

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Thursday, June 23, 2011 at the Truckee Tahoe Airport Conference Room, 10356 Truckee Airport Road, Truckee, CA 96161 at 9:00 am.

**CALL MEETING TO ORDER:** 9:01 a.m.

**DIRECTORS PRESENT:** President Kathleen Eagan  
Vice President J. Thomas Van Berkem  
Director Mary Hetherington  
Director John B. Jones, Jr.  
Director James W. Morrison

**STAFF PRESENT:** Mr. Kevin Smith, General Manager  
Mr. Phred Stoner, Director of Operations and Maintenance  
Ms. Jane Dykstra, Director of Finance and Administration  
Mr. Kevin Bumen, Director of Aviation and Business Services  
Mr. Hardy Bullock, Environment and Technology Specialist  
Ms. Maria Martinez, District Clerk  
Mr. Brent Collinson, District Legal Counsel  
Mr. Jim Clague, District Engineer

**VISITORS:** There were five (5) visitors present

#### **SPECIAL ORDERS OF BUSINESS**

Mr. Smith reviewed the new agenda format with the Board.

#### **PUBLIC COMMENT**

Mr. Michael Golden stated that he understands the Board retained Brandley Engineering recently. He has had excellent experience working with Brandley Engineering. They do a fantastic job. He commends staff and the Board for retaining them to manage some of the asphalt projects here at the airport. The other reason for his visit is to talk about the 22<sup>nd</sup> Annual Lake in the Sky Air Show at Lake Tahoe Airport. He is here to bring to light that this is the community's air show. The EAA 1073 in Truckee is one of the biggest supporters of this air show. Young Eagles does a Young Eagles Day as part of the air show and has numerous volunteers that participate. He feels that the District's participation in this is critical as it benefits the entire region. Over the years there has been a lot of desire to have an air show resurrected in Truckee. Being part of the Lake in the Sky Air Show for the past four to five years he knows there will not be an air show again in Truckee. There are security and safety requirements that this airport can no longer meet for an air show. For that reason, the District will not be able to attract some of the things that the Lake in the Sky Air Show can just because of the venue. On top of that, the volunteer base at Truckee Airport does not exist. Regardless of that, we have an air show in the region. We have volunteers from all around the Lake Tahoe basin, Truckee, Reno and Carson City that all help put this air show on. The fact that it's at South Lake Tahoe should not be a deterrent for anyone to support it. He encourages the Board to do what it takes to support it and get the word out. Admission is free for anyone who flies in for the air show and puts their plane on display. The military displays this year will be phenomenal. The past two years there have been several C-17's which are fantastic aircraft. Mr. Golden is just asking for the District's support from a resource standpoint. Get the word out, they need volunteers, pilots and participation. The date of the event is 9:00 a.m. on Saturday, August 27<sup>th</sup>. If you are going to participate there is a

complimentary BBQ dinner for all volunteers and participants on Friday night, August 26<sup>th</sup> starting at approximately 4:00 pm. Vice President Van Berkem requested clarification on what the Truckee Airport was unable to meet in regards to safety for an air show. Mr. Golden stated that Truckee Airport is not a Part 139 certified airport. It does not have the security that the military requires. The Truckee Airport would not have military flights participating if the airport did not have the Part 139 certification. In addition, there is no control tower. The District can have a temporary tower, but at that point, insurance looks at that and questions who is manning the tower. The tower at Tahoe, while it was defunded, was still manned by Reno. When it gets busy, controllers are brought in from Reno. This is one of those weekends that the tower will be active and there will be controlled air space from Friday morning to Sunday afternoon. The other issue is that the runway at Truckee Airport cannot handle the weight of some of the aircraft.

## **CONSENT CALENDAR**

- Minutes of the May 26, 2011 Regular Board Meeting
- Monthly Service Bills and Fees
- California Special District Association Proposed Bylaw Amendment
- Audit Engagement Letter
- Financial Report

**MOTION #1 JUN-23-11:** Director Hetherington moved to approve the items on the Consent Calendar. Vice President Van Berkem seconded the motion. President Eagan, Vice President Van Berkem, Directors Hetherington, Jones and Morrison voted in favor of the motion. The motion passed.

