

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Wednesday, January 28, 2015 at the Truckee Tahoe Airport District Community Room, 10356 Truckee
3 Airport Road, Truckee, California at 4:30 p.m.

4 **CALL MEETING TO ORDER:** 4:33 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.
6 Vice-President Lisa Wallace
7 Director James W. Morrison
8 Director Mary Hetherington
9 Director Tom Van Berkem

10 **DIRECTORS ABSENT:** None

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Mr. Phred Stoner, Director of Operations & Maintenance
13 Ms. Sally Lyon, Director of Finance and Administration
14 Mr. Hardy Bullock, Director of Aviation and Community Services
15 Mr. Brent Collinson, District Legal Counsel
16 Mr. Mike Cooke, Aviation and Community Services Manager
17 Mr. Marc Lamb, Aviation and Community Services Associate
18 Ms. Lauren Tapia, Administrative Clerk

19 **VISITORS PRESENT: 11**

20 **SPECIAL ORDERS OF BUSINESS:** Mr. Kevin Smith informed the Board that the District turned in its application
21 packet to the California Special Districts Association (CSDA) for its District Transparency Certificate of Excellence.
22 The Transparency Certificate of Excellence through CSDA is a program that promotes transparency in the
23 operations and governance of Special Districts to the public, it provides Special Districts with an opportunity to
24 showcase their efforts in Transparency. The certification is recognized for two full years.

25 **PUBLIC COMMENT:** None.

26 **CONSENT CALENDAR**

- 27
- 28 • Minutes: December 3, 2014 Regular Meeting
 - 29 • Minutes: January 6, 2015 Special Meeting
 - 30 • Monthly Service Bills and Fees
 - 31 • Quarterly Financial Report
 - 32 • Quarterly Noise and Comment Report
 - 33 • Quarterly Communications Report
 - 34 • New and Updated Quarterly Revenue Report
 - High-Lift Surplus and Disposition

35 Director Hetherington requested to pull item two from the Consent Calendar, the January 6, 2015 Special Meeting
36 Minutes. Director Van Berkem requested to pull item five from the Consent Calendar, the Quarterly Noise and
37 Comment Report. President Jones requested to have Item 17, the Internal Control Review for January 2015 be
38 moved into the Consent Calendar. The Internal Control Review is typically placed on the Consent Calendar, but
39 Internal Control Review was added to the agenda after the 72 hour posting window. President Jones asked if any of
40 the Directors objected placing the Internal Control Review to the Consent Calendar. There was no objection from
41 the public audience or the Directors. Mr. Smith stated that if there are objections after the regular Board meeting,
42 the Internal Control Review will be placed on the Consent Calendar for the February 25th regular Board meeting.

43 **PUBLIC COMMENT:** None.

44 **MOTION #1 JANUARY-28-15:** Director Morrison motioned to approve the December 3, 2014 Regular Meeting
45 Minutes, Monthly Service Bills and Fees, Quarterly Financial Report, Quarterly Communications Report, New and
46 Updated Quarterly Revenue Report, High-Lift Surplus and Disposition, and the Internal Control Review for January
47 2015. Vice President Wallace seconded the motion. President Jones, Vice President Wallace, Directors Hetherington,
48 Van Berkem and Morrison voted in favor of the motion. The motion passed.

49 Director Hetherington requested to add to her statement which can be found on line 234 in the January 6, 2015
50 Special Meeting Minutes, as she felt what was written didn't fully capture what was stated. Director Hetherington
51 stated her addition, and it was noted.

52 **PUBLIC COMMENT:** None.

53 **MOTION #2 JANUARY-28-15:** President Jones motioned to approve the January 6, 2015 Special Meeting Minutes
54 with the addition of Director Hetherington's statement. Director Van Berkem seconded the motion. President
55 Jones, Vice President Wallace, Directors Hetherington, Van Berkem and Morrison voted in favor of the motion. The
56 motion passed.

