



TRUCKEE TAHOE AIRPORT DISTRICT
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DIRECTORS

MARY HETHERINGTON
 JOHN B. JONES, JR.
 JAMES W. MORRISON
 J. THOMAS VAN BERKEM
 LISA WALLACE

AGENDA
FOR
JANUARY 28, 2015
AMENDED: January 26, 2015

A meeting of the Truckee Tahoe Airport District will be held on **Wednesday, January 28, 2015 at 4:30 p.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 except as permitted by Government Code Section 54954.2.

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: 4:30 pm

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 and ACAT. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board or ACAT 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.

CONSENT ITEMS

- 1. Minutes: December 3, 2014 Regular Meeting----- **TAB 1**
- 2. Minutes: January 6, 2015 Special Meeting ----- **TAB 2**
- 3. Monthly Service Bills and Fees ----- **TAB 3**
- 4. Quarterly Financial Report ----- **TAB 4**
- 5. Quarterly Noise and Comment Report ----- **TAB 5**
- 6. Quarterly Communications Report----- **TAB 6**
- 7. New and Updated Quarterly Revenue Report ----- **TAB 7**
- 8. High-Lift Surplus and Disposition ----- **TAB 8**

PRESENTATIONS AND ROUTINE REPORTS

- 9. AIRSHOW UPDATE
- 10. PRESENTATION AND APPROVAL OF ANNUAL AUDIT ----- **TAB 9**
 Board will consider and approve FY2014 Audit Report presented by James Marta and Company
- 11. AIRPORT COMMUNITY ADVISORY TEAM ----- **TAB 10**
- 12. REPORT ON AVIATION ISSUES CONFERENCE ----- **TAB 11**
 Director Van Berkem and General Manager Kevin Smith will report on their attendance at the National Aviation Issues Conference earlier this month.

BOARD ACTION ITEMS

- 13.** PLACED BASED MARKETING FUNDING PROPOSAL ----- **TAB 12**
Lynn Saunders, Executive Director of the Truckee Donner Chamber will present a proposal for Truckee Tahoe Airport participation in the Place Based Marketing Partnership Program.
- 14.** REQUEST FOR PROPOSAL CONSULTANT SELECTION ----- **TAB 13**
Staff will present their recommendations to the Board regarding the following RFP submittals:
 - a. Consultant Selection - Request for Proposal (RFP) for Professional Consulting Services, Demand Drivers of the Truckee Tahoe Airport
 - b. Consultant Selection - Request for Proposal (RFP) for Executive Hangars
 - c. Consultant Selection - Request for Proposal (RFP) for Primary Management and Control Documents (Minimum Standards & Rules and Regulations)

BOARD GUIDANCE AND INFORMATION ITEMS

- 15.** DRAFT REVIEW OF CLEAR CAPITAL LEASE AND CONSTRUCTION AND DEVELOPMENT AGREEMENT (CDA) -----**TAB 14**
Board and staff will review and discuss the draft CDA and Lease agreement in preparation for adoption and approval at a future meeting tentatively planned for February 11, 2015 at 6:00 PM. Staff will also discuss the results of the Contractor RFPs bid results.
- 16.** REVIEW OF 2004 TTAD RESOLUTION ON MASTER PLANNING -----**TAB 15**
Staff will review with the Board a Resolution adopted in 2004 related to operations counts and annoyance mitigation measures. Staff has prepared some facts and figures for discussion purposes related to the Resolution.
- 17.** INTERNAL CONTROL REVIEW – JANUARY 2015 -----**TAB 16**
- 18.** GENERAL MANAGER’S REPORT -----**TAB 17**
 - Upcoming Training Opportunities
 - Ad Hoc Committees Update
 - Land Leasing – Clear Capital – See Agenda Item 15
 - Master Plan – Update on CEQA and FAA Review
 - Hangar 3 – Update on progress of
 - Review of February 12, 2015 Board of Director/Staff Retreat
 - Air Show Static Display/Performer Funding Proposal – Potential Action Item
 - Martis Valley West Meeting Request
 - Kid Zone Funding Request
 - Master Plan Outreach Projects and Documentation
 - Upcoming Meetings

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:

- **To be Confirmed: Special Board Meeting** – February 11, 2015; 6:00 PM – To discuss Development Agreement and Lease for Clear Capital - Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Board Retreat** – February 12, 2015, **9:00 AM:** Northstar Board Room, 100 Northstar Drive, Truckee CA
- **Regular Board Meeting** – February 25, 2015; **4:30 PM:** Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Regular Board Meeting** – March 25, 2015; **4:30 PM:** Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Regular Board Meeting** – April 22, 2015; **4:30 PM:** Truckee Tahoe Airport Community Rm., 10356 Truckee Airport Rd., Truckee CA
- **Regular Board Meeting** – May 27, 2015, **4:30 PM:** 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 23, 2015.

Lauren Tapia, District Clerk