## **AIRPORT COMMUNITY ADVISORY TEAM**

ACAT Member Wolfgang Dirks updated the Board on the current status of ACAT. Mr. Jason Dougherty with Whispertrack gave a presentation on possible airspace procedure solutions for the District at the last ACAT meeting. With proper RNAV departure procedures in place, the District is able to have the aircraft fly a given path giving the operators more efficient access to the airport. ACAT would like to use the GIS system to know where the real populated areas are in order to design efficient northern and southern departures. ACAT would like to conduct a feasibility study at an estimated cost of \$10,000. Combining this study with the information on populated areas as well as the Mode S aircraft tracks will help determine whether it is worthwhile proceeding with an RNAV procedure through the FAA. Mr. Dirks stated that the District needs to decide whether to force a specific path such as following the freeways or allow dispersion of the aircrafts. Director Jones requested clarification on the need to force a path as well as the need for the information on housing populations and flight tracks to design an RNAV procedure. Mr. Dirks stated that the District is held within a fairly tight tolerance. Mr. Bullock added that the approval criteria changes drastically if you choose not to use an existing route. Mr. Dirks noted that the District needs to decide if it is better to funnel – not force - the aircraft into a tight area or agree to allow dispersion of the aircraft. Mr. Bumen added that the rules are generally that below 10,000 MSL and/or 3,000 AGL there is a significant process that could kick in. By doing a study of existing traffic, it puts the District in a good position of providing positive guidance in this area. Given that there is no new impact, the District would apply for categorical exemption. The categorical exemption minimizes the timeline to get the procedure done with minimal cost. The feasibility study becomes very important in this process. President Eagan requested clarification on the content of the feasibility study. Mr. Dirks stated that ACAT is not very far into the process yet. There are two paths ACAT is reviewing to determine which of the two would make sense. President Eagan also asked if ACAT would be looking at Runway 1/19 as well. Now that the District has confirmed that there is greater strength in Runway 1/19 ACAT may want to consider new arrivals and

departures using this runway as opposed to Runway 10/28. Mr. Dirks stated that now that they have the information from Mr. Dougherty's presentation, ACAT will determine how they are going to proceed with this project.

#### **PUBLIC COMMENT**

Mr. Rick Tavan stated that clearly ACAT is just at the beginning of this investigation and they have not defined their terms or interests very strongly. If he were on the Board, he would be helping to organize ACAT by asking them if they have identified a problem that needs to be solved. If so, asking them if they know what the solution is. Therefore, the feasibility study is to find out if the possible solution is feasible. Or, if they have not defined the problem, is the purpose of the feasibility study to find out if there is a problem? President Eagan asked staff to consider Mr. Tavan's remarks.

Mr. Dirks stated that ACAT members have received their iPads and are getting familiar with their capabilities. ACAT is also reviewing the GPU Project and the possibility of leasing a unit to see how the operators support it. Part of this project is tied to the new building and the option of installing conduit for ground power for these units. ACAT can experiment with that by providing carts which are power generators that can be leased or purchased. The Airport Operations Monitoring Policy is ready for full ACAT review at the next meeting and will then go to the pilots for their input. The Road Show has been very successful. One was done in Reid-Hillview in San Jose with approximately 65 people in attendance and the other in Palo Alto with approximately 35 people in attendance. Others scheduled are in San Carlos on July 20<sup>th</sup> and Concord on August 19<sup>th</sup>.

#### **ADMINISTRATION BUILDING CONSTRUCTION UPDATE**

Mr. Peter Beaupre of Prosser Building & Development, Inc. updated the Board on the progress of the new administration building. The project is now approximately 50% complete. The roof area is complete and the installation of the siding and windows will begin next week. Site work operations are moving forward. Most of the work has been completed on the north side. Substantial completion of the project should happen by late November or early December 2011. The project schedule was largely impacted by the weather in March, April and May. In terms of change orders, the executed and potential change orders total approximately \$175,000 worth of additions and \$25,000 worth of deductions for a net total of \$150,000 in executed and potential change orders. Of the \$175,000 worth of additions 50% of the changes are adding value to the project, 22% are due to final design coordination, 13% are due to unforeseen conditions and 15% for snow removal. Vice President Van Berkem requested clarification on when the "move-in" date would be. Mr. Beaupre state that staff should be moved in by Christmas. President Eagan stated that the Facilities Ad-Hoc Committee met last week. She had the pleasure of sitting in and listening to a team of people made up of the Executive Staff discussing the various aspects of the new building. She was extremely impressed with the interaction between the staff. It is rewarding to witness as it is during meetings like this that good decisions are made. She is very confident in the airport staff.

**PUBLIC COMMENT:** None

#### **AD-HOC COMMITTEE APPOINTMENTS**

Mr. Smith stated that there are two ad-hoc committees that could use additional Board support. The committees are: the Runway Ad-Hoc Committee and the Benefits Review Committee.

