

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Thursday, October 25, 2012 at the Truckee Tahoe Airport District Community Room, 10356 Truckee
3 Airport Road, Truckee, California at 9:00 am.

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

5 **DIRECTORS PRESENT:** President J. Thomas Van Berkem
6 Vice President John B. Jones Jr.
7 Director Kathleen Eagan
8 Director Mary Hetherington
9 Director James W. Morrison

10
11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Ms. Jane Dykstra, Director of Finance and Administration
13 Mr. Kevin Bumen, Director of Aviation and Business Services
14 Mr. Brent Collinson, District Legal Counsel
15 Ms. Maria Martinez, District Clerk
16

17 **VISITORS PRESENT: 12**
18

19 **SPECIAL ORDERS OF BUSINESS**

20 Mr. Smith stated that District staff did an outstanding job in getting an excellent rating with the National Weather
21 Service. Six out of three thousand airports received the excellent rating. That is a safety enhancement for the
22 airport and staff will continue with this practice. Some of the newer employees are working on their certification.
23 Mr. Smith has made a few staffing changes that will take effect November 4, 2012. More of the Operations and
24 Maintenance staff will be spending more time in Unicom.

25 Mr. Smith added that the District was nominated by the Truckee Donner Chamber of Commerce for the
26 Excellence in Government Award. The winner will be announced at the Annual Chamber of Commerce Awards
27 Dinner.

28 **PUBLIC COMMENT**

29 Mr. Dave Hoffman stated that he lives in Tahoe City and is also an employee of the District. Students from the
30 Tahoe City Middle School participated in an Odyssey of the Mind competition last year. Mr. Hoffman thanked the
31 District for the use of the shop. The kids were able to use the shop to create their project, learning some new
32 skills with power tools and welding. Without the ability to use the facilities the students would not have gone as
33 far in the competition. They made it to the state finals with this project and had a great time. Mr. Hoffman
34 presented the Board of Directors with a plaque, a photo album from the entire event and some letters expressing
35 their gratitude. Mr. Hoffman thanked the Board for their willingness and support in this endeavor.

36 **CONSENT CALENDAR**

37 President Van Berkem requested that the Financial Report – Rates and Fees Progress and the Operations and
38 Comment Report – Q3 2012 be pulled from the Consent Calendar.

39 **PUBLIC COMMENT:** None

- 40
- 41 • Minutes: September 6, 2012 Regular Board Meeting
 - 42 • Minutes: September 27, 2012 Regular Board Meeting
 - 43 • Monthly Service Bills and Fees
 - Financial Report

- 44 • Communication and Outreach Efforts – Q3 2012
- 45 • Annual Reporting of Reimbursements and Disclosure Report

46 **MOTION #1 OCT-25-12:** Director Eagan moved to approve the items on the Consent Calendar. Director
47 Hetherington seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington,
48 and Morrison voted in favor of the motion. The motion passed.

- 49 • Financial Report – Rates and Fees Progress

50 Director Eagan noticed in going through the report that there were a lot of numbers that did not make sense. She
51 stated that possibly staff did not have enough time to do the proper analysis prior to presenting the report in the
52 Board book. Mr. Smith stated that trends will be reviewed again. There were only 9 days included in this report
53 that runway 11/29 was open. Staff will spend some more time reviewing how the facility being closed affected
54 the data among other aspects of the report. Mr. Bumen stated that part of the exercise is to trust what comes
55 out of the system as reliable. Mr. Bumen feels good about the quality of data. Staff is getting down to a level of
56 granularity in the report where things will be counterintuitive at some point and staff's ability to understand the
57 report will be tested. Mr. Smith stated that in the future staff will do more analysis and provide more detail in the
58 report when there are wide variances in the data. Director Hetherington stated that it may also be beneficial to
59 include two years worth of historical data in addition to the current data for comparison purposes.

