

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Thursday, July 26, 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

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11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Ms. Jane Dykstra, Director of Finance and Administration
13 Mr. Phred Stoner, Director of Operations
14 Mr. Kevin Bumen, Director of Aviation and Business Services
15 Mr. Hardy Bullock, Environment and Technology Specialist
16 Mr. Brent Collinson, District Legal Counsel
17 Ms. Maria Martinez, District Clerk
18

19 **VISITORS PRESENT:** 11

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21 **SPECIAL ORDERS OF BUSINESS:** None

22 **PUBLIC COMMENT:** None

23 **CONSENT CALENDAR**

24 Director Hetherington requested that the Financial Report – Rates and Fees Progress and the Operations and
25 Comments Report be pulled from the Consent Calendar.

26 **PUBLIC COMMENT:** None

- 27
- 28 • Minutes: June 28, 2012 Regular Board Meeting
 - 29 • Monthly Service Bills and Fees
 - 30 • Financial Report
 - 31 • Communication and Outreach Efforts – Q2 2012
 - 32 • Procurement Policy Update – PI 303
 - 33 • Monthly Service Bills and Fees
 - 34 • Financial Report

34 **PUBLIC COMMENT:** None

35 **MOTION #1 JUL-26-12:** Director Eagan moved to approve the rest of the items on the Consent Calendar. Director
36 Hetherington seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan, Hetherington,
37 and Morrison voted in favor of the motion. The motion passed.

- 38
- 39 • Financial Report – Rates and Fees Progress

39 Director Hetherington requested that Mr. Bumen give a brief overview for the public's benefit, of the details of
40 the report. Mr. Bumen stated that the District is in the second quarter of the rates and fees adjustments. The key
41 indicator is looking at net revenue per aircraft. Staff is also exploring the relationship between transient use fees
42 and fuel sales and will be looking at that more closely.

43 **PUBLIC COMMENT:** None

44 **MOTION #2 JUL-26-12:** Director Hetherington moved to approve the Financial Report – Rates and Fees. Vice
45 President Jones seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan,
46 Hetherington, and Morrison voted in favor of the motion. The motion passed.

47 • Operations and Comment Report – Q2 2012

48 Director Hetherington requested that Mr. Bullock give a brief overview for the public’s benefit, of the details of
49 the report. She added that the report was very good. Mr. Bullock stated that the numbers quarter over quarter
50 are starting to stabilize. He discussed quarterly trends in flight operations as well as the flight tracking system
51 data used to compile the report. More comments have been received from the Glenshire area due to the closure
52 of Runway 10/28 for construction. The District is still getting the same cross section of aircraft operating on
53 Runway 1/19 however, there have also been some mid-size jets operating on it as well. President Van Berkem
54 requested clarification on when staff contacts those pilots that have been flying outside the curfew times. Mr.
55 Bullock stated that he has not made an effort to reach out to those pilots as they usually validate their reason for
56 flying at odd hours. However, he stated he will make an extra effort to reach out to them in the future. President
57 Van Berkem also requested clarification on the near miss between a jet and a glider. He asked if a radio
58 requirement could be placed in the contract with Soar Truckee. Mr. Stoner noted that even if the glider operators
59 had a radio on board they may be on a different frequency than that of Unicom Operations. Mr. Smith added that
60 it does not appear that the glider had a transponder, so they are not picked up on the District’s system and ATC
61 has a hard time seeing them. The District has multiple issues to discuss with Soar Truckee and this will be added
62 to that list.

63 **PUBLIC COMMENT:** None

64 **MOTION #3 JUL-26-12:** Director Hetherington moved to approve the Operations and Comment Report – Q2
65 2012. Director Eagan seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan,
66 Hetherington, and Morrison voted in favor of the motion. The motion passed.