57 Director Van Berkem stated that he would like to see more content that identifies how District staff outreached to
58 operators, specifically operators that were identified as "off course." President Jones requested clarification of "off
59 course". Mr. Cooke identified the area in the Quarterly Noise and Comment Report where outreach was identified;
60 Director Van Berkem stated that he would like to know the operator responses to the outreach, as that is not
61 noted. Mr. Cooke explained that the "off course" is defined by the commenter. Mr. Cooke informed the Board that
62 when he mails a letter to the operator he typically doesn't hear back, when he emails there is a 50% response,
63 when he calls he is typically more successful. Vice President Wallace stated that with the exhaustive amount of
64 effort that is needed to outreach to operators, email and phone call should be the two sources of outreach used.
65 Mr. Smith suggested, in the future, the Noise and Comment Report will only focus producing map tracking on non-
66 compliant operators. Mr. Smith stated that data tables will contain all complaints and data tracking on all flight
67 operations. Director Hetherington suggested the report be given on a monthly basis rather than quarterly, as it
68 would help with big decisions that are made on a monthly basis at Board meetings. Director Van Berkem stated
69 that he supports the idea of a less exhaustive research on compliant complaints, but suggests a larger conversation
70 regarding dispersion vs. concentration.

71 Director Hetherington stated that having arrival cameras will be able to capture touch and go operations more
72 adequately, as well as the possibility of the District obtaining a new Point of Sale system that would be able to tie
73 into the cameras and the vector system. This would take the load off of UNICOM, and will provide more in-depth
74 data. Director Hetherington stated that she would also like to see real operational numbers from Soar Truckee, as
75 their data has not changed in the last three years. Mr. Bullock stated that staff has a proposal for additional arrival
76 cameras that will be brought forth at the next regular Board meeting. Director Hetherington pointed out an
77 increase in jet traffic on the operations by type and the comments by locale table. Director Hetherington stated
78 that these two tables are valuable and indicates the growing trend of traffic, specifically jet traffic and turbo prop.
79 Vice President Wallace stated that the information Director Hetherington brought forth further indicates that the
80 Operations and Noise Report should become a monthly report, as well as kept out of the consent calendar and
81 presented as a guidance and information item.

82 **PUBLIC COMMENT:** None.

83 **MOTION #3 JANUARY-28-15:** Vice President Wallace motioned to approve the Quarterly Noise and Operations
84 Report. Director Hetherington seconded the motion. President Jones, Vice President Wallace, Directors Hetherington,
85 Van Berkem and Morrison voted in favor of the motion. The motion passed.

86 **AIRSHOW UPDATE**

87 Mr. Tim LoDolce, Chairman of the Truckee Tahoe Airport AirShow Committee, stated that everything with the
88 AirShow is on schedule and is expected to be a great show. Director Hetherington inquired the date of the AirShow,
89 Mr. LoDolce stated that the AirShow will be on July 11th. Mr. Smith shared that there will be a VIP tent the day of
90 the show and that more information about the VIP tent will be given soon. Director Van Berkem inquired about the
91 status of the AirShow volunteers. Mr. LoDolce stated that the Committee volunteers are still vibrant and
92 committed to the AirShow planning.

93 **PUBLIC COMMENT:** None.

94 **PRESENTATION AND APPROVAL OF ANNUAL AUDIT**

95 Ms. Sally Lyon, Director of Finance and Administration, introduced Mr. Michael Manduca from James Marta &
96 Company who conducted the Audit. Mr. Manduca stated that the opinion of the audit was unmodified, which is
97 interpreted as a clean audit opinion. There were no findings found on the internal control report. Mr. Manduca
98 highlighted the financial results of the audit which indicated that operating revenues were up, non-operating
99 revenues were down, capital contributions were up, and operating expenses were down. Mr. Manduca stated that
100 the overall net position of the District is growing. President Jones questioned why the District has restricted assets
101 on the balance sheet. District Counsel Collinson stated that it's part of the construction of Soaring Way and the
102 infrastructure of the sewer. Mr. Manduca stated that the District is in good financial position, there is an excellent
103 management team and that the District should continue with the successful strategic planning.

104 **PUBLIC COMMENT:** None.

105 **MOTION #4 JANUARY-28-15:** Director Hetherington motioned to accept the Annual Audit for the 2013/14 Fiscal
106 Year. Director Van Berkem seconded the motion. President Jones, Vice President Wallace, Directors Hetherington, Van
107 Berkem and Morrison voted in favor of the motion. The motion passed.