60 **PUBLIC COMMENT**

61 Mr. Andrew Terry stated that the District is dealing with a fairly large number of operations. Statistically that
62 suggests that something else is going on.

- 63 • Operations and Comment Report – Q3 2012

64 Director Eagan requested clarification on the trends reported. Mr. Bumen stated that the results were steady and
65 increasing. The weight increase on Runway 2/20 made the runway more available than had been in the past. The
66 effect of how quickly the increase occurred was unexpected. President Van Berkem stated that he was pleased to
67 see the ability to produce the flight tracking maps. Director Eagan stated that the increase in comments related
68 to arriving aircraft on Runway 20 was very dramatic. She encouraged staff and ACAT to review this data and take
69 it very seriously. It can be a great help as staff determines the affect of moving more operations to Runway 2/20
70 while Runway 11/29 was closed for construction.

71 **PUBLIC COMMENT**

72 Mr. Andrew Terry stated that the last sentence on Page 3 is incorrect. The last sentence should read as follows:
73 "These comments are not summarized in our comments for the quarter as the operations are not attributable to
74 the Truckee Tahoe Airport District. The change was duly noted.

75 **MOTION #2 OCT-25-12:** Director Eagan moved to approve the remaining items on the Consent Calendar.
76 Director Hetherington seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan,
77 Hetherington, and Morrison voted in favor of the motion. The motion passed.

78 **ENGINEERING CONSULTANT SELECTION**

79 Mr. Smith stated that presentations will be given from general services and aviation specialized engineering
80 consultants. These presentations will be in preparation for final consultant selection at the November 29, 2012
81 Board meeting. In the General Services category the following firms gave a brief presentation: (1) Mr. Bill
82 Quesnel, Acumen Engineering; (2) Mr. Ken Foster, K.B. Foster Civil Engineering; (3) Mr. Greg Moutinho, Consulting
83 Engineer;

84 **PUBLIC COMMENT:** None

85 **BREAK:** At 10:30 a.m. the Board recessed for a short break. At 10:40 a.m. President Van Berkem reconvened the
86 meeting.

87 In the Aviation Specialized category the following firms gave a brief presentation: (1) Ms. Jessica Mullen, Mr.
88 Lance McIntosh and Mr. Cory Hazelwood from C & S Companies; (2) Mr. Reinard Brandley and Mr. Damon
89 Brandley from Reinard W. Brandley, Consulting Airport Engineer.

90 **PUBLIC COMMENT**

91 Mr. Terry stated that the Truckee Airport is not a second or third tier airport it is a small airport. Some of the
92 consultants seen today will see Truckee Airport as a target airport for their business whereas others may treat the
93 airport as just another piece of business. Consultants are going to be really happy to work with the District. He
94 has seen in the past where sometimes the consultants might have more important business and the District will
95 go down the priority list. He urged some reality on the Board when considering which firm will treat the District
96 as their number one priority as opposed to number 5 or 6 on their list.

97 Ms. Lisa Wallace, resident of Truckee and candidate for the District Board, stated that she has been participating
98 in some consultant selection in her day job for some complicated environmental review projects. One of the
99 selection criteria is a local firm prioritization. She asked if there were any criteria similar to this in the District's
100 selection process. Mr. Smith stated that the way the District advertised the General Engineering Services, there
101 was not a specific requirement that the firm had to be local but staff advertised it so local firms would be
102 competitive. However, when the General Engineering and Aviation Specialized Services were separated, the three
103 firms that were selected to present were local firms as the District preferred that the firm be close by. It was not
104 a requirement but a preference. It also follows along with the District's policy regarding looking for local
105 businesses first before going outside the District boundaries.