67 **AIRPORT COMMUNITY ADVISORY TEAM**

68 ACAT Chair Andrew Terry updated the Board on the current status of ACAT. ACAT has created a new sub-team to
69 investigate reaching out to pilots. Member John Aadland is leading this team to improve communications
70 between pilots and the District. ACAT has also abandoned attempts to present at homeowners meetings as there
71 is not much of a captive audience at these meetings. ACAT will continue to focus more of their outreach efforts
72 through more productive venues. Mr. Bullock will be modifying the existing Road Show presentation to target
73 fractional operators. In addition, ACAT has set the budget request for this upcoming fiscal year at approximately
74 \$100,000. Member Jack Ellis also reviewed the Runway Use Survey results with the Board. The purpose of the
75 survey was to solicit feedback on the merits of using Runway 1 for departures. As a result of the survey ACAT
76 determined the following:

- 77 • Pilot education could move piston operations to Runway 1 with no other changes
- 78 • Moving jet operations to Runway 1 requires that it be lengthened and widened
- 79 • Most pilots prefer not having a temporary summer tower
- 80 • More information needs to get into the hands of airport users

81 The next steps are to get information back to the pilots and manage expectations; monitor the temporary tower
82 experiment at East Hampton airport which was originally prompted by noise concerns as it may provide some

83 useful information before moving forward with a temporary tower here. ACAT will also be following up on some
84 of the suggestions that came in from the pilots where practical to do so. President Van Berkem requested
85 clarification on the possibility of lengthening and widening Runway 1/19. Mr. Smith stated that it is going to be a
86 major question that will be a critical component of the Master Plan process. Director Hetherington stated that it
87 may be beneficial for staff to take another look at using Runway 19 for outbound traffic as it will help with
88 dispersion of noise.

89 **PUBLIC COMMENT**

90 Mr. Rick Tavan stated that in terms of encouraging people to land from the North on Runway 1, a great deal of
91 arrivals are coming from the Sacramento Valley and Bay Area over Donner Pass. If they take a different approach
92 than usual, they will generate more noise than if they were to come in over Highway 267 and Martis Valley. Be
93 careful what you ask for. The response to the survey in regards to fixing the pavement was not due to ignorance
94 of what is going on, some of the comments are due to annoyance with past problems with the pavement on the
95 ramp and the taxiways. Once those are all fixed, those comments will go away. In terms of getting pilots to use
96 Runway 19 for departures, pilots will ask about traffic and talk to each other. Mr. Tavan thinks it would be a
97 great idea if Operations was listening to the communications from those about to depart on Runway 19. The pilot
98 may not see traffic at the end of the runway on Runway 19 and be trying to depart on Runway 28. Anything that
99 Operations staff can do to assist with traffic questions would be helpful.

100 Ms. Debra Creigh stated that a component of annoyance is that it is not just the sound it is the repetition. She
101 added that distribution could have a real benefit in that there is an exponential gain. The annoyance will see a
102 drop if there is distribution.

103 **AIR FAIR COMMITTEE REPORT**

104 Mr. Tim LoDolce, Chairman of the Air Fair and Family Festival (Air Fair), updated the Board on the results of the Air
105 Fair. The event was within budget. The event attracted well over 10,000 visitors. This is a great aviation related
106 event with the additional focus of a family festival. Approximately \$31,000 was raised for local charities. The
107 event was very successful in all aspects. The Tuskegee Airmen were a big hit at the event at both the Friday Night
108 Dinner and on the day of the Air Fair as well. Media and Public Relations were also outstanding due to the efforts
109 from Ms. Margaret Skillcorn. The committee is proposing to have an "Air Show Light" next year with the Board's
110 approval which would include a few air show acts. This would attract more people to the event. Timing for the
111 proposed next event would be around the July 4th holiday. Director Eagan expressed her concern over the
112 sustainability of an event like this with the organizers and volunteers getting burned out. Mr. LoDolce stated that
113 the committee has discussed this concern. That is why the committee wants to keep the event to one day.
114 Director Morrison also suggested the committee think about moving the event to another weekend to attract
115 more people to the area. Mr. Smith stated that this event will be reviewed year to year. This year's event has
116 drawn a lot of attention. The USO is very interested in participating in this event. Staff will be meeting with Mr.
117 Gary Lewis to discuss this further.

118 **PUBLIC COMMENT:** None

119 **MOTION #4 JUL-26-12:** Director Eagan moved to authorize the Air Fair Committee to proceed with an Air Fair /
120 Air Show for 2013. Director Hetherington seconded the motion. President Van Berkem, Vice President Jones,
121 Directors Eagan, Hetherington and Morrison voted in favor of the motion. The motion passed.