**MOTION #2 JUN-23-11:** Director Jones moved to appoint Director Morrison to the Runway Ad-Hoc Committee. Vice President Van Berkem seconded the motion.

**PUBLIC COMMENT:** None

President Eagan, Vice President Van Berkem, Directors Hetherington, Jones and Morrison voted in favor of the motion. The motion passed.

**MOTION #3 JUN-23-11:** Director Hetherington moved to appoint Vice President Van Berkem and Director Jones to the Benefits Review Ad-Hoc Committee. Director Morrison seconded the motion.

**PUBLIC COMMENT:** None

President Eagan, Vice President Van Berkem, Directors Hetherington, Jones and Morrison voted in favor of the motion. The motion passed.

#### **APPROVAL OF DESIGN OPTION FOR RUNWAY 10/28**

Mr. Smith reviewed the various options presented for approval for the Runway 10/28 rehabilitation. Staff is recommending the Board approve Design Option A with parallel bid tracks to include options to remove the hump. Based on design costs and the unlikely potential to receive funding, staff does not recommend amending the District's agreement with consulting engineer Reinard Brandley to provide a 3<sup>rd</sup> design option (Design Option C). In regards to the FAA funding, the District's FAA project manager and staff are debating whether or not the project will be funded this year. The FAA project manager is suggesting the District may want to wait until the spring to do the bidding however that has not been decided yet. The FAA is still supporting the project as it is considered a high priority for the District. Vice President Van Berkem requested clarification on what the decision point is on load bearing. Mr. Jim Clague, District Consulting Engineer, stated that the design is based on a theoretical 20 year life for a particular load. If you have a load at a certain frequency during that duration, the pavement would theoretically last 20 years with proper maintenance. Mr. Smith added that the study that Reinard Brandley did, is dealing with the base and subgrade and what the life expectancy of that would be. In addition, the load bearing can be affected by how much asphalt you put on top. However, as he has presented this, it is mostly in relation to the base and subgrade in addition to the maintenance that would be done on the asphalt. The Board discussed load bearing capacities as they relate to the life expectancy of the runway.

**MOTION #4 JUN-23-11:** Director Jones moved to approve staff's recommendation of moving forward with Design Option A with parallel bid tracks to include options to remove the hump. Director Hetherington seconded the motion.

**PUBLIC COMMENT:** None

President Eagan, Vice President Van Berkem, Directors Hetherington, Jones and Morrison voted in favor of the motion. The motion passed.

#### **AWARD OF BIDS – HANGAR ROWS J & K REHABILITATION**

Mr. Clague stated that the first recommendation is that the Board award the construction contract for Hangar Rows J & K to Granite Construction Company in the amount of \$733,733 contingent on FAA approval and funding. The second recommendation is that the Board authorize the General Manager to enter into a contract with Atkins to provide construction management based on time and expenses not-to-exceed \$56,400 also contingent on FAA funding. The third recommendation is to authorize the General Manager to submit a grant application to the FAA to obtain \$695,400 in federal funding for the project. On June 10, 2011, the District had a bid opening. Four (4) bids were received and all of the bid packages were complete. All the bidders had valid contractor's licenses and had no repercussions from the Contractors Board. Therefore, the lowest responsive bid was accepted from Granite Construction in the amount of \$733,733. The total eligible for federal funding is \$732,000. The FAA's share of that would be 95% or \$695,400. The fiscal impact to the District is 5% of the project costs that are eligible for federal funding plus the ineligible construction costs. Therefore, the total cost

to the District will be approximately \$139,476. Mr. Smith stated that the intent of this project is to have them on the FAA project manager's desk as "shovel ready". The contractor is aware that this is contingent on FAA funding. Mr. Collinson noted that in reviewing the Atkins contract he has some concerns in regards to the language that may not be favorable to the District. Mr. Smith stated that staff wants to make the approval contingent on legal counsels from both sides re-wording the contract. President Eagan asked if the District has had any problem with Granite Construction's pavement work in the past. Mr. Clague stated that years ago there was an issue on an Apron with raveling however Granite Construction corrected the problem. Mr. Clague has been working with Granite Construction for years without any problems.

#### **PUBLIC COMMENT**

Mr. Tavan stated that he heard the magic word "raveling". He noted that it is still not safe to taxi a propeller airplane to the hangars. The raveling really needs to be fixed on the field.