106 **AIRPORT COMMUNITY ADVISORY TEAM**

107 Mr. Terry updated the Board on the current status of ACAT. Mr. Terry stated that ACAT has transitioned from Mr.
108 Robert Leftwich to Mr. Leigh Golden. Mr. Golden is active on the field as an instructor as well as a mechanic for
109 Sierra Aero. The District needs to tread very carefully about any conflicts that may arise in an ACAT discussion.
110 The public and the District are actively monitoring Brown Act issues and he wanted to make sure ACAT was not in
111 conflict with any Brown Act issues. There is no intent on Mr. Golden's part to generate any conflict. Vice
112 President Jones requested clarification from Mr. Collinson on the potential for Brown Act issues. Mr. Collinson
113 stated that the Brown Act does apply to ACAT. This is not a Brown Act issue. However, they are economic type
114 issues. Government Code 10A that has been around since the 1940's which states that a member of the Board
115 cannot contract with the District. However, he is not a member of a Board. Government Code 1090 states that if
116 the District wants to hire Director Morrison to build something that would be a violation. The other issue is the
117 Political Reform Act passed in the 1970's which gives a little leeway where the person that has potential financial
118 interest would have to disclose the interest and excuse themselves from the discussion except they can comment
119 on it personally. This should all be done on a case by case basis being aware of these two issues. Mr. Terry stated
120 that he would like to totally engage Mr. Golden in any of the discussions ACAT has. Mr. Smith stated that he is not
121 concerned about Mr. Golden being on ACAT. Staff will be monitoring the Brown Act and potential conflicts of
122 interest. Director Morrison stated that he spoke to a local pilot about the noise and annoyance and how it was
123 not as prevalent at this airport as it used to be. He added that it may be a good idea to put up signs around the
124 airport. Mr. Terry stated that due to current staffing levels, ACAT is waiting for staff to produce mock ups for
125 review. This is an item that is actively on ACAT's list. Director Morrison stated that this pilot also gave him the

126 idea that high altitude approaches may be something that staff and ACAT may also want to work on to help with
127 reducing the noise level around the airport. Mr. Terry stated that ACAT and staff welcome ideas from the public
128 and pilots on alternate arrivals or departures. President Van Berkem stated that a local resident spoke to him
129 about a week ago and mentioned that he wanted President Van Berkem to know what an incredible airport this
130 is. His brother just flew his single prop airplane from Florida. He had no problem getting a hold of what the noise
131 abatement procedures are for TRK. He was very complimentary about that. He also stated that this was the
132 nicest staff he had ever dealt with at a General Aviation Airport.

133 **PUBLIC COMMENT**

134 Ms. Wallace stated that until Director Morrison referenced that the pilot that he was talking to had trained on 747
135 aircraft, she thought that maybe they had talked to the same pilot. She wanted to underscore the point that she
136 had two pilots that live in Sierra Meadows that came to talk to her about a similar kind of approach – high
137 altitude, shifting power. They were adamant. This might be something that the District may want to consider. Or
138 if it has been considered in the past maybe it is time with the new ACAT members to re-explore it.

139 **BREAK:** At 12:30 p.m. the Board recessed for a short break. At 12:44 p.m. President Van Berkem reconvened the
140 meeting. Mr. Smith left the meeting.

141 **APPROPRIATIONS LIMIT – RESOLUTION 2012-07**

142 Ms. Dykstra reviewed the Appropriations Limit – Resolution 2012-07 with the Board. The District is required by
143 Senate Bill 1352 to establish an Appropriations Limit for each fiscal year. The Appropriations Limit is calculated
144 based on the prior year’s Appropriations Limit adjusted for the change in population and the change in the cost of
145 living. Staff recommends the Board pass Resolution 2012-07 which states that the percentage change in
146 California per capita personal income from the preceding year is the “change in the cost of living factor” which the
147 Board elects to use to calculate the fiscal 2012-2013 Appropriations Limit.

