

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular  
2 meeting held Wednesday, May 27, 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:** 4:32 p.m.

5 **DIRECTORS PRESENT:** President John B. Jones Jr.  
6 Director Mary Hetherington  
7 Director Jim Morrison (arrived at 4:36 p.m. and left at 5:30 p.m.)  
8 Director Tom Van Berkem

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

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

18 **VISITORS PRESENT:** 19

19 **SPECIAL ORDERS OF BUSINESS:** President Jones stated that an article was written in the Sierra Sun highlighting the  
20 District's achievement of receiving the District Transparency Award from the Special District Leadership  
21 Foundation.

22 **PUBLIC COMMENT:** None.

23 **CONSENT CALENDAR**

- 24 • Minutes: April 22, 2015 Regular Meeting  
25 • Monthly Service Bills and Fees  
26 • Financial Report  
27 • Quarterly Internal Control Report  
28 • Review and Adoption of PI 118 Use of Social Media by the District and PI 214 Guidelines for Use of Social  
29 Media By District Officials

30 Director Van Berkem requested Tab 6 be pulled from the consent calendar; review and adoption of PI 118 and PI  
31 214.

32 **PUBLIC COMMENT:** None.

33 **MOTION #1 MAY-27-15:** Director Hetherington motioned to approve the April 22, 2015 regular meeting minutes,  
34 monthly service bills and fees, financial report, and the quarterly internal control report. Director Van Berkem  
35 seconded the motion. President Jones, Directors Van Berkem, Hetherington voted in favor of the motion. The  
36 motion passed.

37 President Jones stated that there will be an adjustment to the agenda. The Truckee RoundHouse Makerspace  
38 proposal will be presenting after the approval of the Consent Calendar.

39 Director Morrison entered the meeting at 4:36 p.m.

40 Director Van Berkem inquired about the roll an employee can play in using facebook specifically. Mr. Smith stated  
41 that there is a personnel policy in the employee handbook that covers social media on a personal level. Mr. Bullock  
42 stated that if employees are on their own time and using their own administrative credentials on facebook, the  
43 employee has the right to “friend” or “like” the District’s page, as well as “liking” posts made by the District.  
44 Director Van Berkem stated that he had an additional question about including a disclaimer on their personal  
45 facebook page indicating that any content posted on their page is not an official record of the District, and that any  
46 views on the site are solely the views of the poster and do not necessarily reflect the views of the District. Director  
47 Van Berkem requested help from staff to ensure this is done properly on his page. Mr. Bullock stated that help can  
48 be provided to any Director that would need it.

49 District Counsel Brent Collinson suggested adding “religious beliefs or viewpoints” to the first full paragraph on  
50 page four of PI 118, to stay within the 1<sup>st</sup> amendment rights of posters. And under the Comment and Response  
51 Policy (page four of PI118) add “limited public forum” to the second paragraph, which will allow the District to have  
52 more leeway in removing posts that are inappropriate and subject to removal or restriction.

53 **PUBLIC COMMENT:** Mr. Andrew Terry, Truckee resident, stated that the District should just stick with Facebook  
54 and not delve into the other social media platforms. Mr. Terry also indicated that monitoring the social media  
55 platforms takes a great deal of time, and that the District should monitor it.

56 **MOTION #2 MAY-27-15:** Director Van Berkem motioned to approve PI 118 and PI 214 with suggested changes  
57 made by District Counsel Collinson. President Jones, Directors Van Berkem, Hetherington and Morrison voted in  
58 favor of the motion. The motion passed.

#### 59 **AIRSHOW UPDATE**

60 Mr. Smith gave a brief update on the AirShow. The Truckee Donner Chamber of Commerce will be holding the July  
61 mixer in the VIP tent the night before the AirShow. Careflight and the Airport are co-sponsoring the event. Mr.  
62 Smith stated that more warbirds will be on the ramp this year.

63 **PUBLIC COMMENT:** None.

#### 64 **ARTS IN THE AIRPORT CONFERENCE REPORT**

65 Ms. Carole Sesko, Airport Public Art Coordinator and Truckee Resident, gave a brief presentation on her attendance  
66 at the Arts in the Airport Conference held in Dallas, Texas. Ms. Sesko stated that the conference covered creating  
67 an Airport Art Master-plan. Ms. Sesko stated that Airport Art can be used to communicate its unique regional  
68 identity, it can create a sense of place and can be a useful branding tool. In larger airports, art can be a way of  
69 “way-finding’ by creating memorable landmarks that help visitors orient themselves. The majority of major airports  
70 are city-owned that have 1-2% of their budget for art programs. Most art is acquired through permanent  
71 installations and integrated with the facility during renovation and expansion projects. Ms. Sesko went on to show  
72 several permanent art pieces that are located around Dallas Love Field. Ms. Sesko went on to suggest a few  
73 recommendations to the TTAD Board: to consider developing an Airport Art Master Plan Draft, identify areas  
74 where art would be desirable and beneficial, prioritize areas, and to define phases and implement in stages.