**MOTION #5 JUN-23-11:** Director Hetherington moved to: (1) award the construction contract to Granite Construction Company in the amount of \$733,733.00 contingent on FAA approval and funding; (2) authorize the General Manager to enter into a contract with Atkins to provide construction management based on time and expenses not-to-exceed \$56,400.00 also contingent on FAA funding; and (3) authorize the General Manager to submit a grant application to the FAA to obtain \$695,400.00 in federal funding for the project and contingent on legal counsels working out the wording of the Atkins contract. Director Jones seconded the motion. President Eagan, Vice President Van Berkem, Directors Hetherington, Jones and Morrison voted in favor of the motion. The motion passed.

#### **AWARD OF BIDS – APRON LIGHTING AND SEGMENTED CIRCLE**

Mr. Smith stated that the District did receive a design grant from the FAA on this project. They have authorized the District to go to bid however they have not said they would pay for bidding or construction costs. This is a good project to have ready as funding becomes available; currently there is no funding available for this project. If the Board approves this project, the Segmented Circle is a higher priority than the Apron Lighting and there may be a way to do at least that part of the project. Director Hetherington asked if it would be possible for the Board to approve the Segmented Circle part of the project separately from the Apron Lighting. Mr. Smith stated that he can work that out with the project manager at the FAA. He is hopeful that both parts of the project can be done. Vice President Van Berkem requested clarification as to why Koch & Koch left out the Worker's Compensation form and the Non-Collusion Affidavit from their bid proposal. Mr. Clague stated that a mandatory pre-bid meeting was held here in the District Board Room. To be eligible to bid the project you had to attend the meeting. During the mandatory pre-bid meeting, all bidders were provided with a checklist of items that were necessary to be included with their bid proposal. In addition, they were cautioned that failure to submit all the required documents would result in the rejection of their bid. Although Koch & Koch's bid was the lowest received, it should be rejected as it was incomplete when submitted. Vice President Van Berkem questioned whether or not it was simply a clerical oversight. Mr. Clague stated that it could be considered an informality and the decision would have to be made by the District's Legal Counsel, Mr. Collinson. President Eagan requested clarification on the possible circumstances involved if the bid is awarded to Koch & Koch. Mr. Clague stated that if the contract is awarded to Koch & Koch, Royal Electric could file a protest. As a result, the project could be delayed and most likely, Royal Electric would prevail. Mr. Collinson stated that the District is able to waive irregularities in bid documents however, most waivers concern typographical irregularities in the numbers and not omissions of specific bid documents. Worker's Compensation is not something that is typically required to be included in the bid documents however it is something that has to be presented as a state requirement.

## **PUBLIC COMMENT**

Ms. Yvonne Koch, President and owner of Koch & Koch, Inc, stated that she had the forms with her. She apologized for not including them with the bid. Her estimator failed to give the checklist to her at the time of bidding. It was put into his folder which he referred back to in all of his notes. She has been doing this for 20 years and this is the first time this has happened to them. Normally the pages the District is requesting in this case were not included in the proposal portion. She normally sees that happen. If they are in a separate section, the checklist is given with the proposal. Normally if it's not then it is sent out as an addendum which she has to note and sign off on.

President Eagan requested clarification on the process if the District was to accept the bid from Koch & Koch. Mr. Collinson discussed the pros and cons of accepting the bid with the Board. Vice President Van Berkem requested that Ms. Koch clarify her comments regarding the paperwork normally included in the bid proposals. Ms. Koch stated that if a checklist is going to be used it is normally a part of the bid proposal that is given them. It is usually the very first page. They go through and check it off. The forms that the District is requiring are not in the bid package, they are in a different section. With the importance of this document, she would normally see it in an addendum that she would have to sign for and acknowledge. Vice President Van Berkem stated that since this project is not yet funded or approved, for \$50,000 the District would be paying the penalty for this mistake. He requested that the item be tabled until staff and counsel have the opportunity to investigate this issue further. President Eagan stated that she has a concern if attention is not carefully paid on the part of the contractor in this matter and the risk involved in working with this company in the course of delivery as it can be very costly in terms of staff time and the quality of the product. Vice President Van Berkem requested that staff do reference checks on the selected bidder. Director Morrison stated that this is a very important part of the process. The District should make their decision based on the legal ramifications. He stated that the Board should also figure out who the best person is for the job. The Board agreed to table this item for further review.