148 **PUBLIC COMMENT:** None

149 **MOTION #3 OCT-25-12:** Director Hetherington moved to approve Resolution 2012-07 of the Truckee Tahoe
150 Airport District to establish the appropriations limit for fiscal year 2012 -2013 and waive the reading of the
151 resolution. Vice President Jones seconded the motion. A roll call vote on this motion resulted in the following:
152 President Van Berkem-Yes, Vice President Jones-Yes, Director Eagan-Yes, Director Hetherington-Yes, and Director
153 Morrison-Yes. The motion passed.

154 **POLICY INSTRUCTION 308 – INVESTMENT POLICY**

155 Ms. Dykstra reviewed Policy Instruction 308 – Investment Policy and corresponding Resolution 2012-08 with the
156 Board. The delegation of investment authority to the District Treasurer is for a period not to exceed one year, so
157 it must be performed on an annual basis. The Investment Policy states that the policy shall be reviewed and
158 adopted on an annual basis to ensure its consistency with the overall objectives of preservation of principal,
159 liquidity and yield, and its relevance to current law and financial and economic trends. The two requirements are
160 met in the one resolution. Staff’s view is that the investment policy is still appropriate for the District. Staff
161 recommends the Board adopt Policy Instruction 308 and pass Resolution 2012-08 – Adoption of District
162 Investment Policy and Delegation of Investment Authority to District Treasurer.

163 **PUBLIC COMMENT:** None

164 **MOTION #4 OCT-25-12:** Director Hetherington moved to approve Resolution 2012-08 of the Truckee Tahoe
165 Airport District, Adoption of District Investment Policy and Delegation of Investment Authority to District
166 Treasurer and waive the reading of the resolution. Director Eagan seconded the motion. A roll call vote on this

167 motion resulted in the following: President Van Berkem-Yes, Vice President Jones-Yes, Director Eagan-Yes,
168 Director Hetherington-Yes and Director Morrison-Yes. The motion passed.

169 **MASTER PLAN – SCOPE OF WORK AND FEE PROPOSAL**

170 Staff received fee proposals from both C & S Companies and a revised proposal from Mead & Hunt. Since the
171 September 27, 2012 Board meeting, Mr. Smith has met with representatives from both C & S and Mead & Hunt.
172 After various meetings with Mr. Smith, Mead & Hunt proposed a fee of \$319,783. They also provided a detailed
173 scope of work. C & S also provided a Scope and Fee. Their proposal was \$374,807. Both proposals were received
174 independent of each other. The consultant teams did not review one another's proposals. One-third of the
175 project costs from both proposals are for the Community Outreach component of the project. This is a primary
176 cost driver for our Master Plan. Based on the facts presented and the revised more competitive scope and fee
177 from Mead & Hunt, staff maintains its recommendation as per the July 2012 Board meeting to award the Master
178 Plan consulting services to Mead & Hunt. After reviewing both proposals in detail, staff is confident in Mead &
179 Hunt's ability to complete the project and provide a useful and valuable Master Plan. In addition to the
180 recommendation to approve the scope and fee proposal from Mead & Hunt, staff is recommending the Board
181 approve \$45,698 in additional funding for the Master Plan from Unrestricted Net Assets. Staff recommends 50%
182 funding from Non-Grant eligible projects and 50% from annoyance reduction and community outreach
183 designations. The additional \$45,698 will be used to meet contract obligations and provide contingency funds.

184 Director Eagan requested clarification from Mead & Hunt on their role in the facilitation of the Outreach
185 meetings. Mr. Tony Tezla from Mead & Hunt stated that they would be doing the facilitation. Director Eagan
186 stated that the Board should be aware that the cost of this is going to exceed what was anticipated. She also
187 emphasized that C & S had an outstanding response as to how they would craft their community outreach. She
188 asked Mead & Hunt to look carefully at the kinds of ideas that they had and expressed in there. That will enhance
189 the quality of their efforts.

