

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Thursday, April 26, 2012 at the North Tahoe Event Center, 8318 North Lake Blvd., Kings Beach,
3 California at 9:00 am.

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

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

10 **DIRECTOR ABSENT:** Vice President John B. Jones Jr.
11

12 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
13 Ms. Jane Dykstra, Director of Finance and Administration
14 Mr. Phred Stoner, Director of Operations
15 Mr. Kevin Bumen, Director of Aviation and Business Services
16 Mr. Brent Collinson, District Legal Counsel
17 Mr. Hardy Bullock, Environment and Technology Specialist
18 Ms. Maria Martinez, District Clerk
19

20 **VISITORS PRESENT:** 7
21

22 **SPECIAL ORDERS OF BUSINESS**

23 Mr. Collinson stated that the District received a letter on Monday, April 23, 2012, after the agenda had been
24 posted that may lead to potential litigation. Pursuant to Government Code Section 54954.2 B2, if there is a ¼
25 vote, that would need to go into Closed Session under Government Code Section 54956.9C to decide if the District
26 is going to initiate litigation.

27 **PUBLIC COMMENT:** None

28 **MOTION #1 APR-26-12:** Director Eagan moved to add the proposed litigation item to Closed Session under
29 Government Code Section 54956.9C. Director Hetherington seconded the motion. President Van Berkem and
30 Directors Eagan, Hetherington and Morrison voted in favor of the motion. The motion passed.

31 Mr. Smith stated that the District had an active month with school groups touring the new Administration Building
32 and surrounding areas. The Lake Tahoe School sent the District a Thank You poster. In addition, Director Stoner
33 participated in the Snow Fest Parade in Kings Beach. The District provided a truck for the Boys and Girls Club's
34 participation in the parade. The children's group sent the District a Thank You poster for this event as well. Mr.
35 Smith also noted that the District received a nice letter from the McClellan Air Space Museum.

36 **PUBLIC COMMENT:** None

37 **CONSENT CALENDAR**

- 38
- 39 • Minutes: January 26, 2012 Regular Board Meeting
 - 40 • Monthly Service Bills and Fees
 - 41 • Financial Report
 - 42 • Communication and Outreach Efforts – Q1 2012
 - Operations and Comment Report – Q1 2012

43 **PUBLIC COMMENT:** None

44 **MOTION #2 APR-26-12:** Director Eagan moved to approve the items on the Consent Calendar. Director Morrison
45 seconded the motion. President Van Berkem and Directors Eagan, Hetherington and Morrison voted in favor of
46 the motion. The motion passed.

47 **CONSERVATION EASEMENT AGREEMENT – JONES PROPERTY**

48 Mr. Smith stated that the purpose of this item is to finalize the Conservation Easement and Forest Management
49 Agreement on the Tracy R. Jones property. The Board has allocated \$325,000 for the purchase of the
50 conservation easement for the 30.40 acre parcel. The Truckee Donner Land Trust will fund the remaining portion
51 of the \$360,000 purchase price along with closing costs. The easement is substantially the same as the Martis
52 Creek Estates (MCE) Conservation Easement. The Forest Management Agreement is a binding agreement
53 between the District and the Land Trust providing assurance to the District of immediate forest-fuels reduction on
54 both Martis Creek Estates and the Jones Property. The District plans to work with the Land Trust to effectively
55 spend the \$60,000 allocation from the Land Trust on Forest Management.

56 Director Eagan requested clarification on the \$60,000 allocation for forest management as to whether it included
57 both the MCE and the Tracy R. Jones properties. Mr. John Smart stated that it is for both properties. Director
58 Eagan also asked if there was a specific dollar amount for forest management previously approved for MCE. Mr.
59 Stoner stated that it was a straight budget line item and was not allocated to a specific property. Mr. Smith
60 requested clarification from Mr. Perry Norris on if there was a continuous stream of money that the Truckee
61 Donner Land Trust (Land Trust) receives from purchases of properties that is set aside for forest management.
62 Mr. Norris stated that the Land Trust still has approximately \$150,000 dedicated for Waddle Ranch that through
63 the grant agreements they have amended and can use those funds on any property they are managing in the
64 Martis Valley. In addition to those funds, the Land Trust has agreements signed with East West Partners, Sierra
65 Watch and MAPF in the amount of \$30,000 adjusted for inflation that runs in perpetuity for the management of
66 Waddle Ranch, Martis Creek Estates and now the Jones property. The Land Trust can dedicate additional funds
67 well above and beyond the \$60,000 towards the forestry work at the Jones and Martis Creek Estates properties.
68 President Van Berkem stated that he is a non-salaried member of the Truckee Donner Land Trust Board which is a
69 501(c)3 non-profit corporation.

