



TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

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DIRECTORS

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J. THOMAS VAN BERKEM

**AGENDA
FOR
JANUARY 26, 2012**

A meeting of the Truckee Tahoe Airport District will be held on **Thursday, January 26, 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.

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

- Presentation to Kathleen Eagan

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: December 1, 2011 Regular Meeting ----- **TAB 1**
2. Monthly Service Bills and Fees ----- **TAB 2**
3. Financial Report ----- **TAB 3**
4. Communication and Outreach Efforts – Q4 2011----- **TAB 4**
5. Policy Instruction Revisions – Section 300 (Finance)----- **TAB 5**
Review and re-adopt existing Policy Instructions related to Finance. Policies have been revised to reflect current practices.

ROUTINE REPORTS FROM CONSULTANTS

6. AIRPORT COMMUNITY ADVISORY TEAM----- **TAB 6**
Review of recent ACAT activities and report by Chair Andrew Terry.
7. ADMINISTRATION BUILDING CONSTRUCTION UPDATE
Mr. Peter Beaupre, Project Manager with Prosser Building & Development, Inc. to report.

BOARD ACTION ITEMS

- 8. AIR FESTIVAL COMMITTEE REPORT AND APPROVAL OF BUDGET ----- **TAB 7**
The Truckee Tahoe Air and Family Festival Organizational Committee will make a presentation to the Board regarding their plans for the July 7, 2012 event and present a proposed budget for Board consideration and potential approval.
- 9. POLICY INSTRUCTION 214 – BOARD OF DIRECTOR INFORMATION TECHNOLOGY DEVICE AND SERVICE POLICY **TAB 8**
The Board will consider and take action on a new Policy Instruction which establishes guidelines for supplying TTAD owned information technology devices and service plans to the Airport District Board of Directors.
- 10. AD-HOC COMMITTEE APPOINTMENTS ----- **TAB 9**
Appointment of Board members to Ad-Hoc Auditor Selection Committee
- 11. MASTER PLAN ----- **TAB 10**
Board of Directors will review and possibly approve the funding options for the District’s revised Master Plan

BOARD GUIDANCE AND INFORMATION ITEMS

- 12. FLIGHT TRACKING UPDATE
Staff report on the progress of the multilateration flight tracking system installation
- 13. ANALYSIS OF SOAR TRUCKEE’S TOW PLANE 4-BLADE PROP ----- **TAB 11**
Staff will update the Board on analysis of the 2009 agreement between Soar Truckee and TTAD regarding the 4 blade prop for the Soar Truckee tow planes.
- 14. RNAV APPROACH / DEPARTURE
Staff will update the Board on recent developments in the ongoing analysis of approach and departure procedures. Staff will discuss the option of having an ACAT/Board of Directors combined workshop to discuss approach and departure procedures.
- 15. PAVEMENT MAINTENANCE PLAN AD-HOC COMMITTEE REPORT – RUNWAY 10/28 DISCUSSION ----- **TAB 12**
Ad-Hoc Committee will report on findings from their January 16, 2012 meeting
- 16. GENERAL MANAGER’S REPORT ----- **TAB 13**

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:

- **Tuesday, January 31, 2012 9:00 a.m.:** Board Workshop: Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Thursday, February 23, 2012 9:00 a.m.:** Regular Meeting: Truckee Tahoe 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 January 20, 2012.

Maria Martinez, District Clerk