the international terminal at that airport. By utilizing

this instead of trying to come up with an arbitrary number for APU use, this is a much quieter, user friendly approach. This unit is easy to operate and is safe.

MOTION #5 NOV-29-12: Director Morrison moved to purchase a (DC) Jetgo 550 Mti Ground Power Unit (GPU). Direction Hetherington seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The motion passed.

AIRPORT CAPITAL IMPROVEMENT PROGRAM

Mr. Smith stated that he had his annual meeting with the District's FAA Program Manager. The projects presented are consistent with the District's Pavement Maintenance Plan and will be taking place in the summer of 2013. This has been prepared by Reinard Brandley Engineering. The projects were reviewed with the FAA. The final version of these projects is due to them in January of 2013. The fiscal impact will differ depending on the year. The ACIP details the Local Share by year. It ranges between \$92,500 for FY 2013 to \$190,000 for FY 2018. President Van Berkem requested clarification on the sequencing of the projects also asked if there were projects listed in 2014 and 2015 that should be moved up on the list to improve or enhance safety. Mr. Smith stated that anything in the five year plan can be applied for in any year. The sequencing of the projects will be reviewed again in January when the Pavement Maintenance Plan will be reviewed for the coming year. If there are some projects identified that need to be completed sooner, they will be brought to the Board's attention to possibly accelerate the schedule. Mr. Smith mentioned that proceeding with the east ramp mill and fill project for 2014 may be advisable if there is a desire by the Board to accelerate the pavement maintenance schedule. The 2014 project coupled with the work programed in 2013 would remove a large percentage of the pavement installed in 1999 that has performed poorly.

PUBLIC COMMENT: None

MOTION #6 NOV-29-12: Director Morrison moved to approve the Airport Capital Improvement Program for FY 2013 – 2018. Direction Hetherington seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The motion passed.

457 PLAN CHANGE OVER

Ms. Dykstra stated that the District has been a part of larger group called the U.S. Conference of Mayors (USCM). Under that umbrella the District has offered its employees a 457 Plan that has been administered through Nationwide Insurance. Resolution 2011-04 was passed in May of 2011 adopting said plan. Based on a recent review of benefits, cost structures, product offerings and supporting services, the USCM has selected Great-West Retirement Services as the new Program Vendor – replacing Nationwide. The main reason for the switch is the decrease or elimination of administrative fees, meaning more of the employees' dollars will go towards retirement savings and not toward fees. There is no fiscal impact to the District other than the incidental expenses of collecting and disbursing the employees' deferrals and other minor administrative matters, there is no cost to the District for the plan.

PUBLIC COMMENT: None

MOTION #7 NOV-29-12: Vice President Jones moved to rescind Resolution 2011-04, which adopted the current deferred compensation plan and authorized Nationwide to administer the plan. In addition, to authorize the Director Finance and Administration to act on behalf of the District and sign the "City Administrative Agreement" and any other documentation required to complete the changeover of the 457 plan from Nationwide to Great-West Life & Annuity Insurance Company. Director Morrison seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The motion passed.

ANNUAL BOARD RETREAT / TEAM BUILDING WORKSHOP DISCUSSION

Mr. Smith stated that it is time to schedule the annual Board Retreat and Team Building Workshop. Mr. Smith has met with President Van Berkem regarding some concepts and ideas that the Board may want to include at this retreat. The purpose of the discussion today is to set a date and come up with potential options for discussion at the retreat. The Board agreed to schedule the retreat on Tuesday, January 29, 2013 at 9:00 a.m. President Van Berkem stated that due to the changes on the Board, it is important for the new Board member, Lisa Wallace to become familiar with the MBTI process. Cathy Van Berkem can provide assistance in this area. Mr. Smith will work with the Board president on the final format of the meeting. It will likely include a short MBTI review, discussion on Core Goals for the District, and other topics such as new safety initiatives and how to improve pilot relations. President Van Berkem stated that the other meeting time in question is the Oaths of Office for all the newly elected Board members. The Board agreed to schedule the Oaths of Office on Monday, December 3, 2012 at 8:15 a.m. in the Administrative Offices upstairs.

PUBLIC COMMENT: None

BREAK: At 12:30 p.m. the Board recessed for a short break. At 12:40 p.m. President Van Berkem reconvened the meeting.

