



## TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

(530) 587-4119 tel

(530) 587-2984 fax

[WWW.TRUCKEETAHOEAIRPORT.COM](http://WWW.TRUCKEETAHOEAIRPORT.COM)

## DIRECTORS

KATHLEEN EAGAN

MARY HETHERINGTON

JOHN JONES

JAMES W. MORRISON

J. THOMAS VAN BERKEM

### AGENDA FOR JULY 28, 2011

A meeting of the Truckee Tahoe Airport District will be held on **Thursday, July 28, 2011 at 9:00 a.m. at the Tahoe City P.U.D. Conference Room, 221 Fairway Drive, Tahoe City, 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**

**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

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|----|--|-------|
| 1. | Minutes: June 13, 2011 Special Board Meeting ----- | TAB 1 |
| 2. | Minutes: June 23, 2011 Regular Board Meeting-----  | TAB 2 |
| 3. | Monthly Service Bills and Fees -----               | TAB 3 |
| 4. | Financial Report -----                             | TAB 4 |
| 5. | Communication and Outreach Efforts – Q2 2011 ----- | TAB 5 |
| 6. | Operations and Comment Report – Q2 2011 -----      | TAB 6 |
| 7. | Tentative Strategic Plan -----                     | TAB 7 |

### ROUTINE REPORTS FROM CONSULTANTS

8. DISTRICT ENGINEER'S REPORT  
The District Engineer will report on capital projects and other engineering related issues.

9. AIRPORT COMMUNITY ADVISORY TEAM ----- TAB 8  
Review of recent ACAT activities and report by Chair Terry.
10. ADMINISTRATION BUILDING CONSTRUCTION UPDATE  
Mr. Peter Beaupre, Project Manager with Prosser Building & Development, Inc. to report.

#### **BOARD ACTION ITEMS**

11. RESOLUTION 2011-05 – NEW BANK SIGNATURE CARDS WITH BANK OF THE WEST ----- TAB 9  
Change to Bank of the West Signature Cards
12. POLICY 210.0 – EXPENDITURE AUTHORIZATION----- TAB 10  
Revision of Policy Instruction 210.0 for Board consideration
13. AWARD OF BID – APRON LIGHTING ----- TAB 11  
Consideration and potentially award contracts to lowest responsible bidder for Apron Lighting /Segmented Circle
14. AWARD OF BID – CHANDELLE WAY ----- TAB 12  
Consideration and potentially award contract to lowest responsible bidder for Chandelle Way Pavement Project
15. AMENDMENT TO GENERAL MANAGER’S CONTRACT ----- TAB 13  
Board consideration and approval of minor amendment to General Manager’s Contract regarding date for proficiency reviews

#### **BOARD GUIDANCE AND INFORMATION ITEMS**

16. BUDGET DISCUSSION----- TAB 14  
Review of draft budget for fiscal year beginning October 1, 2011
17. RATES AND FEES----- TAB 15  
Staff will present revised guiding principles for setting rates and fees per PI 621.1
18. MASTER PLAN – 1<sup>st</sup> DRAFT RFQ----- TAB 16  
Staff will present 1<sup>st</sup> draft of RFQ and Scope of Work for upcoming Master Plan project
19. AD-HOC DISTRICT BENEFITS REVIEW COMMITTEE REPORT  
Ad-hoc committee to give verbal report and receive Board guidance
20. GENERAL MANAGER’S REPORT ----- TAB 17

#### **CLOSED SESSION**

- GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

**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, August 25, 2011 9:00 A.M.** – Regular Meeting: Truckee Tahoe Airport Board Room, 10356 Truckee Airport Rd., Truckee CA
- **Thursday, September 8, 2011 9:00 A.M.** – Budget Workshop: 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 July 22, 2011.*

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Maria Martinez, District Clerk