

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Thursday, May 24, 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 (arrived at 9:05 a.m.)

10
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. Brent Collinson, District Legal Counsel
16 Ms. Maria Martinez, District Clerk

17
18 **VISITORS PRESENT:** 13

19
20 **SPECIAL ORDERS OF BUSINESS**

21 Tab Item 9 – Engineer Request for Qualifications Review is being pulled from the Consent Calendar for discussion.
22 Tab Item 12 – Resolution of Intention to Amend CalPERS Contract will be pulled from the agenda and will be
23 reviewed at a later meeting after the Employee Benefits Ad Hoc Committee has had a chance to review it. Mr.
24 Smith stated that the District has hired a new employee – Mitch Montgomery. He started on Saturday, May 19,
25 2012. The Sugar Pine Foundation was out at Waddle Ranch. Mr. Hardy Bullock assisted the Sugar Pine
26 Foundation in planting 1,000 Sugar Pine seedlings.

27 **PUBLIC COMMENT**

28 Mr. Charlie White stated that the Weather page on the website does not give pilots anything to look at. There
29 should be links to aircraft and pilot information. The information currently on the webpage does not help the
30 airport at all. Mr. White would like to work with ACAT to see if they can make the web page more for pilots.

31 Mr. Tim LoDolce stated that Bob Todd passed away. He died three days ago from cancer. The EAA will be holding
32 a memorial service for him on June 3, 2012 at 9:00 a.m. They are also hoping to put together a missing man
33 formation for him.

34 **CONSENT CALENDAR**

- 35
- 36 • Minutes: January 31, 2012 Regular Board Meeting
 - 37 • Minutes: February 23, 2012 Regular Board Meeting
 - 38 • Minutes: March 22, 2012 Regular Board Meeting
 - 39 • Monthly Service Bills and Fees
 - 40 • Financial Report
 - 41 • Ad Hoc Auditor Selection Committee Report
 - 42 • Request for Additional Funding for Airport Community Park
 - 43 • Award of Runway 10/28 Construction Contract

44 **PUBLIC COMMENT:** None

44 **MOTION #1 MAY-24-12:** Director Eagan moved to approve the rest of the items on the Consent Calendar.
45 Director Jones seconded the motion. President Van Berkem, Vice President Jones and Directors Eagan,
46 Hetherington and Morrison voted in favor of the motion. The motion passed.

47 **AIR FAIR COMMITTEE REPORT**

48 Mr. Tim LoDolce, Chairman of the Air Fair and Family Festival (Air Fair) updated the Board on the progress of the
49 Air Fair. Mr. LoDolce introduced Ms. Margaret Skillcorn who is in charge of public relations for the Air Fair. Ms.
50 Skillcorn reviewed the committee's media plan for the Air Fair which includes paid and free advertising as well as
51 social media efforts. Air Fair committee members will also be at Truckee Thursdays to spread the news about the
52 event. Mr. LoDolce stated that the committee has received approximately \$21,000 in sponsorship monies for the
53 event. The committee is making a concerted effort in the publications to explain the offerings to sponsorships
54 and make people aware of the local non-profit community events that are now a part of the Air Fair and not
55 individual events. The entry level sponsorship has been lowered to \$200. This is a much easier level for people to
56 participate at. The non-food vendor entry fee has also been lowered from \$100 to \$25. Two of the Tuskegee
57 Airmen will be here for the event. Numerous aircraft will also be on display. The Coast Guard will also have an
58 aircraft present. A parachute team has also been hired for the day. The FAA has been contacted to make sure
59 there are no other requirements needed to have them parachute at the airport that day. There is a dinner
60 scheduled for the evening prior to the event. Tickets are \$40 and are on sale upstairs at Administration or
61 through the Air Fair and Kid Zone websites. The committee is currently \$7,000 over their original budget of
62 \$54,000 however costs are still coming in and adjustments to the budget will be made accordingly. Mr. Smith
63 stated that the District has involved local law enforcement, public safety and the fire department. This is an
64 aspect of the event that is taken very seriously.

65 **PUBLIC COMMENT**

66 Mr. Andrew Terry stated that one thing the committee ~~is~~ has been discussing is to not leverage the Administration
67 Building, especially upstairs, given that there will be a high volume of activity. The do not want Unicom to get
68 disturbed so that they can focus on their job. Mr. Terry just wanted the District to manage some expectations
69 there. Mr. Smith stated that the District needs to facilitate some way for people to come see inside the building.
70 Unicom will be open as well as the outside deck area however the rest of the upstairs area will be closed.