**BREAK:** At 10:41 a.m. the Board recessed for a short break. At 10:51 a.m. President Eagan reconvened the meeting.

## **POLICY 621.1 – LEASES, RENTS, RATES AND CHARGES: INITIAL REVIEW**

Mr. Bumen reviewed Policy 621.1 with the Board. Areas covered in the discussion related to the relevance of fees and rates being charged as well as the general scope of the policy. Mr. Bumen added that there are five principles laid out in the policy. In any discussion moving forward, it is very important to keep those guiding principles in mind in regards to any changes being proposed to the policy. President Eagan stated that it is important for the Board to get the principles assimilated or changed because consideration of those should be driving how the Board arrives on major issues regarding rates, fees and charges. Director Jones stated he would like to see some discussion regarding the fuel prices at Truckee Airport as they relate to prices at neighboring airports. President Eagan requested that staff provide an analysis on the key items providing the alternatives and implications of implementing them from a financial standpoint. This will give the Board the necessary information to make the proper decisions. Mr. Bumen stated that the FBO is the enterprise side of this organization. It is the main profit center for the District. He noted that the Board currently has a very constrained policy for staff to implement fee changes rather than a policy that gives staff the latitude to work with the parameters within which the FBO is optimized. Mr. Smith stated that this concept is outlined in Strategy Area #2 in the Strategic Plan. This gives staff strategic directives that would guide the decision making process. President Eagan stated that if there is a way to get to the various principles where staff is making more of the decisions she has no objection to that. The Board discussed the details of the policy. Mr. Bumen stated

that staff could come back with a red-line option of Policy 621.1 with new language. This will be a proposed interim policy until the Master Plan is in place. At that time Policy 621.1 will be reviewed again once the District determines what the levels of service should be to match the community's vision of the airport. President Eagan encouraged staff to really think through how information comes back to the Board to facilitate the level of understanding and the decision making process. Mr. Smith stated that the scope of the Master Plan will be discussed at the next Board meeting. The Master Plan is the best way to get a good cross section of people involved for community input. On Policy 621.1 staff will be coming back to the Board with the top 10 criteria to begin the process. Mr. Bumen suggested breaking out the sections and coming back with two separate policies for the Board's review. The Board agreed.

**PUBLIC COMMENT:** None

#### **EMPLOYEE BENEFIT PROGRAM**

Mr. Smith stated that since the ad-hoc committee has just been formed to review this, the idea is to have the ad-hoc committee meet regularly through the budget cycle and come back to the Board with some recommendations. The Board has been given information on the Archer study for review. Director Jones requested this item be tabled until the ad-hoc committee has had the opportunity to meet and come back to the Board with some recommendations. The Board agreed. President Eagan stated that she is not inclined to increase or decrease benefits based on the Archer study recommendations. She requested the ad-hoc committee be prepared to discuss the process involved when there are significant increases to future insurance premiums.

**PUBLIC COMMENT:** None

#### **DRAFT STRATEGIC PLAN**

Mr. Smith stated that based on the discussions at the last meeting on the Strategic Plan, staff has provided a list of local agencies and community groups that have been solicited for input. All parties have been contacted for follow up. They are pleased that the District has a Strategic Plan but no specific comments have been given. These groups will be re-engaged as part of the Master Plan process. Staff is proposing the Board adopt the Tentative Strategic Plan at the July 28, 2011 regular Board meeting. This will be a good document to help guide the Master Plan.

#### **PUBLIC COMMENT**

Mr. Tavan stated that it is critically important that the new Master Plan have the benefit of a true Economic Impact Study going into the Master Planning process. You cannot go to the public and say, "What is your vision of the airport?" if you don't tell them what the airport does for them. For example, if you go to the public and you say, "Well we did a time and motion study and it takes 13.9 minutes to fuel an airplane and we got 50 cents margin and therefore we are losing 6% on the dollar. What do you think the airport's Master Plan should say?" they'll come back and they'll tell you, "Get to break even on that." But if you go to them and say, "We are bringing tens of millions into the community. We are bringing people who buy houses and rent hotel rooms and buy season passes to ski areas and make contributions to the community foundation". If you tell them all of those things the airport is doing, and say "What's the Master Plan?" they are going to say, "Keep more of those things going and keep the airport as quiet as you can". You will get a very different response. We all know that the economic impact is good but the public does not necessarily know that. So if you give the public a fair assessment of what the airport does, and don't hide the bad news, yes, airplanes make noise. But if you give them the news on both sides of the fence then they can participate as responsible individual citizens, agencies and businesses in that Master Planning Process. Please do that.