108 **AIRPORT COMMUNITY ADVISORY TEAM**

109 Mr. Bullock stated that Mr. and Ms. Lippert updated the ACAT committee on their progress of the safety videos they
110 have been contracted to film, specifically the arrival and departure videos. The ACAT committee came to a consensus of
111 having one safety video a month delivered for the next five months in order to wrap up the project by summer. The
112 safety videos are specifically for piston aircraft flying typical piston pattern and altitude for arrival and departure, the
113 next phase of videos might be slated for turbo prop or turboprop version of aircraft. Mr. Bullock stated that Member Chris
114 Gage had a few suggestions to add to the videos, specifically height of surrounding terrain. Mr. Bullock informed the
115 Board that ACAT discussed having their own subscription of the Airport Noise Report, and it was decided that the
116 committee would go forward and have their own subscription. Officer selections were conducted at the January ACAT
117 Committee, Member Robert Anderson was selected as Chair. Member Deborah Croyle was selected as Vice Chair.
118 Member Terry remains Treasurer. Mr. Bullock discussed the staff report that was given to ACAT which included the new
119 community rack card project, the new itinerant operator/pilot outreach e-blast, outlined the Jeppesen "Quals" page
120 project, and updated ACAT on the TTAD airspace evaluation project. ACAT members gave brief updates on their projects
121 which include the Truckee Trails Master Plan project, Mountain Top AWOS project, the Noise Monitor Project,
122 Emergency Preparedness project, and Mountain Top Web Cams.

123 Vice President Wallace suggested more written detail regarding what action was taken under each topic on the ACAT
124 presentation. Mr. Bullock noted that suggestion. Director Hetherington stated that she attended the January ACAT
125 meeting to hear the Night Ops paper, which ended up being rescheduled for the February meeting. Director
126 Hetherington wanted to confirm the Night Operations Paper was indeed going to be on the February ACAT Agenda. Mr.
127 Smith confirmed that the Night Ops paper will be presented in February.

128 **PUBLIC COMMENT:** None.

129 **REPORT ON AVIATION ISSUES CONFERENCE**

130 Mr. Smith updated the Board briefly regarding the Aviation Issues Conference in Hawaii, which Director Van Berkem and
131 he attended in January. Mr. Smith stated that there are three issues that might have an effect on the Airport:
132 sequestration, surface transportation bill and the debt ceiling. Mr. Smith stated that he met with Mr. Ben DeLeone,
133 Director of Airports and Ms. Teri Bristol, Chief Operating Officer for the FAA's Air Traffic Organization. Mr. Smith stated
134 that he was able to discuss with Ms. Bristol and Mr. DeLeone the District's WAM system, its future and the possibilities
135 of having an ADS-B ground station installed at the airport. Ms. Bristol was very supportive and indicated that she would
136 provide information to the specific people the Airport needs to talk to regarding the ground station. Mr. Smith attended
137 a systems financing portal. Mr. Smith stated that passenger facility charges were discussed and if larger airports raise
138 those fees, Mr. Smith indicated that there might be less competition for FAA discretionary funds, which would be a
139 benefit for the Truckee Tahoe Airport.

140 Director Van Berkem stated that the topic of drones and airspace safety issues was interesting to him, and the program
141 called "You Can Fly Again" which aims to get former general aviation pilots back into the air. Director Van Berkem
142 indicated that the topic of environmental impact of aviation is becoming a more popular topic than noise and
143 annoyance. Mr. Smith stated that General Aviation security guidelines might be impacting the Truckee Tahoe Airport.

144 **PUBLIC COMMENT:** None

145 **PLACED BASED MARKETING FUNDING PROPOSAL**

146 Mr. Smith disclosed to the Board that he is the current (non-salaried) Chairman of the Board for the Truckee
147 Donner Chamber of Commerce, which is a 501(c)6 non-profit organization. Mr. Smith reminded the Board that at
148 the budget workshop that was held in September, the Place Based Marketing Proposal was discussed. At that time,
149 the Board allocated some funds to potentially participate in the Placed Based Marketing program.