75 **PUBLIC COMMENT:** Mr. Terry expressed favor of the potential recommendations by Ms. Sesko, and believes the  
76 current art program is great. Mr. Terry doesn’t believe it is a great idea to acquire a collection of art outside of  
77 permanent or monument art.

#### 78 **MAKERSPACE PROPOSAL**

79 Mr. Morgan Goodwin, Town of Truckee Council member and Truckee resident, presented a PowerPoint for the  
80 Truckee Roundhouse Makerspace group. Mr. Goodwin explained that the Truckee Roundhouse is a non-profit  
81 makerspace that will be located in Truckee, California that supports the teaching, learning and practicing of a wide

82 variety of crafts, skills, technologies and arts in the Truckee-Tahoe community. The goals of the Roundhouse are to  
83 promote creativity, build connections, create public art, build livelihoods and that it will be accessible across all  
84 income levels. There was an extensive community poll to gather a temperature of what they would want to see the  
85 Makerspace become. The majority of respondents indicated that they would like to learn new skills, crafts, or to  
86 work with new mediums. Truckee Roundhouse have several potential sources of revenue through membership  
87 fees, classes, studio rentals, fundraising, grants and crowdfunding. Their potential expenses would be tooling, staff,  
88 utilities, insurance, shop maintenance and consumables. The Roundhouse will has multiple membership levels,  
89 potentially, the general membership level would be \$40.00 per month, and students would be \$25.00 per month.

90 President Jones inquired about Reno's makerspace and if they were financially viable. Mr. Goodwin stated that  
91 they are financially viable, though 60% of their revenue stems from a single donor. Director Hetherington inquired  
92 why Charter schools were only included as potential students, and not typical public school students. Mr. Goodwin  
93 says the note in the budget regarding charter schools is because typically charter schools do not have the facilities  
94 to offer specific shop classes. Director Morrison stated that this group would be a wonderful addition in our  
95 community and would be utilized by a wide variety of people.

96 Director Jim Morrison left the Board meeting at 5:30 p.m.

97 Mr. Steven Hoyt, Truckee Resident and founding member of Truckee Roundhouse, stated that they had  
98 conversations with TTUSD regarding the Roundhouse being able to offer classes that the school district cannot  
99 offer.

100 Director Van Berkem inquired about adult usage, and that he is trying to understand to what degree will the  
101 Roundhouse provide them a place to work, or is it more for a hobbyist who can build items in their garage. Mr.  
102 Goodwin stated that there will be a lot of hobbyists and then there will be some individuals that fall in between.

103 Mr. Bullock gave a presentation on the warehouse space that could be a potential site for the Truckee Roundhouse  
104 Makerspace. Mr. Bullock stated that the warehouse is currently vacant and is approx. 3,400 square feet of  
105 unimproved space. Basic rent for the space is \$3,046/month, and the space is not currently configured for light  
106 industrial, but the District is pursuing updates and modifications of the space. Mr. Bullock stated that the Truckee  
107 Roundhouse is compatible with existing tenants, this entity has the potential to develop STEM educational  
108 opportunities for local youth, and feels the partnership would benefit District constituents. Mr. Bullock stated that  
109 staff does not view hosting the Roundhouse in E3 as "free" or "pro bono", as they feel the District would get well  
110 thought out recognition by partnering with the Makerspace. In the staff report there is a list of obligations by the  
111 District and the Makerspace group that would need to be agreed upon in order for the partnership to come to  
112 fruition.

113 **PUBLIC COMMENT:** Mr. Terry expressed caution about marketing to a set of undefined people without a set of  
114 undefined tools. The one defined market is the students in the community. Mr. Terry stated that it would be useful  
115 for the Board to dictate a set amount of hours to be dedicated for school use, it would provide more facilities for  
116 education.

117 Mr. Sesko (first name not provided), Truckee resident, believes this group will do really well, and that it's a quality  
118 of life enhancement for community members. Mr. Sesko recommends the Board pursue this diligently.

119 Mr. Mike Cooke inquired if the trainers at Makerspace are certified. Mr. Goodwin stated that the goal of the classes  
120 offered is not for certification, but sees it as a creative place for the community.

121 Director Hetherington stated that she is in favor of this opportunity, and that a lot of the community is very  
122 creative, and that this facility can be a valuable incubator for those individuals. Director Van Berkem stated that he  
123 believes this partnership is a great idea, but wants more financial details.

124 Mr. Bullock asked the Board if they would approve for Staff to move forward into negotiations with the Truckee  
125 Makerspace with details brought back to the Board for final authorization.