71 **AIRPORT COMMUNITY ADVISORY TEAM**

72 ACAT Chair Andrew Terry updated the Board on the current status of ACAT. The golf course flags have been
73 ordered for the Ponderosa Golf Course. A total of eighteen flags were ordered; sixteen were delivered to the
74 Truckee Donner Recreation and Parks District (TDRPD) the remaining two will be held in reserves at the District
75 office so that they could be framed and hung in the lobby. ACAT will be working on the framing design for the
76 flags. The golf course sign modification has also been approved by the TDRPD to include the District's open space
77 logo. ACAT received direction from the Board at the Joint ACAT / Board meeting, ACAT to work on the runway
78 utilization project. This will require an increase to ACAT's budget in project funds to obtain information on this
79 project. ACAT will also be working on refining the wind analysis to explore the feasibility of moving traffic from
80 runway 10/28 to 1/19. Signage will be ready for installation after runway 10/28 reopens. ACAT has nominated
81 Mr. Terry to participate in the District's Master Plan ad-hoc committee. A new project that has come up is the
82 feasibility of a temporary tower. This would be a way of dictating the feasibility of utilizing runway 1/19. Mr.
83 Bumen added that staff has been monitoring East Hampton that is proceeding with a daytime VFR summer time
84 only tower. It is fairly unusual in terms of how a tower is operated but it is being watched closely. There are also
85 two Road Show presentations scheduled in the near future. One is in Palo Alto and the other is in San Carlos.

86

87 Member Jack Ellis gave a summary of the discussion from the ACAT / Board Joint Workshop. From the discussion
88 ACAT understands that (1) it is acceptable to move noise and annoyance; (2) it is acceptable to shift impacts from
89 full-time to part-time residents; and (3) the Board expects ACAT to bring forth solutions. ACAT plans to do several
90 things as a result of the discussion. One of the focuses will be on matching up operations by time of day with
91 wind direction by time of day to see whether traffic shift to Runway 1 is operationally feasible. Another is to
92 develop a plan for analyzing Runway 1/19 usage during construction which may require additional funding to
93 supplement staff. ACAT also wants to focus on initial stimulations to assess the benefit of moving the Runway 28
94 threshold to the east which may require additional funding to supplement staff. The last focus from this
95 discussion is for ACAT to identify the residents that have “given up” and no longer call into the airport so that
96 ACAT can initiate dialogue with these individuals. This may require assistance from the Board in identifying the
97 individual members of the community. President Van Berkem requested ACAT review options of making Runway
98 1/19 physically more desirable to use would be helpful. Mr. Smith stated that a lot of these issues will also be
99 reviewed during the Master Plan process. Mr. Smith will ~~be reviewed~~ the items covered in the Master Plan
100 process with ACAT at their next meeting scheduled for June 12, 2012.

101 **PUBLIC COMMENT:** None

102 **ADMINISTRATION BUILDING CONSTRUCTION UPDATE**

103 Mr. Peter Beaupre of Prosser Building & Development, Inc. updated the Board on the activity on the new
104 administration building. In terms of the new building, the last thing left to do is commissioning which will begin
105 today. The commissioning agent will be reviewing the mechanical systems to make sure they are operating as
106 efficiently as they can be. Director Morrison requested clarification on the term of “commissioning”. Mr.
107 Beaupre stated that this is a process where the District is using an independent mechanical engineering firm to
108 review the efficiency and performance of the mechanical systems in the building. The other project currently in
109 process is the landscaping of the area where the old Administration Building was. All the rock grading has been
110 complete. The landscaper is working on installing the irrigation lines. Trees and sod will be installed next. Mr.
111 Smith stated that this is only the third location in the country that has installed this particular playground setup.
112 Mr. Smith also thanked Director Morrison for the great response received from the community on
113 commemorating the playground in the memory of the Morrison family. The District has received approximately
114 \$20,000 in additional funds to upgrade the playground structure. In addition, three large rocks have been placed
115 in the playground, one of which will have a memorial plaque for the Morrison family. This playground will be a
116 very unique community asset. The Board thanked Director Morrison and staff.

117 **PUBLIC COMMENT:** None

118 **ENGINEER REQUEST FOR QUALIFICATIONS REVIEW**

119 Mr. Smith stated that as the Master Plan process starts in the fall it would be prudent to have the District’s
120 engineering services settled. The Board may also want to explore the concept of using a professional engineering
121 company and a part-time engineer. Annual expenditures for engineering services are significant. In FY 2011 the
122 District spent \$195,000 on professional engineering services. The Board agreed that engineering services should
123 be the most cost effective way of ensuring accuracy in producing a quality product and avoiding the asphalt issues
124 the District currently has on the airport. Incorporating a part-time engineer may also be an option. Mr. Smith
125 stated based on this discussion he will be meeting with staff and will bring back an RFQ to the Board for approval.