190 **PUBLIC COMMENT:** None

191 **MOTION #5 OCT-25-12:** Director Hetherington moved to approve the Scope and Fee proposal from Mead & Hunt
192 for Airport Master Plan Services. Authorize the Board President to approve and sign the contract with Mead &
193 Hunt as advised by District Attorney and General Manager. Approve \$45,698 in additional funding for the Master
194 Plan from Unrestricted Net Assets. Staff recommends 50% funding from Non-Grant eligible project and 50% from
195 annoyance reduction and community outreach designations. Director Morrison seconded the motion. President
196 Van Berkem, Vice President Jones, Directors Eagan, Hetherington, and Morrison voted in favor of the motion. The
197 motion passed.

198 **FY2012 – 2013 CORE GOALS REVIEW**

199 President Van Berkem stated that this item was pulled. In the process that the Board goes through in Closed
200 Session with the General Manager in terms of his review, each of the Board members has created a list of goals
201 and objectives they would like to see in the 2012-2013 plan. Mr. Smith will take those lists and in the November
202 meeting the Core Goals and Objectives will be discussed both for the General Manager and the District.

203 **PUBLIC COMMENT:** None

204 **FINAL REPORT AND PROJECT COMPLETION FOR FLIGHT TRACKING**

205 Mr. Bumen stated that the District issued final acceptance of the system in February of 2012. The system has
206 exceeded expectations for reliability and accuracy. The Prime contract for the system, originally held by SRA was
207 mutually cancelled in June of 2012. The District now holds three primary contracts. ITT/Excelis is responsible for

208 data processing, hosting and archive of flight track data. NavAid Technical Services is responsible for operation,
209 maintenance and support of the system. And Bridgenet is responsible for the real time display, replay and
210 simulation software services.

211 Interrogation has been a unique piece of this project. Without this capability the system would not see the Mode
212 3 A/C aircraft. To get full value of the system, the District has been able to work with ERA and the FAA to get an
213 experimental license which is in place today and valid through January of 2015. Staff is working on getting a
214 permanent license in place for leveraging the system with Oakland Center to possibly certify the system for air
215 traffic control purposes. The only example of this being done is in the state of Colorado. Staff is still exploring all
216 the options. Vice President Jones asked what the benefit is to the District to seek support from Oakland Center.
217 Mr. Bumen stated that the benefit is it would provide separation services which the District does not currently
218 have. There is an area above this airport where the surveillance is non-existent for aircraft accessing this airport.
219 This would be a safety enhancement. Adding surveillance to this airport could enable a visual RNAV procedure.
220 Staff has begun working on certification of the system for air traffic control with Oakland Center. The District
221 would like to achieve the following in the certification process: (1) Stage 4 FTA for active interrogation of aircraft;
222 (2) Certification of the multilateration system for ATC purposes. Data would be directly linked to Oakland Center;
223 (3) Cost sharing for the maintenance and operation of the system with the FAA. Staff will update the Board as
224 more information becomes available in this process and further define how certification will benefit and/or
225 impact the airport and community. Staff has managed to keep costs closely in-line with original projections.
226 Original budget projections were based on contracted costs and reasonable estimates for site leases and other
227 support costs. The FY 2012-2013 Budget is \$187,775. This includes \$20,500 for Bridgenet VOLANS software and
228 \$23,725 for work on the Frequency Transmit Authorization process related to the interrogator. Also, \$32,000 is
229 included in this amount for WASP camera system operations. The budget net of these items is \$111,550 which is
230 very close to the District's original estimates.

231 President Van Berkem requested clarification on the status of real time flight tracking maps to give us the
232 opportunity to speak to the pilot once they have landed. Mr. Bumen stated that the District just received a new
233 software release 2 weeks ago that gives staff more data layers than ever before. As for real time data, the District
234 has VOLANS. Staff is also testing a real time iPad app for staff to use in house. For the ability to monitor and
235 assess flight performance that is a staffing issue. If staff can have the available resources when a call comes in to
236 do real time investigation this can be sustained at times but not on a consistent basis. The tools to do this are
237 rapidly evolving.

