



**TRUCKEE TAHOE AIRPORT DISTRICT**  
**10356 Truckee Airport Rd.**  
**Truckee, CA 96161**  
**(530) 587-4119 phone**  
**(530) 587-2984 fax**  
**WWW.TRUCKEETAHOEAIRPORT.COM**

**DIRECTORS**  
 KATHLEEN EAGAN  
 MARY HETHERINGTON  
 JOHN JONES  
 JAMES W. MORRISON  
 J. THOMAS VAN BERKEM

**AGENDA  
 FOR  
 OCTOBER 27, 2011**

A meeting of the Truckee Tahoe Airport District will be held on **Thursday, October 27, 2011 at 9:00 a.m. at the Squaw Valley Public Service District Conference Room, 305 Squaw Valley Road, Olympic Valley, California. Director John Jones will be participating in the Board Meeting via remote location: Jefferson Hotel, 101 West Franklin Street, Suite 350, Richmond, Virginia.** 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**

**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: September 8, 2011 Special Meeting ----- **TAB 1**
- 2. Minutes: September 22, 2011 Regular Meeting ----- **TAB 2**
- 3. Monthly Service Bills and Fees ----- **TAB 3**
- 4. Financial Report ----- **TAB 4**
- 5. Communication and Outreach Efforts – Q3 2011 ----- **TAB 5**
- 6. Operations and Comment Report – Q3 2011 ----- **TAB 6**
- 7. Annual Reporting of Reimbursements and Disclosure Report ----- **TAB 7**
- 8. PI 511 – Airport Operations Monitoring Systems ----- **TAB 8**  
 Board will adopt policy establishing guidelines and structure for use of monitoring systems data
- 9. Master Plan/RFQ & Scope of Work ----- **TAB 9**  
 Board will approve final version of RFQ, Scope of Work and Stakeholder Mailing List for airport Master Plan update
- 10. Hanger 2 Lease Agreement ----- **TAB 10**  
 Approval of new lease for Sierra Aero
- 11. Clear Capital Lease Agreement ----- **TAB 11**  
 Approval of renewal of existing warehouse lease including additional space

12. Care Flight Lease Agreement ----- **TAB 12**  
Approval of new lease for District modular building

**ROUTINE REPORTS FROM CONSULTANTS**

13. DISTRICT ENGINEER'S REPORT ----- **TAB 13**  
The District Engineer will report on capital projects and other engineering related issues.
14. AIRPORT COMMUNITY ADVISORY TEAM ----- **TAB 14**  
Chair Terry to review recent ACAT activities including report on ACAT iPad usage and proposal for iPad usage by Board of Directors

**BOARD ACTION ITEMS**

15. AIRPORT COMMUNITY ADVISORY TEAM - MEMBER SELECTION ----- **TAB 15**  
The Board will select one community and one pilot member for a three year term of service
16. ADMINISTRATION BUILDING CONSTRUCTION UPDATE AND ACTION ITEMS ----- **TAB 16**  
Administration Building update and review of proposed action items:  
• GLA Morris authorized contingency extension  
• Project Manager's contract extension  
• Approval of Security System for new Administrative Building  
• Approval of Audio / Visual System for new Administrative Building
17. POLICY INSTRUCTION 504 - RATES AND FEES ----- **TAB 17**  
Review and possible approval of revised policy amending District methodology for rate setting
18. APPROPRIATIONS LIMIT – RESOLUTION 2011-08 ----- **TAB 18**  
Resolution to establish Annual Appropriations Limit for FY 2011-2012
19. GENERAL MANAGER COMPENSATION INCREASE MATRIX ----- **TAB 19**  
The Board will review and potentially approve the compensation increase format for the General Manager Annual Evaluation
20. POLICY INSTRUCTION 212 - INVESTMENT POLICY ----- **TAB 20**  
Resolution 2011-09: Adoption of District Investment Policy and Delegation of Investment Authority to District Treasurer

**BOARD GUIDANCE AND INFORMATION ITEMS**

21. INTERNAL CONTROL REVIEW  
This is an opportunity for the assigned Board Member to provide a verbal update, if any, and receive Board guidance.
22. GENERAL MANAGER'S REPORT ----- **TAB 21**

**CLOSED SESSION**

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS GOVERNMENT CODE SECTION 54956.8  
Property: Jones Property, Placer County APN 110-030-039  
Agency negotiator: Kevin Smith  
Negotiating parties: Truckee Donner Land Trust and Tracy Jones  
Under negotiation: Price and purchase considerations

**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:

- **Thursday, December 1, 2011 9:00 A.M.** – Regular Meeting: Truckee Tahoe Airport Board Rm., 10356 Truckee Airport Rd., Truckee CA
- **Thursday, January 26, 2012 9:00 A.M.** – Regular Meeting: Truckee Tahoe Airport Board 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 October 21, 2011.

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Maria Martinez, District Clerk