

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS special  
2 meeting held Wednesday, May 27, 2015 at the Truckee Tahoe Airport District Community Room, 10356 Truckee  
3 Airport Road, Truckee, California at 2:00 p.m.

4 **CALL MEETING TO ORDER:** 2:10 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.  
6 Director Mary Hetherington  
7 Director Jim Morrison  
8 Director Tom Van Berkem

9 **DIRECTORS ABSENT:** Vice-President Lisa Wallace

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

17 **VISITORS PRESENT:** 0

18 **SPECIAL ORDERS OF BUSINESS:** None

19 **PUBLIC COMMENT:** None.

20 **FY 2015-16 BUDGET HIGHLIGHTS PRESENTATION**

21 Mr. Smith introduced the Budget Highlights Presentation for FY 2015-16. The first part of the presentation  
22 contained several pie charts and tables showing operating revenues, operating expenditures, 5 year  
23 capital/operating needs, the capital operating reserve and a table representing the new way Mr. Smith wishes to  
24 highlight TTAD's capital/operating reserves. Mr. Smith expressed the desire of expanding the District's non-  
25 aeronautical revenue; Mr. Smith indicated that Reno-Tahoe Airport's non-aeronautical revenue is 70% of its  
26 budget. By increasing the District's non-operating revenues, it will allow the District to be more self-sustaining. Mr.  
27 Smith explained the table highlighting the capital/operating reserves; the way the table is laid out is much easier  
28 for the general public to understand than what is currently being used, TTAD net position. The table will be more  
29 consistent with facility planning. Mr. Smith stated that each year, certain line items can be adjusted and funds  
30 moved around depending on what is needed each year.

- 31
  - Budget Opportunities

32 Mr. Smith stated that the objective of the remaining time of the meeting is to review budget goals for FY 2015-16.  
33 Mr. Smith stated that staff has identified eleven budget opportunities for discussion. There will also be time  
34 allowed for the Board to discuss items in the budget summary they wish to delve in further.

- 35
  - Warehouse Building Upgrades

36 Ms. Sally Lyon stated that the first opportunity to discuss is the Warehouse Building Upgrades. The upgrades are  
37 not addressed in the facility maintenance plan, but due to the vacancy in the warehouse building, staff feels the  
38 building is in need of upgrades. The upgrades would make the building more viable and marketable to future  
39 tenants, enhance aesthetic and architectural appeal, and enhance safety features. Ms. Lyon stated that the budget  
40 estimate for the upgrades would be \$500,000-\$700,000 over a two year period. President Jones inquired about the

41 price per square foot of the District's warehouse space(s). Mr. Hardy Bullock stated that it averages about  
42 \$1.00/square foot. Mr. Bullock stated that the vacant warehouse space has been shown to various interested  
43 tenants, but due to the space lacking specific features, which makes it solely just a storage space, the prospective  
44 tenants have lost interest. Director Hetherington stated that having a fire suppression system installed is  
45 important, but making the building more aesthetic is not a high priority for her. Director Hetherington expressed  
46 concern about having the warehouse space compete with private enterprises. Mr. Phred Stoner stated that if the  
47 District dedicates the space for a specific use outside of a storage facility, the space upgrades would be mandated.

48 • Maintenance Building Addition

49 Ms. Lyon stated that the maintenance building is 19 years old, and currently maintenance equipment is stored in  
50 multiple locations including two T-hangars. The multiple locations has made maintenance challenging for staff. The  
51 proposed addition would enhance safety by a more efficient layout of equipment and tools (recommended by the  
52 SMS consultant). The estimated cost of the project is \$750,000. Mr. Dave Hoffman stated that the addition would  
53 also provide a better way to store vehicles and keeping the maintenance personnel from retrieving maintenance  
54 equipment that is spread around the airfield on multiple locations. President Jones inquired about the size of the  
55 addition. Mr. Hoffman stated that the size would approximately be 40x60 ft. President Jones stated that he is in  
56 favor of moving forward, but the projected cost per square foot (\$300) is too high. Director Van Berkem expressed  
57 that he would like more information sent out about the project and it's reasoning, as spending a half a million  
58 dollars is very high for increased convenience.

59 • Sustainability Management Plan

60 Ms. Lyon stated that the goal of Sustainability Management Plan is to develop a plan to move towards zero waste.  
61 The estimate numbers are very rough. Director Hetherington stated the idea came about in part of what Chicago is  
62 doing. This would be a rebranding of our region of being zero waste. The plan would look at each building on how  
63 waste could be reduced. A market survey would be desirable to consider, as the budget for this project is unknown.  
64 Ms. Lyon stated that there could be some cost savings (utilities) if the plan is implemented successfully. Director  
65 Morrison expressed favor of this project and is interested in receiving more information about it.

66 • Public Information and Outreach Manager

67 Mr. Smith stated that staff was looking into the amount of money the District was spending on marketing  
68 consultants, it was proposed that the District should consider bringing those services in house. This position would  
69 allow us the opportunity to do more pilot and public outreach. The position would assist in the successful launch  
70 into social media, manage the website, newsletters and public communication. Anticipated cost for the position  
71 would be budget neutral. The Board agreed if the position is budget neutral, the proposal should be explored.