238 **PUBLIC COMMENT**

239 Mr. Greg Jellinek, a local pilot, stated that there have been a number of times that he has been in a holding
240 pattern above the Castle Peak and he has been told to just keep holding due to air traffic. He asked how this
241 system in its entirety was going to affect that issue – not only the MLS system but also the visual RNAV. Mr.
242 Bumen stated that the benefit to surveillance is that Oakland Center could see the other aircraft below the
243 horizon and determine if they had sufficient separation based on the area they were holding in and would then let
244 the aircraft out of the hold and start approaching the airport while maintaining separation. That is a feature the
245 District does not currently have. There is a safety implication to that as well. If the aircraft is not authorized to
246 move from their holding pattern that is a better situation.

247 Mr. Terry stated that some gliders don't have transponders. The District should manage some safety expectations
248 there. Mr. Terry asked what the implications were if the District did not get the license in 2015. Mr. Bumen
249 stated that the District currently has a certified piece of equipment in a non-standard fashion in accordance with
250 the FAA. If the District does not receive certification staff will need to ask for another extension. With proper

251 notifications and making it well known that the District needs an answer. Staff will continue to operate the
252 system until told to do otherwise.

253 **AD-HOC REVIEW OF AMCG STUDY OF HANGAR RENTAL RATES**

254 Vice President Jones reviewed the methodology behind the study done by Aviation Management Consulting
255 Groups (AMCG) in August 2010. The purpose of the review was to evaluate the AMCG 2010 analysis of the hangar
256 rent cost allocation structure. He questioned whether or not the hangar tenants were being subsidized by
257 taxpayer dollars and whether or not it was time for another study. Based on his findings Vice President Jones
258 stated that hangar tenants are not being subsidized by taxpayers. The hangar tenant revenue has generated an
259 annual profit for the airport of approximately \$100,000 and cash flow of over \$500,000. In addition, property
260 taxes on 226 hangars and 138 Truckee based planes add over \$250,000 to Placer and Nevada Counties annual
261 revenues. He added that he does not recommend another study as we do not use the study to set rates. Market
262 based pricing is what the District has relied upon even after this extensive study. Vice President Jones continues
263 to rely on staff for annual or bi-annual input on rates at similar airports.

264 Director Eagan stated that this is a great beginning to the Board as a whole to understanding what all this is about.
265 If the District is going to look at cash flow and only look at cash flow as a snapshot, it is very misleading. It has to
266 be looked at over time to be accurate. Another issue not addressed in the presentation was the incentive
267 discount program. It is critical for the Board and staff to be intellectually honest and when there are questions.
268 Answers are sought from the people who authored the study and those involved in producing the financial
269 reports to have a clear understanding of the history. Director Eagan stated that she hopes this Board and all
270 future Boards will take this very seriously. Reviews such as this one need to be done on a regular basis to
271 understand if the District is generating revenue, to assist in making accurate decisions in this area. President Van
272 Berkem stated that this may be a topic that needs to be discussed further at a Board workshop.

273 **PUBLIC COMMENT**

274 Mr. Terry stated that he is familiar with the allocation models. He asked if the mechanism was the underlying
275 logic. Vice President Jones notes for example that 88% of the airside real estate costs were allocated to based
276 users. The logic behind that was that it was based on square footage. So there is method to that madness. You
277 could question the method or you could question the madness. He suggests that there was method and logic
278 involved. However, there are some costs that are not included in this allocation. The FAA grant money is not
279 included so that is basically free money. Another source of free money is loans for building. There is no interest
280 payment on money that goes into building. It is only depreciated from the base cost of building hangars as an
281 example. There are no financing costs in there. Ms. Dykstra stated that when the District used this information to
282 come up with rates in 2007 a return on investment on any type of facility for private use was included.