150 Ms. Lynn Saunders, President and CEO of the Truckee Donner Chamber of Commerce, explained to the Board that
151 the Placed Based Marketing program (Truckee Tomorrow) is a collaborative economic development initiative which
152 is in partnership with the Truckee Donner Chamber of Commerce, the Town of Truckee, Truckee Downtown
153 Merchants Association and Nevada County. Ms. Saunders conducted a presentation about the Placed Based
154 Marketing Campaign which included information about the background of the program, the Truckee Tomorrow
155 Action Plan, and the Placed Based Marketing & Brand Campaign. Ms. Saunders stated that the purpose of the
156 program is to integrate an economic development focus into the tourism marketing message. This includes
157 branding Truckee, the diversity of the Truckee economy, attract talent and business with a common theme and
158 marketed in the same way to create economic prosperity for Truckee.

159 Ms. Pam Hobday, Truckee Donner Chamber of Commerce Board Member, discussed the First Funders Group,
160 which is a group of initial funders of the marketing program that will help define the branding image of the
161 program.

162 Vice President Wallace questioned if this program is a website or a campaign, if they are seeking multi-year funding
163 commitments, and inquired about the funding commitments of the districts listed as a contributor. Ms. Saunders
164 replied that the program is both a website and a branding campaign. The funding is an initial one year funding
165 commitment with an option to continue thereafter. Ms. Saunders indicated that Truckee Donner PUD and the
166 Tahoe Forest Hospital District both have agreed to fund, but have not committed to a dollar amount.

167 **PUBLIC COMMENT:** None

168 Director Van Berkem stated that he is in favor of participating in the Marketing program, but would not like to see
169 the Airport marketed in a way that would increase aeronautical traffic. Director Van Berkem expressed that he
170 would like the District to be a silent partner of the program. Vice President Wallace expressed that she likes the

171 idea of participating in a placed based campaign, but shares the concern that the Airport should be mentioned but
172 not marketed in the campaign. Director Hetherington stated that she is in favor of a program that further develops
173 a broader economy outside of tourism, she has concerns about the Airport being marketed in the tourism aspect of
174 the program, and agrees with Director Van Berkem about being a silent partner. Director Hetherington also
175 expressed concern about allocating all of what was budgeted solely towards the placed based marketing program.
176 Director Morrison stated that he is concerned about the consensus about being anti-growth and wanting to be a
177 non-existent (silent partner) partner within the program. Director Morrison stated that he agrees with Vice
178 President Wallace about the Airport being mentioned in the campaign but not marketed in the campaign.

179 Director Morrison inquired about the funding requirement to participate in the First Funders Group, and the status
180 of their funding campaign to kick start the program. Ms. Saunders stated that they are very close to the initial
181 funding goal. Ms. Saunders stated that the Chamber is already marketing tourism, but that the placed based
182 marketing program is to help diversify the economy within Truckee. Director Hetherington stated that she would
183 encourage mentioning the Reno Tahoe International Airport and how close it is to the Town of Truckee. Director
184 Van Berkem expressed the need to participate in the First Funders Group specifically to ensure the Airport is not
185 featured in a way that the Board disagrees with. President Jones pointed out that traffic has doubled at the Airport
186 and that the Airport has not done anything to increase the traffic.

187 **MOTION #5 JANUARY-28-15:** President Jones motioned to authorize the District to fund the Placed Based
188 Marketing Campaign in the amount of \$15,000. Director Wallace seconded the motion. President Jones, Vice
189 President Wallace, Directors Hetherington, Van Berkem and Morrison voted in favor of the motion. The motion passed.

190 **BREAK:** At 6:23 p.m. the Board recessed for a short break. At 6:35 p.m. President Jones reconvened the meeting

191 **REQUEST FOR PROPOSAL CONSULTANT SELECTION**

192 Mr. Bullock explained to the Board that the District issued three separate Request for Proposals (RFPs): Demand Drivers
193 of the Truckee Tahoe Airport, Executive Hangar Financial Site and Feasibility, and Primary Management & Control
194 Documents (Minimum Standards & Rule and Regulations).

195 Mr. Bullock informed the Board that the District received two responses to the Executive Hangar Financial Site and
196 Feasibility RFP. One response was from Airport Business Solutions (ABS) and the other was from a combined team effort
197 of Mead & Hunt and Airport Management Consulting Group (AMCG). Mr. Bullock stated that all three organizations are
198 industry leaders in aviation consulting fields, with impressive resumes reflecting specific knowledge and experience on
199 the RFP Topic. The District selected the offeror who presented the best overall value, which in this case, was the
200 combined team of Mead & Hunt and AMCG (MH/AMCG). Mr. Bullock stated that the MH/AMCG quote was above staff
201 estimates, but Staff was able to negotiate a 16.2% reduction in the initial bid quote due to MH/AMCG's sincere interest
202 in doing the study. Mr. Bullock stated that MH/AMCG is hoping to reduce their overhead with combined trips if
203 additional RFP's are awarded.