70 **PUBLIC COMMENT:** None

71 **MOTION #3 APR-26-12:** Director Hetherington moved to approve Resolution Number 2012-02 of the Truckee
72 Tahoe Airport District accepting the conservation easement for certain real property commonly known as the
73 Tracy R. Jones property and waive reading. Director Eagan seconded the motion. Roll Call Vote: President Van
74 Berkem – Yes; Director Eagan – Yes; Director Hetherington – Yes; Director Morrison – Yes; Vice President Jones –
75 absent. The motion passed.

76 **PUBLIC COMMENT:** None

77 **MOTION #4 APR-26-12:** Director Hetherington moved to approve the Purchase Sale Agreement, Conservation
78 Easement and Forest Management Agreement Letter with Truckee Donner Land Trust. Director Morrison
79 seconded the motion. President Van Berkem and Directors Eagan, Hetherington and Morrison voted in favor of
80 the motion. The motion passed.

81 **PUBLIC COMMENT**

82 Mr. Smart thanked the District for its participation and continued support. In partnership there has been a lot of
83 work accomplished on several thousand acres of land. Mr. Smart also thanked Mr. Bullock for his assistance in
84 the forestry items.

85

86 **AIRPORT COMMUNITY ADVISORY TEAM**

87 ACAT Chair Andrew Terry updated the Board on the current status of ACAT. The Open Space branding has been
88 designed. The Truckee-Donner Recreation and Parks District has approved the pin flags for the Ponderosa Golf
89 Course. The modifications to the sign will be on their agenda for approval at their next Board meeting. Mr. Terry
90 stated that the ACAT sub-team will consolidate their discussions from the Joint ACAT/Board meeting and will
91 present them to the Board at the May 24, 2012 Board meeting. Director Eagan requested clarification on the rock
92 quarry being a challenge for departures on Runway 1/19. Mr. Terry stated that the fact that the rock quarry does
93 not pose an ideal location to land a plane in an emergency situation. Director Eagan suggested ACAT look into
94 Teichert's plans for the rock quarry in the long term.

95 **PUBLIC COMMENT:** None

96 **AIR FAIR COMMITTEE REPORT**

97 Mr. Terry is also Treasurer of the Air Fair. Mr. Terry updated the Board on the progress of the Air Fair. The
98 committee is having some difficulty getting the sponsorship numbers they had originally anticipated. This is a
99 new event and a lot of organizations are holding off gauging how this year's event goes before committing to a
100 sponsorship. There are several large aircraft that will be coming up for the event. The committee is not having
101 any problems getting people to participate with their aircraft. Mr. Smith stated that he is a non-salaried board
102 member of The Kid Zone which is a 501(c)3 non-profit corporation. The Kid Zone is one of the sponsors of the
103 event. Mr. Smith added that aircraft from Fallon Air Base will be doing a fly-by over the Air Fair as well as over the
104 Nevada County event. The committee has already had a meeting with the public safety agencies to make them
105 aware of the event. Mr. Smith has put in a request to the Nevada County Sherriff's office for police support.
106 There will be two officers at the event. The Town of Truckee has also expressed an interest in having some
107 equipment and officers at the event as well. Mr. Terry noted that the committee is trying to get first aid support
108 from the Tahoe Nordic Search and Rescue. Truckee Fire District will be keeping an ambulance at the Airport Fire
109 station to be ready if needed. Director Eagan requested clarification on the marketing aspect of the event. Mr.
110 Terry stated that the committee has hired Paragon Marketing, Margaret Skillcorn. It is a fairly formal marketing
111 campaign. Director Eagan stated that she has spoken with a potential sponsor who had not heard any advertising
112 on the event. President Van Berkem requested that a member of the committee contact Director Eagan with
113 regards to the potential sponsor she spoke about and review ways in which the marketing efforts could reach a
114 wider audience if in fact some potential sponsors are not aware of the event. Director Eagan will contact Mr.
115 Terry to provide information on the potential sponsor. The committee has also decided to eliminate the hot air
116 balloons from the schedule due to some concern from a member of the public. The balloons can take off that
117 morning if they choose to do so, however, they are not a part of the official program of events.