126 **PUBLIC COMMENT:** None

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

129 **2012 SUMMER PAVEMENT MAINTENANCE CONTRACT APPROVAL AND CONSIDERATION OF ADDITIONAL**
130 **FUNDING**

131 Mr. Smith stated that this is a two part discussion. The first part of the discussion will focus on awarding the 2012
132 Pavement Maintenance Project and authorizing the Board President to enter into a contract with West Coast
133 Asphalt for \$454,000. The second part of the discussion will focus on the allocation of additional funds in the
134 amount of \$445,570 to accelerate the completion of projects identified in the District Pavement Maintenance
135 Plan, including projects identified by staff and airport users. Staff and Reinard Brandley have reviewed the bids
136 and are comfortable with West Coast Asphalt's pricing, quantities and their ability to complete the project.
137 Awarding the contract to West Coast Asphalt will allow the District to complete the targeted projects on budget
138 and provide funding to allow additional crack repair work in addition to engineering, testing and project
139 management fees. Mr. Smith reviewed the areas to be covered.

140 Mr. Smith also reviewed the additional areas of maintenance to be covered this year to include additional crack
141 repair, mill and fill in the hangar rows which have been identified as priority by the pilot community. This will also
142 include the application of Reclamite primarily on the eastern 3000 feet of Runway 10/28 and the South Ramp.
143 Mr. Smith reviewed the areas to be covered with the additional funds. This would require a change order to be
144 issued to complete the work. Director Morrison requested clarification on how the District can move forward to
145 assure that pavement contracts, change orders and engineering do not disrupt the airport too much. Mr. Smith
146 stated that there will be three contractors working on the airport this summer which will be challenging but
147 doable. Staff will make sure all contracts are solid along with the pertinent additional documentation. Some of
148 the aspects of these projects will not be happening at the same time. Staff should be able to keep things flowing
149 pretty well without too many disruptions in service.

150 **PUBLIC COMMENT:** None

151 **MOTION #2 MAY-24-12:** Vice President Jones moved to approve and award the 2012 Summer Pavement
152 Maintenance Contract, authorize the Board President to enter into a contract with West Coast Asphalt for
153 \$454,000 and allocate additional funds in the amount of \$445,570 from the Pavement Maintenance Unrestricted
154 Net Assets fund to accelerate the completion of projects identified in the District Pavement Maintenance Plan,
155 including projects identified by staff and airport users. Director Hetherington seconded the motion. President
156 Van Berkem, Vice President Jones and Directors Eagan, Hetherington and Morrison voted in favor of the motion.
157 The motion passed.

158 **FORMATION OF AD HOC COMMITTEE – EMPLOYEE BENEFITS**

159 President Van Berkem stated that in the past he and Vice President ~~Jones~~ ~~Van Berkem~~ have been on the Employee
160 Benefits Ad-hoc subcommittee. This is an opportunity for the Board to appoint two members for an ad-hoc
161 subcommittee to review employee benefits.

162 **PUBLIC COMMENT:** None

163 **MOTION #3 MAY-24-12:** Director Morrison moved to appoint President Van Berkem and Vice President Jones to
164 the Employee Benefits Ad-hoc Subcommittee. Director Hetherington seconded the motion. President Van
165 Berkem, Vice President Jones and Directors Eagan, Hetherington and Morrison voted in favor of the motion. The
166 motion passed.

167 **FISCAL YEAR 2013 BUDGET DISCUSSION**

168 Ms. Dykstra reviewed the proposed budget details for fiscal year 2012 - 2013 with the Board. The Board
169 discussed the budget items presented as they relate to each strategy area. The focus of the discussion centered
170 around the assumptions to be used in developing the budget and presenting information gathered by staff

171 regarding potential expenditures (both capital and operating) in the upcoming year. Vice President Jones
172 requested clarification on the Capital Budget item for AWOS in the amount of \$25,000. Mr. Bumen stated that
173 the District's current AWOS is broken and needs to be replaced as attempts to repair the existing system have not
174 been successful. If approved for budget next year, the new system would potentially be installed before winter.
175 The Board expressed their concern for having an airport safety item disabled until next fiscal year. The Board
176 requested Mr. Bumen bring back more information to the June 28, 2012 Board meeting on replacing the system in
177 the current fiscal year. President Van Berkem requested clarification on the need for more personnel to assist
178 ACAT. Mr. Smith stated that staff is working on the final resolution to the proposed addition in personnel.
179 Director Eagan expressed her concern on the proposed budget of \$100,000 for the re-design of the District's
180 website. Mr. Bumen stated that the two biggest deficiencies are the Flash-based language which limits
181 proliferation of mobile devices on certain browsers, and staff's limited ability to make changes as needed. These
182 deficiencies need to be addressed for the District's website to be fully functional.