204 Mr. Bullock stated that the Demand Drivers of the Truckee Tahoe Airport is very sophisticated which would need more
205 time to accomplish. The goal of the study is to complete demand and impact analysis in advance of decisions related to
206 airfield and aviation specific amenities, service offerings, pricing, land use, facilities and hangars. Mr. Bullock stated that
207 Airport Business Solutions (ABS) and Mead & Hunt (M&H) were the two responses that were received. The offerors had
208 twelve areas to present substantiated information supporting their proposal. The District selected the offeror who
209 presented the best overall value, which was Mead & Hunt. Mr. Bullock expressed that the project will require allocation
210 from the District's unrestricted net assets but ultimately will save the District the cost of the reoccurring debate
211 regarding airport and airfield enhancements or amenities such as hangars or aviation related service offerings. Mr.
212 Bullock stated that a formulation of an AdHoc Committee is suggested.

213 Mr. Bullock stated that the goal of the Primary Management and Control Documents (Minimum Standards) RFP is to
214 identify firms to develop detailed written policies related to Minimum Standards, Rules & Regulations, Leasing/Rents &
215 Fees Policy, Development Standards, and other related legally directive documents. Mr. Bullock stated that the study is
216 estimated to take between 18-20 months to complete. The District had two offerors for the RFP, the first one is Airport
217 Business Solutions (ABS) and the other was from Airport management Consulting Group (AMCG). The District selected
218 the offeror who presented the best overall value, which was AMCG. Mr. Bullock stated that AMCG illustrated a superb
219 track record with identical projects, deliverables, submitted a detailed approach which translated to completely
220 understanding the scope of work requested. Mr. Bullock informed the Board that the project is within the budget for the
221 current fiscal year and requires no allocation for its unrestricted net assets. Though additional funding next fiscal year
222 will be needed to complete the project within budget.

223 President Jones asked if outreach efforts for the RFPs can be combined. Mr. Bullock stated that public outreach efforts
224 for the RFPs will be combined as much as possible for the public and District staff's sake.

225 **PUBLIC COMMENT:** None.

226 Director Van Berkem stated that he wants the results of the Demand Driver study to be robust in information on
227 what drives traffic, or what could discourage traffic into the Truckee Tahoe Airport. Mr. Bullock stated that the
228 scope of the study still needs to be formulated, and will be highly dependent on the relationship between the
229 selected consultant and District staff, as well as the AdHoc Committee developing the scope of the study.

230 Vice President Wallace stated that she is in favor of approving all three RFPs, but is concerned with the load of
231 work the RFPs bring upon District staff. Vice President Wallace suggested the schedules be fluid for change,
232 specifically due to the pending Clear Capital office building project. Mr. Smith stated that the Demand Driver study
233 was the only study that was not anticipated.

234 Director Hetherington stated that she went over the Capital Facilities Plan Forecast with Mr. Mark Wasley and they
235 found that executive hangars was improperly estimated at three sets of eighteen executive hangars in the revenue
236 instead of one set of eighteen executive hangars. Director Hetherington requested that the Capital Facilities Plan
237 Forecast be updated and distributed with the correct total of hangars and the correct total of revenue earned off of
238 the hangars. Director Hetherington expressed concern of earned revenue of the executive hangars, questioned the
239 financial viability of the hangars, and questioned if a Financial and Site Feasibility study should even be conducted.
240 Mr. Wasley informed the Board that the error was corrected the day it was found, and is ready to be distributed.
241 Mr. Smith stated that Mr. Wasley completed a difficult ten year forecast that included everything that the Master
242 Plan had programed and to project the construction cost and revenue earned off of all of the projects. Mr. Smith
243 stated the forecast Mr. Wasley produced does not investigate the feasibility of the executive box hangars. Director
244 Morrison stated that he has not made a decision to move forward to build more executive hangars, but that he has
245 made a decision based on the Master Plan to move forward with a feasibility study to see if building executive
246 hangar makes financial sense for the District. Director Morrison stated that having a discussion about an incorrect
247 figure on a Facilities Plan Forecast is off topic. Directors Van Berkem and Wallace disagreed and indicated that they
248 would like to understand how much the error affects the forecast. Mr. Smith explained that it affects it be
249 \$161,000. President Jones stated the purpose of the Capital Facilities Plan Forecast was not to make a decision on
250 moving forward with any project, it was to determine whether or not the District had enough cash based on the
251 potential commitments and potential revenue to move forward with a large project like Clear Capital. President
252 Jones stated that the correct study continues to forecast that the District has enough cash to do all of the projects
253 programed by the Master Plan.