118 **PUBLIC COMMENT**

119 Rick Tavan stated there was an obscure comment about some neighbor nixing the use of balloon in the
120 advertising and asked the Board to elaborate for the public's benefit. Mr. Smith stated that he has had
121 conversations with this individual. Eliminating the balloons was not a result of his comments. The Air Fair
122 committee has reached out to a balloon operator and did not hear back from him. The committee has chosen not
123 to add a hot air balloon component to the program based on a number of factors. Balloon operators could
124 choose to launch that morning from a public area of the ramp however they would need to meet FAA standards
125 for launching that morning. Mr. Terry added that the individual that expressed a concern had a brother who was
126 flying a paraglider and managed to fly into a balloon. Mr. Smith added that that individual is no longer concerned
127 about the Air Fair.

128

129 **ADMINISTRATION BUILDING CONSTRUCTION UPDATE**

130 Mr. Stoner updated the Board on the activity on the new administration building. The old administration building
131 is now gone. It took about 2 ½ days to deconstruct. The reason it took so long was that a number of timbers were
132 harvested out of it. A majority of the building was recycled and donated to those in need. The rough grade for
133 the park has been established. The landscaper is coming on Monday to begin the design work. It is expected to
134 be completed by the end of May. President Van Berkem requested clarification as to when the area would be
135 functional as a playground. Mr. Smith stated that he is hoping that it will be fully functional right around the Air
136 Fair but it may be ready soon thereafter. President Van Berkem asked if staff had thought about artificial turf. Mr.
137 Smith stated that staff would be getting a quote for the artificial turf as an option. Mr. Stoner added that there
138 are still some punch list items in the new building that are slowly being worked on to get them done.

139 **PUBLIC COMMENT:** None

140 **ELECTION OF SPECIAL DISTRICT REPRESENTATIVES TO PLACER COUNTY LOCAL AGENCY FORMATION**
141 **COMMISSION (LAFCO)**

142 Mr. Smith stated that the ballots and resumes provided by the candidates have been reviewed. Staff
143 recommends casting ballots for Brian Sheehan of the Squaw Valley Public Service District and Robert Snyder of
144 the Placer County Mosquito and Vector Control District.

145 **PUBLIC COMMENT:** None

146 **MOTION #5 APR-26-12:** Director Hetherington moved to recommend casting ballots for Brian Sheehan of the
147 Squaw Valley Public Service District and Robert Snyder of the Placer County Mosquito and Vector Control District.
148 Director Eagan seconded the motion. President Van Berkem and Directors Eagan, Hetherington and Morrison
149 voted in favor of the motion. The motion passed.

150 **MASTER PLAN CONSULTANT SELECTION AD HOC COMMITTEE – APPOINTMENTS**

151 Mr. Smith stated that staff is proposing the Board appoint two members from the Board of Directors to form an
152 ad hoc committee as part of a selection committee to assist in selecting three or four of the consultants to make a
153 presentation to the Board at the June 28, 2012 Board meeting. The Master Plan process should take
154 approximately 18 months to complete the update. Directors Morrison and Hetherington expressed an interest
155 and were appointed to the ad hoc committee.

156 **PUBLIC COMMENT:** None

157 **BREAK:** At 10:04 a.m. the Board recessed for a short break. At 10:15 a.m. President Van Berkem reconvened the
158 meeting.

159 **RATES AND FEES PROGRESS**

160 Mr. Smith reviewed the Operating Results with the Board. The data presented is for the period from January to
161 March of 2012 however it only represents 7 to 8 weeks of data based on the new fee schedule. This report will be
162 presented on a quarterly basis to the Board. Mr. Bumen also added that the new format should also be reviewed
163 by the Board to make sure it is providing all the information they would like reported. Director Eagan stated that
164 it is important for staff to understand how their efforts at pricing are working. The tie in of the Jet A fuel and the
165 transient use fees is not included in the report. The report does not show what percentage of dollars is absorbed
166 or discounted relative to the sales figures. This would enable the District to better justify the below market cost
167 of low lead fuel because it is being supplemented by other things. President Van Berkem suggested staff identify
168 the transient use fees that were waived and include that data in the report. Mr. Bumen stated that staff will be
169 analyzing data approximately every 90 days.