183 Mr. Smith stated that he is a non-salaried member of the Kid Zone which is a 501(c)3 non-profit organization. He
184 clarified that the Budget includes \$30,000 for an airport related exhibit which would run twelve to eighteen
185 months at the Kid Zone Museum. This exhibit could communicate our message and touch 26000 visitors and the
186 Kid Zone's 500 members. Various Directors committed on the positive aspects of this endeavor. Director
187 Hetherington commented on the value this type of outreach can provide for the airport. President Van Berkem
188 was also in agreement and suggested staff explore the ability to budget monies for grant purposes to the
189 community and add that to the proposed budget. The Board agreed. Mr. Bumen added that the Board may want
190 to consider having this "grant" money funded through the Community Foundation with the District overseeing the
191 approval process.

192 **PUBLIC COMMENT:** None

193 **BREAK:** At 12:25 a.m. the Board recessed for a short break. At 12:35 a.m. President Van Berkem reconvened the
194 meeting.

195 **BROCKWAY SUMMIT PROPOSAL**

196 Mr. Smith stated that the objective of the discussion is to begin the process to define the District's position
197 regarding the development proposal and the potential transfer of development rights on Brockway Summit. The
198 second part of the discussion will be to review and understand the impact of flight operations over affected areas
199 both on the North and South sides of Highway 267 in the Brockway Summit Area. Mr. Bumen gave a presentation
200 which included overflight activity in the Brockway Summit area using flight ~~traettrack~~ data. The data evaluated
201 included July 2011 and the period of October 2011 to March 2012. Review of this data indicates an average
202 overflight intensity of 1 to 2 aircraft per week in the areas of interest.

203 President Van Berkem stated that he is a non-salaried member of the Truckee Donner Land Trust (Land Trust)
204 which is a 501(c)3 non-profit corporation. The Land Trust has taken the lead and supported the movement of
205 land entitlements that preserves a contiguous greenbelt on Brockway Summit. Mr. Smith stated that staff will
206 obtain actual development site information from East West Partners' Master Plan to add to density data maps for
207 Board review. East West Partners and Sierra Pacific Industries have agreed to make a brief presentation to the
208 Board and staff at the June 28, 2012 Board meeting.

209 **PUBLIC COMMENT:** None

210 **GENERAL MANAGER'S REPORT**

211 Mr. Smith updated the Board on his outreach efforts in the community. Mr. Bumen stated that the District has
212 received concurrence with SRA on 3 key items. With regards to the MOA, SRA submitted a formal request to the

213 FAA for transfer to the District. Mr. Bumen will be in contact with the FAA if the MOA has not been received by
214 July however, nothing is in jeopardy at this point.

215 Mr. Smith stated that staff is working through the FAA process to change the posted load bearing capacity for
216 Runway 1/19 from its current posted limit of 12,500 lbs. to 35/50 and change Runway 10/28 from 60/100 to
217 50/80. Brandley Engineering is assisting with the FAA on this effort. The Airport Café had a major refrigeration
218 malfunction over the weekend. The owner of Runway Café lost her stock as a result. The unit is under warranty
219 and will either be repaired and replaced pending ventilation issues in that area. As a result, Runway Café is now
220 closed and will not reopen. The District has been approached by a local vendor, The Red Truck, who would be
221 assuming the lease from Runway Café. Director Hetherington requested clarification on the District's process in
222 the lease assumption because it is a SASO. Her concern was that she did not want the District to set a precedent
223 on a SASO's transferability. Mr. Smith will be reviewing PI 504 and sorting through the legality of the issue to
224 make sure the District is following proper protocol. Mr. Smith also reviewed the Project Tracking list with the
225 Board.

226 **PUBLIC COMMENT:** None

227 **BOARD MEMBER ANNOUNCEMENTS:** None

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228 **PUBLIC COMMENT:** None

229 **CLOSED SESSION**

230 At 1:32 p.m. the Board entered closed session pursuant to government code sections:

231 • GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

232 • Old Town Corporate Yard Property Acquisition, Nevada County APN 19-440-79

233 • **PUBLIC COMMENT:** None

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234 At 2:51 p.m. the Board recessed out of closed session and reported the following actions:

235 • GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

236 • Old Town Corporate Yard Property Acquisition, Nevada County APN 19-440-79
237 – *Direction given to staff*

238 **ADJOURN**

239 **MOTION #4 MAY-24-12:** Director Hetherington moved to adjourn. Director Morrison seconded the motion.
240 President Van Berkem, Vice President Jones and Directors Eagan, Hetherington and Morrison voted in favor of the
241 motion. The motion passed.

242 At 2:51 p.m. the May 24, 2012 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.