126 **MOTION #3 MAY-27-15:** Director Hetherington motioned to authorize staff to move forward with negotiations  
127 with the Truckee Roundhouse Makerspace with details brought back to the Board for final authorization. Director  
128 Van Berkem seconded the motion. President Jones, Directors Van Berkem, and Hetherington voted in favor of the  
129 motion. The motion passed.

### 130 **SKYDIVING PROPOSAL – COMMERCIAL OPERATING PERMIT**

131 Mr. Bullock gave a presentation on the Skydiving commercial operating permit request. Mr. Bullock stated that the  
132 item is complete and has a lot of legal discussion and regulation discussion. Mr. Bullock introduced Mr. Mike  
133 Swanson and Ms. Julie Drew, Skydive Truckee Lake Tahoe (STLT), the applicant. Mr. Bullock stated that all of the  
134 information that is being brought forward is to provide all of the relevant information to the Board for decision  
135 making purposes in a balanced and informed format. The proposed skydiving operation will have an impact on the  
136 community, the operation may create additional annoyance, primarily from aircraft climb out noise. Annoyance is  
137 subjective, the District may get complaints regarding skydiving or the jump plane no matter what amount of  
138 annoyance mitigation may have been conducted. Skydiving is an industry wide challenge for airports of all size. It is  
139 the goal of the District to offer opportunities for aeronautical businesses equally, in a non-discriminatory fashion  
140 while making decisions locally for the benefit of the District constituents as a whole. Skydiving has an inherent risk.  
141 As with all aeronautical activity there is a risk of accidents, injuries, death, and property loss. Staff acknowledges  
142 these concerns as foundational to all discussions.

143 Mr. Bullock stated that both solo and tandem skydiving are being proposed, and both will be jumping from a  
144 Cessna 206 aircraft. There has been some discussions of wing suiting operations, but b.a.s.e. jumping is not  
145 proposed. Mr. Bullock discussed where skydiving occurs in the United States. Per Dropzone.com, there are 323  
146 drop zones in the United States, 49 states in the U.S. have a drop zone and there are 25 drop zones in California.  
147 Though, via the United States Parachute Association (USPA) indicated all 50 states have a drop zone and that there  
148 are 21 drop zones in California that are certified through USPA. The average age of skydivers are between the ages  
149 of 16-49 years old. USPA Members reported over 3,000 reserve rides in 2014. There were 729 injuries in 2014 and  
150 24 skydiving fatalities in 2014. There was an estimated 3.2 million skydives in the U.S. in 2014.

151 Mr. Bullock stated that pursuant to Part 105, approval by the Airport's General Manager (non-commercial) is  
152 required for skydiving over or onto congested areas and open air assemblies of people in designated airspace such  
153 as an airport. Once the entity starts to conduct jumps for hire, then they will need to go through the process of  
154 obtaining a commercial operating permit.

155 Legal counsel, Kaplan, Kirsch, and Rockwell, LLP, ACRP stated that as airport sponsors who receive a grant from the  
156 FAA for an airport project, the District is obligated to agree to a number of assurances. One of those assurances  
157 provides that the airport sponsor will make the airport available for public use on reasonable conditions and  
158 without undue discrimination. The intent of this assurance is to ensure that aeronautical users will have reasonable  
159 access to the airport. Mr. Bullock stated that skydiving is recognized by the FAA to be an aeronautical activity,  
160 consequently commercial skydiving operators and skydivers are entitled to protection under the airport sponsor  
161 assurances. The FAA has issued the following decisions on the regulation of commercial skydiving by airport  
162 operators: 1. An airport sponsor's prohibition against establishment of an on-airport drop zone is unreasonable  
163 where FAA finds that it is safe to conduct on-airport activities. (Final Decision, Bodin v. County of Santa Clara.) 2. An  
164 airport sponsor may prohibit access to the airport where the skydiving operator has a record of multiple infractions  
165 of minimum standards and potential violations of federal regulations. (Director's Determination, Johnson v. Yazoo  
166 County.) 3. Denial of access to the airport through imposition of unobtainable insurance requirements constitutes  
167 an unreasonable denial of access by an airport sponsor. (Director's Determination, Skydive Sacramento v. City of  
168 Lincoln.)

169 Mr. Bullock showed several maps of the airport field and the locations where Soar Truckee is located and where  
170 the proposed skydiving operations would be located. A drop zone map was presented showing the potential drop  
171 zone, office areas, spectator viewing areas, parking areas, and plan loading/boarding area.