72 • Diesel Aircraft Technology for Home-based Rental Aircraft

73 Mr. Smith stated that this topic was discussed at the joint ACAT meeting. The diesel aircraft would replace a  
74 current training aircraft (N1968F). The District will need to get a plane to the District to see it and how it would  
75 operate up here at the airport. This type of aircraft is gaining a lot of industry traction, but it would be a substantial  
76 upfront cost to the District. Although there are leasing options for it, the estimated pay-back costs could be  
77 provided to help understand the financial impact. Director Van Berkem inquired about the plane it would be  
78 replacing and Mr. Smith replied that the replaced aircraft could be utilized as a long term lease, which is currently  
79 not available for pilots to rent. Director Van Berkem asked about the cost per mile on fuel efficiency. Mr. Smith  
80 stated that the diesel engine burns about 4.5 gallons of jet fuel per hour as opposed to 6 gallons per hour in a non-  
81 diesel engine aircraft.

82 • Community/Agency Partnerships

83 Ms. Lyon stated that this is a new collaboration program currently in development by the Ad Hoc committee.  
84 Partnerships are earmarked for larger collaborations that exceed the sponsorship level. Current examples of  
85 community partnership are the Boys and Girls Club of NLT collaboration, TART (hwy 267 route), the Fire District  
86 (ARFF Truck) and the Tahoe Donner Rec and Park District (swimming pool). The Board agreed that there should be  
87 a separate line item in the budget for this program, but at a smaller amount than \$200,000 (which is what is  
88 proposed).

- 89 • Tahoe Nordic Collaboration-Snowcat, Trailer and Radios

90 Mr. Smith stated that this topic is a potential partnership that the District can participate in. Staff is considering a  
91 partnership with the Tahoe Nordic Search and Rescue Team (TNSRT). The snow cat will provide access to remote  
92 beacons and navigational aids. Also, TNSRT is one of the primary first responders in aircraft search and rescue  
93 incidents. This partnership will provide an enhanced level of safety for staff while providing general community  
94 benefit. Director Van Berkem stressed that he would like to know the usage amount of the vehicle by TNSRT.

- 95 • Open Space Endowment

96 Mr. Smith stated that this project would be in partnership with the Tahoe Truckee Community Foundation which  
97 would help set up a perpetual funding source for forest management. The Tahoe Truckee Community Foundation  
98 has a presentation they would like to give to the Directors explaining the project in further detail. There was Board  
99 consensus to hear the presentation by the Tahoe Truckee Community Foundation.

- 100 • Rideshare Bicycle Program Coordinated with Other Agencies

101 This program will develop a “Check Out” bike program that will be partnered with several other agencies that have  
102 expressed interest in the program. This program could be expanded into the Tahoe Basin. Mr. Smith stated that  
103 staff would like to get a proposal together that would get a system that has the potential to be expanded. A video  
104 of the Denver B-Cycle Bike Share program was shown. Mr. Smith stated that if the District is able to commit some  
105 funds, other Districts and Agencies will follow.

- 106 • Non-aeronautical Revenue Goals

107 This topic was deferred for discussion later in the year.

- 108 • Airport Economic Impact Study

109 Mr. Smith stated that the District would like to prepare a study to evaluate an economic value the Airport brings to  
110 the District. This study would provide a valuable insight for future decision making. The study would need to be  
111 carefully prepared to assure the validity of the results. AAAE highly recommends every airport should know their  
112 fiscal impact on their region.

### 113 **BOARD IMPUT**

114 Director Van Berkem requested more information on the office furniture request for the terminal building (page 2  
115 of the Budget Goals). Director Van Berkem stated that if the District is going to give up a conference room, he  
116 would not be in favor of setting up the 2 desk workstation. Mr. Smith stated that the room where the two  
117 workstations would be located is programed as an office.

118 Director Van Berkem requested more information regarding the request for hangar A-9 heaters (page 4 of the  
119 Budget Goals). Mr. Stoner stated that heating the hangar has two purposes, community events and deicing aircraft.

120 Director Hetherington asked if staff could defer the heavy duty vehicle purchases. Mr. Smith stated that the fuel  
121 truck is 12 years old and the other one is even older. Mr. Stoner stated that the vehicles that are up for  
122 replacement have been deferred multiple times before; it is time to replace them.

123 Director Hetherington also asked if the District would be under budget for the Capital Facilities Plan. Mr. Stoner  
124 stated that they are slated to be under budget.

125 **ADJOURN**

126 **MOTION #1 MAY-27-15:** Director Van Berkem motioned to adjourn the May 27, 2015 special Board meeting.  
127 Director Hetherington seconded the motion. President Jones, Directors Van Berkem, Morrison and Hetherington  
128 voted in favor of the motion. The motion passed.

129 At 4:01 p.m. the May 27, 2015 special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

DRAFT