



**TRUCKEE TAHOE AIRPORT DISTRICT**

**10356 Truckee Airport Rd.**

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**DIRECTORS**

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MARY HETHERINGTON

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J. THOMAS VAN BERKEM

**AGENDA  
FOR  
SEPTEMBER 22, 2011**

A meeting of the Truckee Tahoe Airport District will be held on **Thursday, September 22, 2011 at 9:00 a.m. in the Truckee Tahoe Airport District Board 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**

**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: August 25, 2011 Regular Board Meeting ----- **TAB 1**
- 2.** Monthly Service Bills and Fees ----- **TAB 2**
- 3.** Financial Report ----- **TAB 3**
- 4.** PI 511 – Airport Operations Monitoring Systems ----- **TAB 4**  
Board will adopt policy establishing guidelines and structure for use of monitoring systems data.
- 5.** Policy Instruction Revisions – Sections 400 Maintenance and 500 Operations ----- **TAB 5**  
Board will review and re-adopt existing Policy Instructions related to the Operations and Maintenance of the airport. Policies have been revised to reflect current practices.
- 6.** Revision of PI 213.0 – Designation of Unrestricted Net Assets (Annual Update) ----- **TAB 6**  
Board will approve yearly update to designation of Airport District's unrestricted net assets.

**ROUTINE REPORTS FROM CONSULTANTS**

- 7. DISTRICT ENGINEER’S REPORT  
The District Engineer will report on capital projects and other engineering related issues.
- 8. AIRPORT COMMUNITY ADVISORY TEAM ----- **TAB 7**  
Review of recent ACAT activities and report by Chair Terry.
- 9. ADMINISTRATION BUILDING CONSTRUCTION UPDATE  
Mr. Peter Beaupre, Project Manager with Prosser Building & Development, Inc. to report.

**BOARD ACTION ITEMS**

- 10. FISCAL 2011 – 2012 BUDGET ----- **TAB 8**  
Revised budget for approval, reflecting changes made at the September 8, 2011 Budget Workshop

**BOARD GUIDANCE AND INFORMATION ITEMS**

- 11. MASTER PLAN RFQ----- **TAB 9**  
Review revised RFQ and Scope of Work for Master Plan
- 12. RATES AND FEES DISCUSSION  
Staff will lead a discussion on a new methodology for rates and fees setting related to aviation products and services including transient use fees, fuel pricing and other services provided by the District. Hangar leasing rates are not part of this rates and fees discussion.
- 13. WADDLE RANCH – Sugar Pine Foundation and U.C. Davis ----- **TAB 10**  
Sugar Pine Foundation and UC Davis field work in support of forest health objectives
- 14. GENERAL MANAGER’S REPORT ----- **TAB 11**

**CLOSED SESSION**

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS GOVERNMENT CODE SECTION 54956.8  
Property: Alder Hill Estates Subdivision, Lot 8 Acquisition, Nevada County  
Agency negotiator: Kevin Smith  
Negotiating parties: Truckee Tahoe Airport District and Mr. Rich Wood  
Under negotiation: Price and terms of payment

**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, October 27, 2011 9:00 A.M.** – Regular Meeting: Squaw Valley Public Service District, 305 Squaw Valley Rd., Olympic Valley, CA
- **Thursday, December 1, 2011 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 September 16, 2011.

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**Maria Martinez, District Clerk**