172 Mr. Bullock stated that the initial safety assessment that was conducted (March 1, 2015) by Mr. Doug Downey,  
173 Project Lead at Convergent Performances, LLC., found that the applicant had incomplete procedures, the proposed  
174 drop zone needed clarification, the airspace de-confliction plan was incomplete, there was an absence of written  
175 safety protocol, and there was an absence of risk management program strategy. The findings were given back to  
176 the potential operation to correct and fix in their application. A second safety assessment was done again on May  
177 1, 2015 by Mr. Downey to address the above listed deficiencies that were corrected by the applicant, and he found  
178 that they were sufficient and met the basic requirements of the District's skydiving policy and his safety  
179 assessment. Mr. Downey recommended the following best management practices: Establish lines of  
180 communication between Soar Truckee, inc. (STI) and STLT, require strict adherence to the airspace de-confliction  
181 plan, and continuous monitoring or operator compliance and understanding the Truckee Tahoe Airport Aviation  
182 Ecosystem by all users.

183 President Jones asked if there are any other airports that have skydiving operations and glider operations. Mr.  
184 Smith stated that Minden Airport has both operations. Director Hetherington inquired if any of the applicants have  
185 operated a drop zone prior. Mr. Charles Bryan, operator of Skydive Lake Tahoe out of Beckwourth Airport, stated  
186 that they had approached TTAD about seventeen years ago, but were denied. Mr. Bryan stated that the General  
187 Manager at Beckwourth Airport gave authorization of their operation, and they established their business.  
188 President Jones inquired about Skydive Lake Tahoe's safety record out at Beckwourth Airport. Mr. Bryan stated  
189 that people were injured, but Skydive Lake Tahoe was never sued, due to a robust waiver. Mr. Swanson stated that  
190 he has worked all over the world to run drop zones and to come up with new innovative safety ideas that make the  
191 operations safer, and has been a professional jumper for 21 years.

192 Mr. Bullock presented a memo prepared by TTAD's legal counsel, Mr. Peter Kirsch. The summary was that Grant  
193 Assurance #22 identifies skydiving as an aeronautical use. Limitations based on certain times of the day and week  
194 to avoid the times of busiest operation and greatest threat of interference with fixed wing aircraft is acceptable. A  
195 ban on skydiving is authorized if the airport proves significant fixed wing delays will occur. To avoid conflict the  
196 Airport may limit skydiving to specified airfield locations, pattern use, or runway use. Airport shall use "acceptable  
197 minimum standards to establish guidelines." A safety management systems can be required by the Airport.  
198 Director Hetherington inquired about interactions by the applicant with other jet operations. Director Van Berkem  
199 also inquired how the Airport will keep skydivers, gliders, tow planes and other jet/piston operations from running  
200 into each other. Mr. Bullock stated that is the heart of the discussion of skydiving operations at airports. Mr.  
201 Bullock stated that there will be procedures the Airport would use to de-conflict the airspace. Mr. Bryan stated that  
202 they operate in a tube above the landing area, and that they do not conflict with traffic and patterns. President  
203 Jones stated that his biggest safety concern he has is that the Airport loses contact with Oakland center at 10,000  
204 ft., UNICOM can see traffic but they are not obligated to call for traffic. President Jones stated that the scariest  
205 thing he has done flying around Minden Airport is flying while there are jumpers in the air. President Jones inquired  
206 about how wind plays a factor in skydiving operations. Mr. Swanson stated that every location has wind limitations,  
207 and it will be unknown until their operation starts jumping at Truckee to know those limitations.

208 Mr. Bullock presented several options to the Board to move forward. Option 1: Accept the commercial proposal as  
209 complete and authorize staff to enter negotiations with Skydive Truckee Lake Tahoe for a Commercial Operating  
210 Permit and Ground Lease. Option 2: Deny the proposal on grounds the Board determines appropriate (pending  
211 board discussion). Option 3: Continue discussion as an action item on a future Board agenda pending additional  
212 information from the applicant or staff. Option 4: Conditionally deny the proposal pending additional information  
213 from the applicant with a deadline.

214 **PUBLIC COMMENT:** Mr. Richard Pearl, President of Soar Truckee, stated that he was first contacted about this  
215 project in March of 2015. Mr. Pearl stated that he is concerned about aeronautical safety as a direct result of the  
216 landing area. Mr. Pearl stated that he is only concerned with the landing zone which is proposed by the applicant,

217 and is not against skydiving. Mr. Pearl stated that he does not agree that a de-conflicting plan can be effectively  
218 implemented at the Truckee Tahoe Airport, due to the straight realities of skydiving operations and glider  
219 operations in an uncontrolled aeronautical environment. Mr. Pearl stated that there is no specific glider area, they  
220 operate all over the airport from 8,000 ft. to 18,000 ft. Mr. Pearl expressed that the safety consultant's report is in  
221 error, factually and legally when it states "in order to provide predictability of potential traffic conflicts and  
222 sanitized airspace, Soar Truckee, Inc. (STI) would have to maintain flight paths within a defined area until  
223 commencing arrival procedures in dealing with an inflight emergency. Mr. Pearl provided an image showing glider  
224 traces over the airport on a single day during the glider season; indicating glider operations happen outside of the  
225 "glider area". Mr. Pearl presented a map showing glider landing downwind approaches and how at times, gliders  
226 will encroach on the proposed drop zone. Mr. Pearl stated that it is unusual to have a drop zone encased in an  
227 established high density landing pattern. The landing zones are typically located on the other side of an established  
228 downwind landing pattern. Mr. Pearl stated that the Board saw four options Staff has laid out for them, but that he  
229 would like to propose a fifth option to temporarily deny the skydiving operation as presented and specifically  
230 regarding the location of the proposed landing area pending a review by the FAA.