283 Mr. Terry stated that he stands corrected. The FAA funded money is still free money. There is some degree of
284 return on investment on community funds that the airport controls. He added that Vice President Jones has a lot
285 more insight into this allocation mechanism and he suspects that the he is seeing some logic in that as well. He
286 may not agree with the results. Vice President Jones analysis came up with \$100,000 net profit on 225 hangars.
287 That is less than \$500 per hangar. That is not an unreasonable return but a low return on \$1.3 million dollars of
288 revenue. Even at that level it is making a little bit of sense. He hopes that the Board found that this allocation
289 mechanism at least came up with a somewhat real world solution for our rates and charges problem. The fact
290 that the District did not end up using this and used a comparative rates and fees by looking at market also
291 validates this whole allocation mechanism. There may be utility in occasionally redoing this study maybe every 5
292 or 10 years. It is almost reinforcing the validity of this AMCG study rate and fees using an allocation mechanism.

293

294 **FALL / WINTER NEWS LETTER DISCUSSION**

295 Mr. Smith returned to the meeting at 2:15 p.m. Mr. Smith stated that this item was added to the agenda to solicit
296 ideas from the Board for potential articles for the Winter 2012 – 2013 newsletter. Typically three articles are
297 selected for the newsletter and one recurring section highlighting staff. Suggested topics from Board and staff
298 discussion included:

- 299 • Flight Tracking
- 300 • Internet capabilities for Board meeting attendance
- 301 • Excellence in Government
- 302 • Tahoe City Golf Course
- 303 • Master Plan
- 304 • Operations and Comments Report Summary
- 305 • Runway Usage from
- 306 • Air Fair

307

308 **PUBLIC COMMENT:** None

309 **GENERAL MANAGER'S REPORT**

310 Mr. Smith updated the Board on his outreach efforts in the community. Mr. Collinson attended the American
311 Association of Airport Executives (AAAE) annual legal seminar in Washington D.C. Mr. Collinson updated the
312 Board and staff on current and emerging trends and issues of focus. Mr. Smith stated that staff is working with
313 ATGEO to put together a GIS tool that will help the District identify land parcels that are of interest for property
314 acquisition. Staff is also currently working on a Winter Weather Flying seminar for mid-December for local pilots.
315 Staff has received a couple of phone calls with regards to the land leasing notice. As of Friday, October 19, 2012,
316 the District had received no requests for information or proposals. Mr. Smith stated that the Airport sign on
317 Highway 267 is going to be reconditioning. A local stone mason will refresh the stone work and caps around the
318 sign. The District Holiday Party is scheduled for Saturday, December 1, 2012 and will be held at the Alpine Club in
319 Northstar. Formal invitations will be going out shortly. Mr. Smith also reviewed the Project Tracking List with the
320 Board.

321 **PUBLIC COMMENT:** None

322 **CLOSED SESSION**

323 At 2:46 p.m. the Board entered closed session pursuant to government code sections:

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

325 At 4:25 p.m. the Board recessed out of closed session and reported the following actions:

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

327 *The Board came out of closed session and Board President reported overall satisfaction with the*
328 *performance of the General Manager. For FY 2013 the Board will provide a professional development /*
329 *flight training allowance of \$8,000 to the General Manager to be used toward completing his instrument*
330 *rating. With mutual consent, both the General Manager and the Board of Directors have agreed to no*
331 *merit increase for the General Manager in FY 2013.*

332 **PUBLIC COMMENT:** None

333 **BOARD MEMBER ANNOUNCEMENTS:** None

334 **PUBLIC COMMENT:** None

335 **ADJOURN**

336 **MOTION #6 OCT-25-12:** Vice President Jones moved to adjourn. Director Hetherington seconded the motion.

337 President Van Berkem, Vice President Jones, Directors Eagan, Hetherington and Morrison voted in favor of the

338 motion. The motion passed.

339 At 4:25 p.m. the October 25, 2012 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

DRAFT