GENERAL MANAGER'S REPORT

Mr. Smith updated the Board on his outreach efforts in the community. The Forest Management Plan Update will be presented at the January 24, 2013 Board meeting by Ms. Danielle Banchio, Consulting Forester for the District. She will also be discussing her recommendations for long term management of Waddle Ranch. Mr. Smith stated there is a one day workshop available to Board members through CSDA in addition to a 4 meeting series that is beneficial to Board members with modules on finance, administration, human resources, etc. Mr. Smith will also be forwarding a calendar of upcoming conferences that the Board may be interested in attending. An Aviation Safety Seminar will be held in January of 2013. Mr. Bill Schroeder will be the speaker. He is a respected CFI and mountain pilot. Mr. Smith stated that the Tahoe City Golf Course Oversight Board had a meeting on November 7, 2012. They discussed the future use of the Golf Course property which includes the helipad. The PUD has committed to running it for 5 years with the management of Duncan Golf.

Mr. Bumen stated that staff has met with JMA Ventures regarding a proposed plan and timeline to consider leasing Airport property for general office space development. Staff has received 3 other inquires for land leasing but nothing in the proposal stages. Staff will give the Board more information on this subject at the January 24, 2013 Board meeting.

Mr. Smith reminded the Board about the Holiday Party scheduled for Saturday, December 1, 2012 at the Alpine Club in Northstar from 6:30 p.m. to 8:30 p.m. Mr. Smith also reviewed the items on the Project Tracking List.

PUBLIC COMMENT: None

ANNUAL SELECTION OF BOARD PRESIDENT AND VICE PRESIDENT

Mr. Smith stated that he reviewed Policy Instruction 209 with President Van Berkem and subsequently with Mr. Collinson. As a result of those discussions, the people listed in the staff report as being in the logical sequence for officers could be revised. Mr. Collinson stated that under state election law the existing Board members continue on until their replacement takes effect. By law it takes effect on the first Friday in December at noon. Therefore the current term is still the five existing Board members. The new term will not take effect until next Friday, December 7, 2012 at noon. Under the way the policy is written those with the current term would be those currently serving in office. It also mentions those that have not served. Based on Mr. Collinson's interpretation, currently the three longest term members are Kathleen Eagan, Mary Hetherington and Tom Van Berkem. Kathleen Eagan for obvious reasons would excuse herself from this subject as she is stepping down as a Board

member after this meeting. Since Tom Van Berkem has already served as president, Mary Hetherington would be the longest serving person on the Board as she was elected 4 years ago, John Jones was elected 2 years ago and Jim Morrison was appointed 1 ½ years ago. As for the Vice President seat, based on these findings, John Jones would be the Vice President and become President in one year. Mr. Smith stated that this is strictly based on staff's interpretation of the policy with the support of Mr. Collinson on said interpretation. The Board discussed the interpretation of the policy.

MOTION #8 NOV-29-12: Director Eagan moved to follow items 1 through 4 in Policy Instruction 209 and that Mary Hetherington assumes the position of President for next year and John Jones remains as Vice President. Director Morrison seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The motion passed.

PUBLIC COMMENT

Mr. Bob Fink stated that he totally agrees with Director Eagan. He would like to see Director Morrison as President however, he agrees with Director Eagan.

CLOSED SESSION

At 1:22 p.m. the Board entered closed session pursuant to government code sections:

- GOVERNMENT CODE SECTION 54957 – ANNUAL REVIEW OF GENERAL MANAGER PERFORMANCE GOALS FOR 2012-2013

PUBLIC COMMENT: None

At 1:55 p.m. the Board recessed out of closed session and reported the following actions:

- GOVERNMENT CODE SECTION 54957 – ANNUAL REVIEW OF GENERAL MANAGER PERFORMANCE GOALS FOR 2012-2013
- *The Board came out of closed session and reported that the General Manager and Board have mutually agreed on the General Manager's Performance Goals for 2012 – 2013.*

PUBLIC COMMENT: None

BOARD MEMBER ANNOUNCEMENTS: None

PUBLIC COMMENT: None

ADJOURN

MOTION #9 NOV-29-12: Director Morrison moved to adjourn. Director Eagan seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington and Morrison voted in favor of the motion. The motion passed.

At 2:05 p.m. the November 29, 2012 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.