231 Mr. Greg Peirs, Soar Truckee glider pilot, stated that the background of Mr. Downey, the safety consultant, is of an  
232 Air Force parachute and jump program background which is completely different from the proposed operations at  
233 the Truckee Airport.

234 Mr. Swanson stated that if the gliders have radios, an open line of communication between the skydiving  
235 operations and Soar Truckee should be realistic.

236 Mr. Bullock stated that he believes STLT and STI should be able to get together, work together and work through  
237 their concerns.

238 President Jones stated that the Board has two Directors missing, one of whom is a pilot that would be able to  
239 provide input. President Jones stated that with a partial Board, they should not be taking any hard action on the  
240 topic. There needs to be more input, analysis, discussion and interaction between Soar Truckee and STLT and defer  
241 this to mid-summer. Mr. Smith stated that in the FAA Airport Compliance Manual, staff can ask for a safety review  
242 by the FAA.

243 Mr. Terry, thinks skydiving is an attractive option at the Airport, especially if the Airport has some element of  
244 control on the operations.

245 Director Van Berkem suggested the two organizations (Soar Truckee and Skydive Truckee Lake Tahoe) get together  
246 and see if they both can find a solution to their issues. Director Van Berkem expressed that he is just as concerned,  
247 if not more concerned about the interaction of fixed wing aircraft with the jumpers as with gliders. Mr. Smith  
248 stated that would be a difficult question to answer, but the question can be presented to the FAA to confirm if it is  
249 safe or not. Director Hetherington stated that she agrees with Director Van Berkem, and is interested in knowing if  
250 the FAA will issue a safe letter or not, as they have the data of our fleet mix. Director Hetherington also inquired  
251 about staff time, as it was stated that staff be present at all times during skydiving operations. Mr. Bullock stated  
252 that he wanted to emphasize that there will be a staff presence required to observe the SMS and assuring it's being  
253 abided by, i.e.: a periodic audit. President Jones stated that his biggest issue is safety.

254 **BREAK:** At 7:55 p.m. the Board recessed for a short break. At 8:07 p.m. President Jones reconvened the meeting.

#### 255 **AIRPORT COMMUNITY ADVISORY TEAM (ACAT)**

256 Mr. Bullock gave a summary of the Board/ACAT joint meeting, which was held on May 12<sup>th</sup>, and a regular ACAT  
257 meeting was held after lunch the same day for debriefing purposes. The joint meeting was conducted to give the  
258 Board an update on all of the ACAT subcommittee projects that are underway, and to hear potential future  
259 projects the Board has in mind for ACAT.

260 **PUBLIC COMMENT:** None.

261 **MONTHLY OPERATIONS AND COMMENT REPORT**

262 Mr. Cooke presented the monthly operations and comment report to the Board. Mr. Cooke stated that there was  
263 no significant weather events the month of April that would encumber air travel; preliminary reports show  
264 operations are up substantially compared to last year. Though most of the data for April of 2014 was lost due  
265 switching of camera systems. During the month of April 2015, nine comments were generated from five  
266 households representing five residential areas near the airport. There were no new commenters for the month.  
267 Three of the five commenters are regular callers and the remaining two call occasionally. All commenters either  
268 received email confirmations or telephone calls, and staff makes itself available for further details and follow up to  
269 all commenters.

270 Mr. Cooke presented a compliant flight track which received a public complaint. Mr. Cooke stated this flight flew  
271 directly over the commenter's home, but staff did not have a solution for the commenter due to the fact that the  
272 pilot was compliant for arrival on runway 20. President Jones indicated that the pilot seemed to be just off of  
273 procedure for standard arrival to runway 20. Mr. Bullock stated that lateral deviation off of that position would not  
274 have prevented the commenter from calling. Mr. Smith responded that the pilot had done nothing wrong, he broke  
275 out of instrument, transitioned into visual and lined his aircraft up to centerline for arrival on runway 20. Mr.  
276 Bullock reiterated to the Board that if there was a lateral deviation of the pilots approach, the commenter still  
277 would have called staff to make a complaint on the aircraft. Mr. Cooke stated that the example was given to show  
278 that there will be operations that will have comments made even though they are compliant. Director Van Berkem  
279 stated that he doesn't understand how a pilot can be compliant but not flying the standard procedure (instrument  
280 approach). Mr. Bullock stated that it is staff's view that any plane lining up on the extended center line is  
281 compliant.