170

171 **PUBLIC COMMENT**

172 Mr. Terry stated that there is an observation that the District has listed total revenue per aircraft. However, some
173 of that includes non-aviation related revenue in the amount of \$4,000 from Mountain Home Center for the
174 hangar they rented. This skews the numbers a little. A more substantive observation is the truck roll fee which
175 totaled \$320 in revenue. Is it worth even collecting that revenue? It probably costs the District more to capture,
176 report and discuss that \$320 in revenue than collecting it. The District may want to ask if it is beneficial to charge
177 for the truck or decide if it is needed at all.

178 **PEAK STAFFING DISCUSSION**

179 Mr. Smith reviewed the Peak Staffing Standard Procedure Instruction with the Board. The areas focused on are
180 Operational, Maintenance and Administrative peak staffing. Staff will immediately begin to implement these new
181 procedures and report back to the Board on effectiveness of the Standard Procedure Instruction objectives and
182 directives. Senior staff will be taking a lead role in training staff and clearly stating the objective and expected
183 outcome of this new effort. There is no significant fiscal impact perceived at this time. Staff anticipates new
184 staffing shift and departmental changes will increase efficiency and provide better resources to constituents and
185 airport users. President Van Berkem requested Mr. Smith measure the percentage of operations that had a
186 certified management individual on-site. Mr. Smith stated that if someone calls in there is a Senior Staff member
187 on site that can talk to anyone that has a concern at any given time. In addition, staff is currently being trained
188 and given the tools necessary to talk to pilots when there are noise concerns coming in from the community.

189 **PUBLIC COMMENT**

190 Mr. Terry stated that there may be a few things missing from this document. First is to add one of the important
191 services the airport provides which is the weather service. It is useful to have it in the document. Also, some time
192 ago, a previous iteration of the Board directed Senior Staff to be on site during peak staffing. That created
193 conflicts in the District as it added complexity to scheduling senior staff meetings when necessary. There is
194 possibly a fourth group that could go into this document which is Senior Staff. In addition, identifying what Senior
195 Staff's role is during peak staffing.

196 President Van Berkem requested clarification on the development of the real time capabilities of the flight
197 tracking system so that during periods of peak staffing, the District is able to monitor activity so that possible
198 topics of conversation can be identified to discuss with flight crews.

199 Mr. Bumen stated that the District currently has real time capabilities. Several staff members have access to it
200 and have been trained on how to use it. However, the District is not staffed for someone to be monitoring the
201 activity on a consistent basis in real time. If the Board would like staff to focus more on the activity, it will require
202 more staff. There are various reporting capabilities that staff is exploring with Bridgenet. One of the daily reports
203 staff is currently running is Bypass Compliance which shows that there is an approximate compliance of 93% by
204 pilots flying the bypass route.

205 Mr. Tavan stated that 93% compliance with a voluntary procedure is outstanding. This shows a very high level of
206 cooperation from the pilot community. He urged the Board to be extremely cautious to be reticent to set up the
207 aviation equivalent of a radar speed trap that is on the highways. With compliance at this level, the last thing the
208 Board wants to do is create resentment among the pilot community. It does not bother him when a staff member
209 comes to him to discuss his flight arrivals or departures. He likes that kind of feedback but he knows a lot of pilots
210 do not. Unless there is to some degree some suspicion of intentional deviation, the District would do much more
211 harm than good to proactively notify people. It would be a huge public relations mistake.

212 Mr. Terry reminded the Board and the present aviation community that the District has an explicit policy about
213 the use of the flight tracking data. This policy says that it will not be used to track individual compliance. The
214 District is not a police force nor does it have the capabilities of a police force.

215 Mr. Bumen stated that there are some semantics from where staff's engagement is with an individual operator
216 from an educational stand point perceived or misinterpreted as enforcement. As of the final acceptance of the
217 flight tracking system, there is a one year freeze before the Board can take policy direction based on the
218 information being produced by the flight tracking system. That period of time started in February of 2012.