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124 **ADMINISTRATION BUILDING CONSTRUCTION UPDATE**

125 Mr. Smith updated the Board on the activity on the new administration building. Mr. Peter Beaupre's effort on
126 the new building is winding down. There are just a few punch list items left to be completed. The District is on
127 track and on budget for completion. The construction phase of this building will be closed out before the end of
128 the fiscal year. Any new expenses will be ongoing in the operating budget. The playground is almost completed
129 as well.

130 **PUBLIC COMMENT:** None

131 **MASTER PLAN CONSULTANT SELECTION**

132 Staff has reviewed and considered each proposal, consultant team qualifications, and the supplemental question
133 responses provided by the finalists. After consideration, staff recommends selecting Mead Hunt to provide
134 master plan consulting services. Final project costs are to be determined based on contract negotiations with the
135 selected consultant. Director Hetherington thanked both firms for their presentations. Director Eagan stated that
136 Mead & Hunt should incorporate some of the public outreach strategies/methods contained in the C & S proposal
137 as they are good.

138 **PUBLIC COMMENT**

139 Ms. Margaret Skillcorn congratulated Mead Hunt and thanked the Board for the opportunity. She is a community
140 member and is very passionate about the airport. If there is any way that she can collaborate and be of any
141 assistance with Mead Hunt staff, she would welcome the opportunity to do so.

142 Mr. Tony Tezla, Project Manager with Mead Hunt, thanked the Board for selecting his firm. He also thanked C & S
143 for their presentation. They put together a really good team. Mead Hunt is excited to be a part of the District's
144 Master Plan and excited to be working with the Board and staff in this process.

145 Ms. Debra Croyle stated that the public outreach portion of the Master Plan should be a learning opportunity and
146 not a selling opportunity.

147 **MOTION #5 JUL-26-12:** Director Hetherington moved to accept staff's recommendation to select Mead Hunt to
148 provide Master Plan consulting services for the update and revision of the Truckee Tahoe Airport Master Plan.
149 Director Morrison seconded the motion. President Van Berkem, Vice President Jones, Directors Eagan,
150 Hetherington and Morrison voted in favor of the motion. The motion passed.

151 Mr. Smith stated that the next step is to negotiate a competitive and reasonable price for Master Plan services.
152 The final contract will be scheduled for approval at the August 23, 2012 Board meeting.

153 **RESOLUTION AMENDING CALPERS CONTRACT**

154 President Van Berkem stated that this resolution formalize the agreements made at the last Board meeting. The
155 Resolution of Intention to amend the contract was passed at the June 28, 2012 Board meeting. The immediate
156 fiscal impact is zero; due to the fact that the 2@60 benefit will only be given to new employees. However, over
157 the long term, because the 2@60 benefit is less expensive there will be cost savings.

158 **PUBLIC COMMENT:** None

159 **MOTION #6 JUL-26-12:** Director Hetherington moved to approve Resolution Number 2012-06 a Resolution
160 Authorizing an Amendment to the Contract and waive the reading. Director Eagan seconded the motion. Roll Call
161 Vote: President Van Berkem – Yes; Vice President Jones – Yes; Director Eagan – Yes; Director Hetherington – Yes;
162 Director Morrison – Yes. The motion passed.

163

164 **AIRPORT COMMUNITY ADVISORY TEAM SELECTION (ACAT)**

165 Mr. Kevin Bumen stated that this is a routine change in cycling of ACAT members. Currently open positions
166 include one community and 1 pilot position. This takes an active recruitment effort on the part of the Board and
167 staff. The Board of Directors may encourage participation from pilots and community members through
168 appropriate channels. Formal advertising for these positions will begin next week and will be on the September
169 27, 2012 agenda for Board selection. The Board requested that last year's candidates also be notified of the
170 openings as well.

171 **PUBLIC COMMENT:** None

172 **BREAK:** At 11:05 p.m. the Board recessed for a short break. At 11:20 p.m. President Van Berkem reconvened the
173 meeting.