282 Mr. Cooke stated that he is including the touch and go operations in the monthly matrix, as well as the quarterly  
283 report (rolled into arrivals and departure statistics). Mr. Cooke asked the Board if they would like those separated  
284 out and listed in their own column.

285 **PUBLIC COMMENT:** Mr. Jack Armstrong, Truckee resident, stated that there were three reviews left on the Truckee  
286 Tahoe Airport Facebook page, one of which complained about her noise comments not receiving a response from  
287 District staff. Ms. Lauren Tapia stated that is a location page that is automatically generated by Facebook, it is not  
288 managed by District staff. Mr. Bullock stated that the District's official Facebook page has not launched yet.

289 Mr. Cooke stated that, generally, responses to commenters are almost instant. There has been, on occasion, where  
290 a response was not given until 24 hours after the comment was left.

291 **AAAE ENERGY EFFICIENCY FORUM CONFERENCE REPORT**

292 Director Hetherington gave a brief summary of her attendance at the AAAE Energy Efficiency Forum Conference  
293 Report which was held in New Orleans, Louisiana. Director Hetherington explained that there was an  
294 Environmental Management conference on Monday and Tuesday and an Energy Efficiency Conference on Tuesday  
295 and Wednesday, both conferences overlapped one another on Tuesday.

296 Director Hetherington explained a Volpe Fee, which is a fee for a service agency within the Federal Government.  
297 Nantucket Airport did an emissions study by each building with a goal to decrease onsite generation and to  
298 increase onsite renewables. Both Chicago and Atlanta have a zero waste goal, with an informal competition with  
299 one another about who is best. Director Hetherington stated that the mayor of Chicago proposed a goal that  
300 Chicago be the most sustainable city in the US. They audit concessionaires, AVAC and controls, lighting, etc.  
301 Sustainability is related to profitability; which is driven by the top down.

302 Director Hetherington commented that the Sustainable Aviation Guidance Alliance (SAGA) had created a website  
303 which lists 938 sustainability practices, with 20% specific to airports. It is Wikipedia “like” where airports can add to  
304 it.

305 Director Hetherington stated that Indianapolis has a sound insulation and purchase assurance program as well as a  
306 sales assistance program. Their airport is on the county line, so they adopted an airport overlay in the adjacent  
307 town and county zoning plan.

308 Director Hetherington stated that there is an ACRP advisory circular on de-icing, which is a 48 page document that  
309 outlines various issues with de-icing. Director Hetherington stated that it says “Safety Risk Management analysis  
310 must be performed before a deicing pad/facility construction project is initiated.”

311 President Jones asked if Director Hetherington would go back and attend again. Director Hetherington stated she  
312 would. Director Hetherington stated that the idea of the District having a Sustainability Management Plan would be  
313 an exciting idea.

314 **PUBLIC COMMENT:** Mr. Terry stated that it is wonderful that the Airport is interested in “green” project, but  
315 expressed that aviation is not “green.” Mr. Terry stated that he calculated his carbon footprint for his home and  
316 travel, and with traveling commercially, it is high. Mr. Terry stated that general aviation is quite higher. Mr. Terry  
317 expressed that the District can do everything it can to be as “green” as possible. Director Hetherington stated she  
318 agreed with Mr. Terry, but that the District should control what they realistically can control, and do everything it  
319 can on the ground.

#### 320 **AIRPORT ENGINEERS REPORT – PROJECTS UPDATE**

321 In the absence of Mr. Bill Quesnel, District Engineer, Mr. Stoner gave an update on the Airport Engineers Report  
322 (Project updates).

- 323 • Plow Truck

324 Mr. Stoner stated that there will be two District employees visiting the factory the first week of June to inspect the  
325 truck and receive initial operation and maintenance training.

- 326 • Tahoe City Helipad

327 The helipad is still under red tape with TRPA and Placer County Planning. The helipad is not a common project and  
328 is somewhat complex. It is located on multiple parcels in multiple land capability districts.

- 329 • Obstruction Clearance

330 The FAA had identified two trees that were encroaching airspace. One tree was topped in Lahontan and the other  
331 in Waddle Ranch. The “Waddle Ranch” tree was cut-down and the “Lahontan” tree (located on a residential parcel)  
332 was topped by 10-feet, thanks to cooperation of the home owner, more than enough to satisfy the 1.79-foot  
333 encroachment identified by the FAA. Documentation, including the residual height of the Lahontan tree as  
334 measured by a licensed land surveyor, was forwarded to the FAA to show the Airport’s actions with regard to the  
335 encroachment. The FAA has now determined the Lahontan tree is only three inches below the floor of the  
336 penetration zone, which “rounds” to zero, meaning the instrument approach to Runway 02 is still not authorized.  
337 Separately, Caltrans has completed a 5010 study of the protected zone and has identified a number of trees that  
338 encroach and must be removed, even though the District removed 256 “encroaching” trees in 2012. Staff is quite  
339 frustrated by the process and is considering conducting its own obstruction study rather than relying on the FAA  
340 and Caltrans.