219 **FINAL POLICY INSTRUCTION REVIEW**

220 Mr. Smith stated that all Policy Instructions have been revised and uploaded into Drop Box. Staff will be
221 populating Drop Box with folders of useful documents the Board will have access to on a regular basis. Over time,
222 the Board will be able to have a library of information accessible through their iPad.

223 **PUBLIC COMMENT:** None

224 **GENERAL MANAGER'S REPORT**

225 Mr. Smith updated the Board on his outreach efforts in the community. The MBTI continuance meeting is
226 scheduled for May 3, 2012 from 6:00 pm to 9:00 pm. The meeting materials from the January 31, 2012 meeting
227 will be reviewed; specifically the questions that had been selected to be discussed. The Runway 10/28 Project has
228 been bid and the results have been submitted to the FAA. The project has been approved for funding by the FAA
229 but not at the level originally requested. The FAA grant is in the amount of \$1.5 million. Mr. Smith is waiting to
230 hear back from the FAA regarding additional funding for this project. All options will be presented at the next
231 Board meeting for Board discussion and possible approval.

232 The 2012 Summer Pavement Maintenance Program is out to bid. The pre-bid meeting is scheduled for April 24th
233 with final bids due on May 10th. The work will begin after the Air Fair on July 7th. The work on J & K is scheduled
234 to begin on June 4th. Mr. Smith is also in process of re-bidding the Apron Lighting and Segmented Circle for end-
235 of-year funding which typically comes in September. Mr. Smith updated the Board on his outreach efforts in the
236 community.

237 Mr. Stoner updated the Board regarding the status of purchasing a ground power unit. Mr. Stoner stated that the
238 turbo propeller aircraft are in need of this service more than the jets. Pricing for a ground power unit is from
239 \$100 to \$150 per use with options of waiving this fee if fuel is purchased. Sometimes the FBOs can make money
240 on it and sometimes it is presented as a bundled service. Mr. Stoner and Mr. Dave Hoffman will be conducting
241 more analysis on what will work with the District's fleet mix.

242 **PUBLIC COMMENT:** None

243 **BOARD MEMBER ANNOUNCEMENTS**

244 Director Hetherington stated that there was an Internal Control Review done and it was not placed on the agenda
245 for review. This item is scheduled to be reviewed at the next Board meeting scheduled for May 24, 2012.

246 **PUBLIC COMMENT:** None

247 **BREAK:** At 12:07 p.m. the Board recessed for a short break. At 12:15 p.m. President Van Berkem reconvened the
248 meeting.

249 **CLOSED SESSION**

250 At 12:15 p.m. the Board entered closed session pursuant to government code sections:

- 251 • GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 252 • Alder Hill Estates Subdivision, Lot 8
- 253 • GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 254 • Old Town Corporate Yard Property Acquisition, Nevada County APN 19-440-79
- 255 • GOVERNMENT CODE SECTION 54957 – GENERAL MANAGER ANNUAL PERFORMANCE REVIEW
- 256 • GOVERNMENT CODE SECTION 54956.9C – POTENTIAL LIGATION

257 • **PUBLIC COMMENT: None**

258 At 3:20 p.m. the Board recessed out of closed session and reported the following actions:

- 259 • GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 260 • Alder Hill Estates Subdivision, Lot 8 - *Direction given to staff*
- 261 • GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- 262 • Old Town Corporate Yard Property Acquisition, Nevada County APN 19-440-79
- 263 – *Direction given to staff*
- 264 • GOVERNMENT CODE SECTION 54957 – GENERAL MANAGER ANNUAL PERFORMANCE REVIEW
- 265 – *No action was taken*
- 266 • GOVERNMENT CODE SECTION 54956.9C – POTENTIAL LIGATION
- 267 – *Direction given to staff*

268 **ADJOURN**

269 **MOTION #6 APR-26-12:** Director Hetherington moved to adjourn. Director Eagan seconded the motion.
 270 President Van Berkem and Directors Eagan, Hetherington and Morrison voted in favor of the motion. The motion
 271 passed.

272 At 3:20 p.m. the April 26, 2012 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

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