254 Director Hetherington requested that the Board vote on each study separately, because she feels she cannot
255 support the Executive Hangar study due to staff bandwidth and the projected revenue on the Capital Facilities Plan
256 Forecast. Director Hetherington stated that the consultant that will be doing the Demand Driver Study should
257 include Airports that choose to not utilize or develop all of their resources as part of their outreach effort. Director
258 Hetherington expressed agreement in forming an AdHoc Committee. Mr. Bullock stated that the Demand Driver
259 Study will need the scope refinement which will be handled through an AdHoc Committee. Mr. Bullock reiterated
260 that the basis of the Demand Driver Study is to assign a numerical value to activities the Airport undertakes that
261 will either encourage or discourage traffic that will come to the Airport. Director Hetherington suggested including
262 ACAT Committee members on the AdHoc Committee. District Counsel Collison stated that in order for the AdHoc
263 Committee not be subjected to the Brown Act the AdHoc Committee needs to be solely made up of members of
264 the Board. District Counsel Collison stated that ACAT Committee members cannot be formal members of the
265 AdHoc Committee but can attend and be support similar to the capacity of District staff is in subcommittee
266 meetings. Ms. Deborah Croyle stated that ACAT has a subcommittee for the topic of Managed Growth and Demand
267 Drivers; Ms. Croyle expressed a desire for the ACAT subcommittee to be consumers of the information, and are
268 available to support the Board in any capacity.

269 Director Morrison stated that two of the RFPs and their outreach components can be done at the same time, and
270 that he is in favor of getting as much outreach feedback as possible. Director Hetherington stated that she would
271 like more details regarding the loop of increased air service at secondary airports that lead to increased air traffic
272 that leads to increased air service which was mentioned in a report by the Institution of Transportation Services at
273 UC Berkeley.

274 **PUBLIC COMMENT:** None.

275 **MOTION #6 JANUARY-28-15:** Director Hetherington motioned to accept the staff's recommendation to grant the
276 offeror Airport Management Consulting Group (AMCG) the Primary Management and Control Documents Study
277 with a cost of \$97,500. Vice President Wallace seconded the motion. President Jones, Vice President Wallace,
278 Directors Hetherington, Van Berkem and Morrison voted in favor of the motion. The motion passed.

279 **MOTION #7 JANUARY-28-15:** Director Van Berkem motioned to accept the staff's recommendation to grant the
280 offeror Mead & Hunt the Demand Drivers for the Truckee Tahoe Airport study, which will include AdHoc
281 Committee involvement with a study cost of \$48,140. Director Hetherington seconded the motion. President Jones,
282 Vice President Wallace, Directors Hetherington, Van Berkem and Morrison voted in favor of the motion. The motion
283 passed.

284 **MOTION #8 JANUARY-28-15:** Director Morrison motioned to accept the staff's recommendation to grant the
285 offeror Mead & Hunt and AMCG the Executive Hangar Site and Feasibility study with a cost of \$45,000. Vice
286 President Wallace seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem and Morrison
287 voted in favor of the motion. Director Hetherington did not vote in favor of the motion. The motion passed 4-1.

288 Mr. Smith asked the Board for \$65,000 from Unrestrictive Net Assets into the Consulting bucket for communication
289 consultation and outreach services.

290 **MOTION #9 JANUARY-28-15:** President Jones motioned to move \$50,000 from Unrestrictive Net Assets to be used
291 for the Demand Drivers Study. Vice President Wallace seconded the motion. President Jones, Vice President Wallace,
292 Directors Hetherington, Van Berkem and Morrison voted in favor of the motion. The motion passed.