174 **PUBLIC COMMENT:** None

175 **BROCKWAY SUMMIT DEVELOPMENT PROPOSALS**

176 Mr. Bumen stated that the images prepared from the VOLANS depicted the potential development area and the
177 adjacent proposed Visual RNAV flight path. He noted that this is a staff representation as the developers are not
178 prepared to show actual plans at this time. Plans will be available to review by late September. The developers
179 are more than willing to share them and help the District understand what they are proposing to do. Staff has
180 established a good relationship with the developers that is productive and positive. President Van Berkem stated
181 that it is important, regardless of what decision the Board makes, to stay on top of where the developers are in
182 the process. Mr. Smith stated he will make sure the developers know what the District's concerns are and how
183 the District can be helpful in the process. Director Eagan wanted to be sure staff was conveying the right message
184 to the developers with regards to the District's position on this development.

185 **GENERAL MANAGER'S REPORT**

186 Mr. Smith updated the Board on his outreach efforts in the community. The 5th Graders at Glenshire Elementary
187 sent their thanks to the District for giving them the opportunity to attend Challenger Academy and to see the
188 California Air and Space Museum. There are 11 – 5th Grade classes in the District and all but one of the 5th Grade
189 classes were able to attend. Mr. Smith and Mr. Bumen were able to attend a two day workshop which included
190 property leasing, Minimum Standards and Rules and Regulations with the focus on meeting grant assurance
191 requirements. This is a project that can be completed with some modest consulting assistance. Staff will be
192 securing a quote to better understand the commitment and cost to complete this project and will bring more
193 information to the Board at the September 27, 2012 Board meeting.

194 Mr. Smith reviewed the potential to lease out a parcel within PC-3 that is within the Town boundary. He has had
195 discussions with the Town of Truckee with regards to this parcel as it relates to the Town's Master Plan. This may
196 be a quicker solution for Clear Capital's proposed relocation. If the District is going to pursue land leasing,
197 minimum standards need to be in place. Land leasing rates would need to be at fair market value. The Board
198 may not clearly know what the District is going to do with this parcel until the Master Plan is done. Mr. Smith
199 asked if this was something the Board would like him to spend more time on. The Board requested Mr. Smith do
200 more research on the possibilities for land leasing. Mr. Smith also reviewed the Project Tracking List with the
201 Board. Director Eagan asked that staff work on a more disciplined approach on the agendas. When there is
202 something in the General Managers Report that is as significant as the land leasing discussion, nobody in the
203 public had any clue that the Board is giving any direction on that. The Board needs to be cognizant of that also.

204

205 **PUBLIC COMMENT**

206 Mr. Bob Fink agreed with Director Eagan and said that he had to work extra hard and go way out of his way to be
207 able to get to the report on his computer.

208 **BOARD MEMBER ANNOUNCEMENTS**

209 Director Jones requested an update on the status of hangar vacancies. Mr. Bumen stated that there are currently
210 11 vacant hangars. It has helped this summer for temporary accommodations during construction. Going into
211 the fall, there are potentially 2 – 3 hangars that will be assigned. Director Jones requested an update on the
212 repair of the AWOS. Mr. Bumen stated that it had been repaired. A new AWOS is budgeted for the upcoming
213 fiscal year. Director Morrison stated that there are times when the recorded audio tag message from Unicom
214 staff is really broken and hard to understand when communicating with the pilots. He wanted to be sure staff
215 was aware of the issue and that it was addressed. Mr. Bumen stated that there are some audio issues there that
216 will be addressed. President Van Berkem stated that in regards to Director Eagan's request, he will meet with Mr.
217 Smith to make sure the agendas are presented correctly. Director Hetherington will not be at the Board meeting
218 next month. However, she expressed her interest in being a part of the Ad-Hoc Committee for the Master Plan.
219 Director Morrison stated that it would be a good idea if the District had a Ground Power Unit. It would add a level
220 of basic service to this airport. Mr. Smith stated that there will be a proposal on that for the August 23, 2012
221 Board meeting. Director Morrison added that there should be signs for the pilots. Director Eagan stated that
222 there may be some issues with the FAA prohibiting the proposed signage.

223 **PUBLIC COMMENT:** None

224 **ADJOURN**

225 **MOTION #7 JUL-26-12:** Director Eagan moved to adjourn. Vice President Jones seconded the motion. President
226 Van Berkem, Vice President Jones, Directors Eagan, Hetherington and Morrison voted in favor of the motion. The
227 motion passed.

228 At 12:31 p.m. the July 26, 2012 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.