



TRUCKEE TAHOE AIRPORT DISTRICT

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DIRECTORS

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**AGENDA
FOR
SEPTEMBER 27, 2012**

A meeting of the Truckee Tahoe Airport District will be held on **Thursday, September 27, 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

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: August 23, 2012 Regular Meeting ----- **TAB 1**
- 2. Monthly Service Bills and Fees ----- **TAB 2**
- 3. Financial Report ----- **TAB 3**
- 4. Revision of PI 309 – Designation of Unrestricted Net Assets (Annual Update) ----- **TAB 4**
Board will approve yearly update to designation of Airport District's unrestricted net assets.
- 5. Revision of PI 505 – Fee Update for Use of TTAD Community Room ----- **TAB 5**
Board will approve a fee change for commercial use of community rooms.

AIRPORT COMMUNITY ADVISORY TEAM (ACAT) - MEMBER SELECTION

- 6. AIRPORT COMMUNITY ADVISORY TEAM - MEMBER SELECTION ----- **TAB 6**
The Board will select one community and one pilot member for a three year term of service.

ROUTINE REPORTS FROM CONSULTANTS

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

8. ADMINISTRATION BUILDING – FINAL REPORT AND CONSTRUCTION CLOSEOUT ----- TAB 8
Mr. Peter Beaupre, Project Manager with Prosser Building & Development, Inc. to report.

BOARD ACTION ITEMS

9. AIR FAIR 2013 BUDGET PROPOSAL ----- TAB 9
The Air Fair and Family Festival Committee will present their budget proposal for the July 6th 2013 Event.
10. FISCAL 2012 – 2013 BUDGET ADOPTION ----- TAB 10
Revised budget for approval, reflecting changes made at the September 6, 2012 Budget Workshop.
11. MASTER PLAN – SCOPE OF WORK AND FEE PROPOSAL ----- TAB 11
The Board will consider and potentially approve the scope of work and a fee proposal from Mead Hunt to complete the Airport Master Plan project.
12. AIRPORT LAND LEASING – PROCESS OPTIONS ----- TAB 12
Staff will present a process proposal to engage in land leasing negotiations with an existing airport tenant.

BOARD GUIDANCE AND INFORMATION ITEMS

13. GENERAL MANAGER’S PERFORMANCE REVIEW PROCESS ----- TAB 13
Board President will outline the General Manager’s Performance Review Process and associated timeline.
14. GENERAL MANAGER’S REPORT ----- TAB 14
- Katie’s Playground Dedication
 - Runway Load Bearing Status Update
 - Alder Hill Beacon Tower
 - Runway 11/29 Project Update
 - Forest Management Plan Update
 - Holiday Party and Nov./Dec. Meeting Dates
 - Report on Ad Hoc Engineering Selection Committee
 - Review of Project Tracking List
15. INTERNAL CONTROL REVIEW AND REPORT ----- TAB 15

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, October 25, 2012 9:00 A.M.:** Regular Meeting: T-T 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 September 21, 2012.

Maria Martinez, District Clerk