293 **MOTION #10 JANUARY-28-15:** President Jones motioned to move \$15,000 from Unrestrictive Net Assets to be
294 used for the Executive Hangar Site and Feasibility Study. Director Van Berkem seconded the motion. President

295 Jones, Vice President Wallace, Directors Van Berkem and Morrison voted in favor of the motion. Director Hetherington
296 did not vote in favor of the motion. The motion passed 4-1.

297 **DRAFT REVIEW OF CLEAR CAPITAL LEASE AND CONSTRUCTION AND DEVELOPMENT AGREEMENT (CDA)**

298 Mr. Smith stated that a special meeting date needs to be confirmed amongst the Board members. Mr. Smith stated that
299 four out of five Board members stated that the evening time slot on February 11, 2015 works. Mr. Smith stated that
300 tonight he is wanting the Board to review the form and functions of the agreements and answering questions one might
301 have. President Jones requested the 5:30 time slot on February 11th, and asked for the consensus of the Board. Director
302 Hetherington stated that she would not be able to make it to the February 11th meeting based on her schedule currently.

303 President Jones explained that an initial draft contract and lease proposal has been submitted to Clear Capital. Clear
304 Capital has submitted feedback on several items, and the AdHoc committee submitted some responses back on their
305 feedback. District Counsel Collinson stated that there is an issue on how long the term is (i.e.: options). President Jones
306 stated that an RFP was released, and three responses were received from vendors that are well within the financial
307 budget that was presented at the January 6, 2015 Special Board Meeting. President Jones stated that negotiations
308 should end in about a week regarding the decisions needed to move forward on the project or not.

309 Director Hetherington stated that she was interested in seeing the differences between the development guidelines of
310 the Town of Truckee and Nevada County. Mr. Smith stated that a meeting was held with the Town of Truckee to show
311 the renderings of the building, and it met their standards. Mr. Smith stated that the Town of Truckee's only concern is if
312 the District decides to remove options that are proposed (i.e.: awnings, wainscoting, etc.). Mr. Smith went on to read a
313 letter submitted by Ms. Alexis Ollear, Executive Director of Mountain Area Preservation.

314 Vice President Wallace stated that the financial terms that were in the agreement are based on an appraisal, and wished
315 to confirm that the District would not veer outside of the appraisal. President Jones responded that if there is no
316 agreement to stay within the appraisal the project will not move forward. Director Hetherington requested that the
317 lease terms be more firm. President Jones stated that the objective is to have a proposal that is acceptable to the Board,
318 and that both agreements will need to be signed by the second week in February, otherwise the project cannot move
319 forward.

320 **PUBLIC COMMENT:** None.

321 **REVIEW OF 2004 TTAD RESOLUTION ON MASTER PLANNING**

322 Mr. Smith stated that the Board asked staff to investigate the 2004 TTAD resolution that related to operation
323 counts that was brought forth by Director Hetherington at the regular Board meeting in January. Mr. Smith stated
324 that he would like to know where the Board would like to go with this resolution in the future.

325 Director Van Berkem stated that Mr. Cooke did a wonderful job with the staff report regarding the topic. Director
326 Van Berkem stated that the Board's response to the Demand Driver Study is an appropriate response to the
327 resolution. Director Hetherington stated her appreciation of the memo Mr. Cooke provided, but that she believes
328 that there is value in keeping the resolution and being proactive about it, as the impacts of the increased flight
329 operations are real to those specific neighborhoods. Mr. Cooke added that the neighborhood of Olympic Heights
330 specifically comments more on turbo prop/piston aircraft than jet aircraft. President Jones inquired to staff if they
331 can encourage educational touch and go's to utilize runway 2-20. Mr. Bullock stated that staff has met with
332 different operators that conduct touch and go's. Currently, it is written inside Mr. and Ms. Fay's plane stating that
333 the preferred runway is 2-20. Mr. Bullock stated that there could be an incentive based approach that would
334 benefit the use of 2-20, though there are students who are not ready to use runway 2-20. President Jones stated
335 that Mr. Cooke did a great job with the report. President Jones indicated that the 2004 Resolution is out of date
336 and that either two things need to occur: scrape it or update it. President Jones stated that the District is spending
337 a lot of money concerning the topic, and that the District does not need a resolution to keep it focused.

