

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 special meeting held Tuesday, January 31, 2012 at the Town of Truckee, East Wing Conference Room,
3 located at 10183 Truckee Airport Road at 9:00 a.m.

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 Mary Hetherington
8 Director Kathleen Eagan
9 Director Jim Morrison

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11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Mr. Phred Stoner, Director of Operations and Maintenance
13 Ms. Jane Dykstra, Director of Finance and Administration
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 **CONSULTANTS PRESENT:** Ms. Cathy Van Berkem
19

20 **VISITORS:** None

21 **SPECIAL ORDERS OF BUSINESS:** None

22 **PUBLIC COMMENT:** None

23 **BOARD RELATIONS TRAINING**

24 Ms. Van Berkem facilitated the discussion with the Board and Senior Staff. Among the areas discussed
25 were:

- 26 • Overview of Myers Briggs Type Indicator and the ways it can benefit teamwork and results
27
28 • Our types, what they mean to us and our work as a staff, as a Board and in our work together. Each
29 member of the Board and staff analyzed their Myers Briggs Type and shared some insight on their
30 type and how they relate to other Myers Briggs Types. Type results are included below. Attached to
31 the minutes are MBTI descriptions of each type.

32 **Type Table Results:**

33 **INTJ:** Tom Van Berkem and Brent Collinson

34 **ISTP:** John Jones

35 **ISFP:** Phred Stoner

36 **ENTP:** Jim Morrison

37 **ESTJ:** Jane Dykstra

38 **ESFJ:** Kevin Smith

39 **ENFJ:** Mary Hetherington

40 **ENTJ:** Kathleen Eagan and Kevin Bumen

41 **Break:** At 10:00 AM the Board recessed for a short break. At 10:10 AM President Van Berkem
42 reconvened the meeting.

43 Ms. Van Berkem continued her discussion on Myers Briggs Types with the Board and Senior Staff.

44 **RECESS:** At 12:15 PM the Board recessed for lunch. The meeting reconvened at 12:30 PM

45 Ms. Van Berkem continued her discussion with the Board and Senior Staff. The Board and Senior Staff
46 broke out into separate groups to discuss improving how to work together better. Senior Staff and the
47 Board reconvened and reviewed notes and discussed various topics on communication and efficiency in
48 working together between staff and the Board. Among the items of discussion were to continue to work
49 on safety, the desire to strive to listen to each other and what the airport should be in 15 years and how
50 the District communicates with the users. Other items discussed and summarized are as follows:

- 51 • Staff is passionate about the airport; they enjoy working at an airport, and are motivated by the
52 atmosphere and the aviation industry in general.
- 53 • The Board is eager to hear more from staff; both Senior Staff and Operations Supervisors. Staff
54 needs to be more vocal in meetings and express their opinions. The Board welcomes and is very
55 interested in staff opinions and experience.
- 56 • At times Staff may need to force the Board into making a decision on items where there may not
57 be Board alignment. In such cases, staff should set the item up for success by peeling the layers
58 of the onion and look at different ways to come to a conclusion. Staff should make a specific
59 recommendation and allow the Board to, at times, “wrestle” with the issue and make a decision.
- 60 • Agenda items may need to be structured differently when we are dealing with operational
61 issues vs. strategic or long term direction discussions.
- 62 • The District, both Staff and Board, need to continue to focus on safety as our priority issue.
63 Safety should be the first consideration in any decision process we begin.
- 64 • There is a strong desire to listen to each other, both Staff and Board. All in attendance agreed
65 to the value in hearing each other’s position on individual issues. Consensus and agreement at
66 the onset is not necessary to actively listen and try and understand each other.
- 67 • The question was raised as to what the airport should be in 15 years. How are we going to
68 communicate this question to our constituents? It was agreed that the upcoming Master Plan
69 process will be a valuable tool to communicate with our District.
- 70 • We may want to have a specific discussion or an agenda item regarding communication with our
71 constituents and airport users.
- 72 • The Question came up as to “What is our Brand?” What are we trying to be? It was discussed
73 that this question could occupy a full meeting and needs to be discussed.
- 74 • Near the end of the meeting, after our Breakout sessions, an important comment was voiced
75 that we need to have more time for inter-Board communication and interaction. The point was

76 made that staff is constantly interacting on a daily basis where the Board only has that
77 opportunity a few times a month. Finding time for Board interaction is important but needs to
78 be Brown Act compliant.

- 79 • A major question for discussion is “what the airport should and shouldn’t be or become.”
- 80 • As we discussed communications, the Board and Staff focused on whether or not our meeting
81 time should be changed to the evening. The pros and cons of this idea were discussed and staff
82 was asked to bring back a proposal at a future date. Staff indicated that this would occur after
83 we had Broadcasting capabilities and to see the effect of this service.
- 84 • We discussed the importance of Staff Reports to be clear on their objectives. What are we
85 asking the Board to do? If an item is not scheduled for action, be clear on the objective for the
86 discussion.

87 At the end of the meeting we summarized our discussions and agreed that additional meetings would be
88 beneficial. The question at the top of everyone’s mind was to have a focused discussion regarding
89 “what we want the airport to be and not be.”

90 Staff committed to finding a future date that will work for everyone to continue our discussion, using
91 the MBTI tools learned, and apply them to the following questions:

- 92 - What do we want the airport to be and not be
- 93 - Should the District build a de-icing/heated hangar that can also be used for community use.
- 94 - Should the Board hold their meetings in the evening to facilitate more community
95 participation
- 96 - How can we work together to have shorter meetings.

97 It was discussed that other questions may be appropriate for this meeting as well and could be brought
98 forward by Board or Staff.

99 The Board and Staff thanked Ms. VanBerkem for her work and effort to facilitate the meeting. Mr.
100 Smith mentioned to those in attendance that all of work and time to prepare and facilitate the meeting
101 were donated by Ms. VanBerkem. Her efforts are much appreciated.

102 **BOARD ANNOUNCEMENTS**

103 Director Morrison stated that he would not be able to attend the June 23, 2012 Board meeting. Vice
104 President Jones stated that he would not be able to attend the April 26, 2012 Board meeting.

105 **ADJOURN**

106 **MOTION #1 JAN-31-12:** Director Jones moved to adjourn. Director Eagan seconded the motion.
107 President Van Berkem, Vice President Jones and Directors Hetherington, Eagan and Morrison voted in
108 favor of the motion. The motion passed.

109 At 3:43 PM the January 31, 2012 special meeting of the Truckee Tahoe Airport Board of Directors
110 adjourned.