- 341 • ADA Compliance

342 The District had an ADA Compliance inspection by a consultant out of Sacramento. The Consultant looked at three  
343 facilities. Bids have been accepted and awarded on the projects. if the Makerspace proposal goes through, the  
344 District will need to have the Consultant come back out to review the space as well.

- 345 • Facilities Master Plan Upgrades

346 The work for the Facilities Master Plan Upgrades have begun. Both the painting and hangar roofs that were  
347 deferred from last year will be worked on this summer. President Jones stated that he prefers the new color of  
348 paint that has been chosen. M-row roof repair will begin this week and D- Row will start soon after. B-row is out to  
349 bid, bidders have been informed that the project should be completed by the end of September.

- 350 • 2015 Pavement Project

351 All projects proposed for 2015 are included in the Airport Capital Improvement Program for project years 2015 and  
352 2016. To facilitate funding and to accommodate the FAA funding cycle, the FAA has asked to move the Taxiway "A"  
353 project from 2016 to 2015. Due to the fact that the Airport's new Airport Layout Plan has not received final  
354 approval from the FAA and ongoing discussions regarding Hangar 3, the Jet Ramp and Apron widening project are  
355 proposed for 2015. The FAA will provide design and engineering funds for the Jet Ramp project 2015. The projects  
356 as described are currently in the design and bidding phase. Staff anticipates beginning construction mid July 2015  
357 assuming final approval of Grant Agreements. It should be noted that while funding is anticipated, the grant  
358 agreements have yet to be received. Staff is hopeful to receive final grant approval and signed Grant Agreements  
359 by mid-summer 2015.

360 Per FAA order 5100.38D Section 3-20-Consultation with Airport Users, the District is required to seek input from  
361 airport users regarding these projects. These projects along with their descriptions have been provided to the pilot  
362 community, the EAA chapter, civil air patrol, and included in an e-blast to airport users. This is a relatively new  
363 requirement of the FAA and assures the airport user community is aware of upcoming construction that may  
364 potentially disrupt operations. This Board meeting is an opportunity to receive input and comment from any  
365 interested parties. The Board asked if there was any comment on these projects.

366 **PUBLIC COMMENT:** None.

### 367 **MULTI LATERATION FLIGHT TRACKING SYSTEM AND STATUS UPDATE**

368 Mr. Bullock stated that Mr. Joe LaMacchia, District Flight Tracking Engineering Consultant with NavAid Technical  
369 Services, will be giving a presentation on the MLAT system and status updates. Mr. Bullock stated that the flight  
370 tracking system continues to be an integral part of the airport. This system along with the Vector camera system,  
371 the Vector noise and operations monitoring system, and the geographic information systems provides valuable  
372 data throughout the organization. Much of the flight tracking system's value comes from attributes unassociated  
373 with its primary use. The system provides analytical data for much of the planning processes the airport  
374 undertakes. Local land-use, master planning, comprehensive land-use planning, community annoyance and search  
375 and rescue benefit from the system. The system's primary function is to analyze, promote, and enforce our noise  
376 abatement procedures and supply data related to community annoyance from aircraft overflight, as well as  
377 enhance the safety of flight.

378 Mr. Bullock expressed that the FAA is actively pursuing completion of the Next Generation (NextGen) roll out that  
379 will be discussed in the presentation by Mr. LaMacchia. The FAA no longer favors use of the restricted and  
380 congested 1030 mhz spectrum that is used by the MLAT flight tracking system, particularly for systems that are not  
381 certified to provide IFR separation services to aircraft. The difficulty in obtaining FTA authority for the District's  
382 MLAT system, the cost of system maintenance, the release of new technology, and next generation air traffic  
383 system deployment make it necessary for the District to reexamine the use of MLAT flight tracking technology.  
384 President Jones stated the reason the discussion is taking place is that the current MLAT license is good until March

385 of 2017, and in 2020 Automatic Dependent Surveillance–Broadcast (ADS-B) is mandated to be on virtually all  
386 aircraft. The District will need to figure out if ADS-B will be embraced aggressively or to let the process happen on  
387 its own. Mr. Bullock acknowledged that operations from the Airport have an impact on the community, and that  
388 technology such as ADS-B and UAT flight tracking has the potential of enhancing operational capacity at the  
389 Airport, but that the District needs to be cognoscente of any annoyance side effects that could occur.