338 **PUBLIC COMMENT:** Ms. Tatiana Bennett, Truckee resident, stated that she lives in the Ponderosa neighborhood
339 and that air traffic over Martin Luther King holiday was numerous in numbers. Ms. Bennett stated that there are
340 operators that make a concentrated effort to make a soft approach and there are some operators that do not. Ms.
341 Bennett expressed that you can feel and hear the difference between the two. Ms. Bennett stated that she is
342 interested in understanding what the 15% in operations means in the Resolution, the discrepancy of 15% of 60,000
343 operations, or 15% of total operations is becoming a loop hole. Director Morrison stated that in the past, the
344 District used to estimate the amount of operations it had, currently the District has a more accurate way of
345 counting operations.

346 Mr. Smith stated that the District and Board members are all in agreement to what the resolution is talking about.
347 The District is committed to continue working on all of its initiatives to help mitigate operations and annoyance.

348 **GENERAL MANAGER'S REPORT**

349 Mr. Smith pointed out the upcoming training opportunities and included the CSDA training catalog for the Board
350 members to explore on their own accord. Mr. Smith stated that an Airport Board Commissioners Conference just
351 came up and is located in New Orleans, Louisiana in April. Vice President Wallace inquired about the Arts in the
352 Airport conference and sending the Art Coordinator to it. Mr. Smith stated that staff can ask and see if she is
353 interested in attending.

354 Mr. Smith stated that a Hangar 3 AdHoc committee meeting is needing to be scheduled. Mr. Brad Musinski, Project
355 Manager for Mead & Hunt, gave an update regarding the TTAD Master Plan. The Master Plan is going through FAA
356 review which is not specific to Land Leasing. Mr. Musinski stated that he has a CEQA meeting this week, the
357 discussion of integrating Hangar 3 and Clear Capital into the process.

358 Mr. Smith stated that an AdHoc committee formed for the Demand Driver study, which would include two ACAT
359 members to provide assistance and support similar to staff's role. Mr. Smith reminded everyone that the Demand
360 Driver study is a Board project that came out of a Board meeting. Director Hetherington and Director Morrison
361 volunteered to be the Demand Driver AdHoc committee.

362 Mr. Smith stated that homework for the Board retreat was sent out, which is consistent around the topic of
363 managed growth. Mr. Smith stated that Mr. Mitch Cooper, from Mead & Hunt, will help facilitate the Board
364 Retreat. Mr. Smith informed the Board that the retreat starts at 9:00 a.m. and will be at the Northstar Resort.
365 Director Hetherington stated that she submitted an inquiry about the topic of property tax dollars and how they
366 can and cannot be used. Vice President Wallace stated that she was confused about the questions regarding
367 managed growth. Mr. Smith stated that that question will be thoroughly discussed at the retreat, and a discussion
368 menu will be sent out to Board members prior to the retreat.

369 Mr. Smith stated that Volvo is at the Airport testing their vehicles on the ramp. They paid a fee in order to use our
370 ramp, and Mr. Smith stated that he would like to use that fee to help pay for static displays for the TTAD AirShow in
371 July.

372 **PUBLIC COMMENT:** None.

373 Director Hetherington suggested that another outreach should be done regarding the AirShow as there are some
374 community members that are not in support of the AirShow.

375 **MOTION #11 JANUARY-28-15:** President Jones motioned to allocate \$21,000 to expand the static display for the
376 AirShow. Vice President Wallace seconded the motion. President Jones, Vice President Wallace, Directors Van
377 Berkem, Hetherington and Morrison voted in favor of the motion. The motion passed.

378 Mr. Smith informed the Board that the developers of Martis Valley West inquired to staff stating that they
379 requested a meeting to meet with two Board members, Director Van Berkem and Vice President Wallace. Director
380 Wallace indicated some concern about meeting with them in an isolated meeting.

381 Mr. Smith stated that Kid Zone will be presenting a project at the next meeting and will be requesting monetary
382 funding from the Board. Mr. Smith stated that he will have more information to come.

383 **PUBLIC COMMENT:** None.

384 **ADJOURN**

385 **MOTION #12 JANUARY-28-15:** Vice President Wallace motioned to adjourn the January 28, 2015 regular Board
386 meeting. Director Hetherington seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem,
387 Hetherington and Morrison voted in favor of the motion. The motion passed.

388 At 8:34 p.m. the January 28, 2015 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

DRAFT