



TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

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DIRECTORS

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MARY HETHERINGTON

JOHN JONES

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J. THOMAS VAN BERKEM

**AGENDA
FOR
NOVEMBER 29, 2012**

A meeting of the Truckee Tahoe Airport District will be held on **Thursday, November 29, 2012 at 9:00 a.m. in the Truckee Tahoe Airport District Community Room**, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California. No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. All meetings are recorded. The meeting room is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the Truckee Tahoe Airport District office at (530) 587-4119, at least three days prior to the meeting.

REGULAR MEETING: 9:00 a.m.

STANDING ORDERS: Call the Meeting to Order

PLEDGE OF ALLEGIANCE

ROLL CALL

SPECIAL ORDERS OF BUSINESS

- RESOLUTION NO. 2012-09 of the Truckee Tahoe Airport District commending Kathleen Eagan ----- **TAB 1**
- RESOLUTION NO. 2012-10 of the Truckee Tahoe Airport District commending Robert Leftwich ----- **TAB 2**

PUBLIC COMMENT: Members of the public may make comments at this time on any items not appearing on the agenda that are of interest to the public and are within the jurisdiction of the Board. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board on any issue brought forth under Public Comment. Comments relating to items on today’s agenda are to be taken at the time the item is heard. Time allotted to each speaker is determined by the Board President; however, comments will generally be limited to five minutes.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA, please come to the podium when the item number and subject matter are announced. When recognized, please provide your name for the record. The President may limit any individual to not less than 3 minutes. Time to address the Board will be allocated based on the number of requests received. Not all members may be allowed to speak if the total time allocated expires.

CONSENT ITEMS

1. Minutes: October 25, 2012 Regular Meeting ----- **TAB 3**
2. Monthly Service Bills and Fees ----- **TAB 4**
3. Financial Report ----- **TAB 5**
4. Liability Insurance Coverage ----- **TAB 6**

ROUTINE REPORTS

5. AIRPORT COMMUNITY ADVISORY TEAM ----- **TAB 7**
Review of recent ACAT activities and report by Chair Terry and Hardy Bullock.

BOARD ACTION ITEMS

6. ANNUAL AUDIT PRESENTATION ----- **TAB 8**
Board will consider and approve FY 2012 Audit Report presented by James Marta and Company.

7. ENGINEERING CONSULTANT SELECTION ----- TAB 9
Board will select District Engineering Consultants.
8. GROUND POWER UNIT ----- TAB 10
Staff will present a proposal and budget to purchase a ground power unit (GPU).
9. AIRPORT CAPITAL IMPROVEMENT PROGRAM ----- TAB 11
Board will consider and approve the 2014 – 2019 Airport Capital Improvement Program (ACIP).

BOARD GUIDANCE AND INFORMATION ITEMS

10. 457 PLAN CHANGE OVER ----- TAB 12
Board will consider rescinding Resolution 2011-04 and authorize the General Manager to enter an administrative agreement for management of employee 457 plan.
11. ANNUAL BOARD RETREAT / TEAM BUILDING WORKSHOP DISCUSSION----- TAB 13
General Manager will discuss and present time frame and potential topics for annual Board Retreat/Team Building Workshop.
12. MASTER PLAN STEERING COMMITTEE DISCUSSION ----- TAB 14
Board and staff will discuss composition and potential participants for the Master Plan Steering Committee.
13. GENERAL MANAGER’S REPORT ----- TAB 15
- Forest Management Plan Progress Update
 - Board Member Training Opportunities
 - Aviation Safety Seminar
 - Emergency Service Helipad Update
 - Land Leasing Progress Update
 - Holiday Party Reminder
 - Administration of Oath of Office for new Director Lisa Wallace – Scheduling a time and date for action
 - Review of Project Tracking List

CLOSED SESSION

- GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER 2012/2013 PERFORMANCE GOALS DISCUSSION
14. ANNUAL SELECTION OF BOARD PRESIDENT AND VICE PRESIDENT ----- TAB 16
Policy Instruction 209 - Assignment of Board President/Vice President

BOARD MEMBER ANNOUNCEMENTS: Pursuant to Government Code Section 54954.2, Board members may make a brief announcement or report on activities. Board members may also provide a reference to staff or other resources for factual information, or request staff to report back to the Board at a subsequent meeting concerning any matter.

SCHEDULE FOR UPCOMING MEETINGS: The Board President and Airport Manager shall determine the agenda. Scheduled meetings of the Truckee Tahoe Airport Board of Directors are as follows:

- **Thursday, January 24, 2013 9:00 A.M.:** Regular Meeting: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Thursday, February 28, 2013 9:00 A.M.:** Regular Meeting: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA

ADJOURNMENT OF MEETING

NOTE: A copy of the agenda packet and all documents related to this agenda are available for public review at the Airport Administration Office, 10356 Truckee Airport Road, Truckee, California 96161. Agenda items that are not able to be addressed at today’s meeting may be placed on the next regularly scheduled Board meeting agenda. Requests for agenda items and/or supporting background information must be submitted in writing to the Airport Manager or the Board President ten days prior to the next meeting.

I declare a copy of this agenda was posted at the Truckee Tahoe Airport District Administration Office, 10356 Truckee Airport Road, Truckee, CA, and mailed on November 20, 2012.

Maria Martinez, District Clerk