390 Mr. LaMacchia gave a technical and robust presentation on the ADS-B mandate and equip 2020 influences on the  
391 District's MLAT Flight tracking system. Mr. LaMacchia explained the history of the District's flight tracking system,  
392 the FAA Mandate and Equip 2020 Requirements, the future for the Districts flight tracking system, proposed flight  
393 tracking system transition timeline, the benefits for the community and the airport, and a 12 month picture (next  
394 steps). Discussion ensued amongst the Board, Mr. LaMacchia and staff throughout the presentation, specifically on  
395 classes of airspace, the difference between UAT and 1090ES, and the UAT flight tracking capability.

396 Mr. LaMacchia suggested the District maximize its investment they made in the MLAT system. The existing MLAT  
397 flight system is operational and would serve as a safety back up as a new system is being installed. A trip to existing  
398 airports that have fully operational systems (Colorado Mountain Air Systems) to see how their equipment  
399 performs, and a conversation with Oakland Center to get an understanding for the plans for Truckee. After  
400 discovery trips have been conducted, then decisions about purchasing equipment can be proposed.

401 There was Board consensus to extend the interrogator's license to year 2020, and explore ways to add a processor  
402 to the existing system for UAT flight tracking. Director Hetherington acknowledged the enhanced safety benefits of  
403 implementing the new system, but also stated that she is concerned about the potential of enhancing the  
404 operational capacity of the Airport by adding the system. Mr. Smith questioned how the Airport will adapt to the  
405 change as the FAA will implement this whether the District is in agreement or not. The District will need to be able  
406 to prepare the community for this change and the possible behavior of how air traffic flies because of the change.

407 **PUBLIC COMMENT:** Mr. Terry stated that the quality of the data now verses the quality of the data the District will  
408 receive in five years will be an improvement. He is not concerned with the quality of the data from the FAA.

#### 409 **GENERAL MANAGERS REPORT**

410 Mr. Smith stated that he has placed more training opportunities on his General Managers report. The Ad Hoc  
411 committees are working. The District is still in the CEQA process for the Master Plan, there is an Ad Hoc committee  
412 slated for June to review a few CEQA documents. The Plan is slated to be completed by August 26. The warehouse  
413 office building development review committee meeting is June 3<sup>rd</sup>. The Hangar 3 outreach campaign has begun.  
414 Staff anticipates bringing a full report with results to the July meeting. The demand driver scope has been  
415 completed and Staff and the Ad Hoc committee are working with the consultants to begin work an analysis. The  
416 sponsorship policy and revision is underway. Staff and Ad Hoc committee will be meeting the first or second week  
417 of June to review updates. Staff anticipates presenting some draft language at the June meeting with final adoption  
418 of the revised policy at the July meeting. Staff anticipates a late summer delivery of the final report for the  
419 Executive Hangar study. The start date of the report was delayed to potentially leveraged work from the Demand  
420 Drivers study. Due to the longer than anticipated timeline on the Demand Drivers study, the Executive Hangar  
421 study will need to move forward independently.

422 Staff has met with the Joerger Family representatives and developers to consider various purchase/land transfer  
423 options for parcels in PC-3. They did express interest in the potential of a land transfer and have indicated that  
424 they would be interested in looking at a proposal. They acknowledged that appraised values would be used to set  
425 pricing. Staff is currently reviewing options, analyzing FAA regulations on the disposition of surplus property, and  
426 working on a specific proposal to present to the Board at a future meeting. The Airport District will not be able to  
427 move forward with this proposal until the new Airport Layout Plan is approved.

428 Mr. Smith was able to attend the quarterly air service development meeting. Mr. Smith stated that the amount of  
429 marketing happening in Reno regarding Tahoe and the mentioning of Tahoe is significant. The Jet Blue flight kicked  
430 off this week (red eye). They are also trying to save the only non-stop flight to San Jose from Reno-Tahoe  
431 International.

432 The Tranquility Campaign is targeted at passengers of transient business aircraft, jets and turboprop aircraft using  
433 the Airport. Staff is using local resources, HOA newsletters, e-blasts, and other marketing materials to reach  
434 passengers of these aircraft to inform them of our voluntary curfew and the noise and annoyance mitigation  
435 programs.

436 The August budget workshop has been confirmed for August 26<sup>th</sup> from 2:00 – 4:00 p.m.

437 **PUBLIC COMMENT:** None.

438 **BOARD MEMBER ANNOUNCEMENTS**

439 Director Van Berkem requested staff to research on the A.R.F.F. Fire Truck's percentage of time the truck is located  
440 near the airfield.

441 **PUBLIC COMMENT:** None.

442 **ADJOURN**

443 **MOTION #4 MAY-27-15:** Director Hetherington motioned to adjourn the May 27, 2015 regular Board meeting.  
444 Director Van Berkem seconded the motion. President Jones, Directors Van Berkem, Hetherington voted in favor of  
445 the motion. The motion passed.

446 At 10:39 p.m. the May 27, 2015 special meeting of the Truckee Tahoe Airport Board of Directors adjourned.