## **WADDLE RANCH ENDOWMENT**

Ms. Dykstra stated that at the January 2009 Board meeting, the Board requested staff to review the possibility of setting aside District funds for the management of the Waddle Ranch property. Ms. Dykstra added that the Board has the option of setting up an endowment fund through the Truckee Tahoe Community Foundation. The Foundation would manage the funds, however, it would be treated as an investment and the funds would remain on the District's balance sheet. In addition, the Foundation would determine the availability of the funds if and when the District chooses to use them for maintenance at Waddle Ranch. Another option would be to create a non-profit corporation however the District would have to be responsible for all aspects of the corporation. Director Jones asked if it was possible for the District to give the funds through an endowment to a fire protection agency so that the funds could be managed by the agency as needed for Waddle Ranch. Mr. Collinson stated that Cal Fire contracts with the Town of Truckee for fire protection within the town limits. Under contract, Cal Fire would be able to do some defensible space work on the property if they have the available resources and are not fighting fires. Vice President Van Berkem stated that another alternative the District may wish to explore is for the Truckee Donner Land Trust to assume responsibility for Waddle Ranch under a stewardship. President Eagan noted that the District should consider an endowment through the Truckee Tahoe Community Foundation. She requested staff do further research on this alternative and the possible terms of a 501c3 non-profit corporation going through the Truckee Tahoe Community Foundation. The Board discussed the options presented.

## **PUBLIC COMMENT**

Mr. Tavan stated that he has been queasy all along about the Board owning so much land that has so much responsibility. There is a liability there. He applauds the Board and staff for pursuing and addressing it. It sounds like it is not at the Board level yet. Staff has a lot more work to do coming up with at least one and preferably two or three alternatives that would provide added protection at known up-front costs and other implications. Mr. Tavan added that he is getting scared when he hears the discussion of the District wanting to protect the funds that it might need to address its responsibilities at Waddle Ranch. If the environment is so severe that the District needs to protect that money, what needs to be done to protect the money to keep this airport viable? He hopes that if the District takes significant action that has management and fiscal impact to protect the District's non-aviation assets, that the District would take similar action to protect the aviation assets.

Mr. Smith noted that in the fall the District is updating the Forest Management Plan. That may be the time to have this discussion on Waddle Ranch. Vice President Van Berkem stated that he would like to find a way to protect land management money whether the land or the management of the land is given away and funded. Mr. Smith added that once the updates have been confirmed to the Forest Management Plan, staff will bring this back to the Board for further action.

## **FLIGHT TRACKING UPDATE**

Mr. Bumen updated the Board on the current status of the Flight Tracking system. Two major milestones have been achieved. The first is an extension of the Frequency Transmit Authority through the end of 2014. This is commensurate with the District's MOA. As a part of that, discussions have already begun to convert that to a permanent license. The other milestone is the conditional acceptance of the system. ERA has a defined 45 day window to complete a few items and deliver a finished product by the end of July. The District will be closing out the 30 day operational acceptance test next week. It is all going very well. The vendor will be back to give a final report to the Board at final acceptance which will be scheduled for the July or August 2011 Board meeting.

**PUBLIC COMMENT:** None



## **MANAGER'S REPORT AND ACTION ITEMS**

Mr. Smith updated the Board on his outreach efforts in the community. Mr. Smith attended two conferences last week. The first was the FAA Western Pacific Region Conference. One of the topics discussed was project funding and the future of the Airport Improvement Program. One of the areas that the FAA is funding is Master Plans for agencies that have Master Plans that are more than 10 years old. Vice President Van Berkem requested clarification on the amount of funding available for the master plan. Mr. Smith stated that \$200,000 was available in FAA funds for the District's Master Plan. The other conference he attended was the Special District Institute training on Administration. One of the topics covered was making sure the District has a Social Media Policy.

Mr. Smith and Andrew Terry recently attended the Business Expo at the North Tahoe Event Center in Kings Beach. Staff is currently working on identifying key events to participate in throughout the summer in addition to working with ACAT at some neighborhood meetings. Mr. Smith also reviewed his project tracking list with the Board.

**PUBLIC COMMENT:** None

**BOARD MEMBER ANNOUNCEMENTS:** None

## **ADJOURN**

**MOTION #6 JUN-23-11:** Vice President Van Berkem moved to adjourn. Director Jones seconded the motion. President Eagan, Vice President Van Berkem, Directors Hetherington, Jones and Morrison voted in favor of the motion. The motion passed.

At 1:27 p.m. the June 23, 2011 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

Kathleen Eagan, President of the Board

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Kevin Smith, Secretary of the Board

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