

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Wednesday, June 24, 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:** 4:34 p.m.

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

9 **DIRECTORS ABSENT:** Director Jim Morrison

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 Ms. Lauren Tapia, Administrative Clerk

17 **VISITORS PRESENT:** 5

18 **SPECIAL ORDERS OF BUSINESS:** Mr. Hardy Bullock announced that Mr. Kevin Smith was awarded the Accredited
19 Airport Executive certification. Mr. Smith stated that Ms. Lauren Tapia completed the North Lake Tahoe-Truckee
20 Leadership Program.

21 **PUBLIC COMMENT:** None.

22 **CONSENT CALENDAR**

- 23 • Minutes: May 12, 2015 Special Joint Meeting
- 24 • Minutes: May 27, 2015 Special Meeting
- 25 • Minutes: May 27, 2015 Regular Meeting
- 26 • Monthly Service Bills and Fees
- 27 • Financial Report
- 28 • Truckee Roundhouse Makers Space Update
- 29 • Skydive Truckee Lake Tahoe Update

30 Director Mary Hetherington requested to pull Tab 3, the May 27, 2015 Regular Meeting minutes.

31 **PUBLIC COMMENT:** None.

32 **MOTION #1 JUNE-24-15:** Director Hetherington motioned to approve the May 12, 2015 Special Joint Meeting
33 minutes, May 27, 2015 Special Meeting minutes, Monthly Service Bills and Fees, Financial Report, Truckee
34 Roundhouse Makers Space Update, and the Skydive Truckee Lake Tahoe Update. Director Van Berkem seconded
35 the motion. President Jones, Vice President Wallace, Directors Van Berkem, and Hetherington voted in favor of the
36 motion. The motion passed.

37 Director Hetherington requested to reopen the consent items and pull tab items two and three, the May 12, 2015
38 Special Joint Meeting minutes, and the May 27, 2015 Special Meeting minutes.

39 Director Hetherington stated corrections and changes to the May 12, 2015 Special Joint Meeting minutes, May 27,
40 2015 Special Meeting minutes, and the May 27, 2015 Regular Meeting minutes. The corrections and changes were
41 noted.

42 **PUBLIC COMMENT:** None

43 **MOTION #2 JUNE-24-15:** Director Van Berkem motioned to approve the May 12, 2015 Special Joint Meeting
44 minutes **as amended**, May 27, 2015 Special Meeting minutes **as amended**, and the May 27, 2015 Regular Meeting
45 Minutes **as amended**. Director Hetherington seconded the motion. President Jones, Directors Van Berkem, and
46 Hetherington voted in favor of the motion. Vice President Wallace abstained. The motion passed.

47 **CAL FIRE/WADDLE RANCH PRESCRIBED BURN DISCUSSION**

48 President Jones stated that Cal Fire could not make the meeting, and that the discussion item has been deferred to
49 a later date.

50 **PUBLIC COMMENT:** None.

51 **AIRPORT COMMUNITY ADVISORY TEAM**

52 The ACAT team had one action item at their June 9th regular meeting, which was the Mountain Top AWOS. The
53 ACAT team approved the project to forward on to the Board of Directors. Mr. Bullock stated that ACAT discussed
54 the Trails subcommittee work. Member Tom Combs updated the group on the Trails Master Plan progress with
55 anticipated action and deliverables from the Truckee Trails Foundation by July or August of 2015. The Managed
56 Growth Subcommittee is awaiting the demand drivers study work. The Noise Monitor subcommittee had nothing
57 to report, but is still in progress. For the Night Operations subcommittee, Vice Chair Deborah Croyle requested
58 updates from Staff on details related to previous meetings. Staff provided requested details on changes to the
59 voluntary curfew and the prior permission request concept for night operations. Mr. Bullock stated that Member
60 Leigh Golden asked that the 100LL self-serve air hose be extended by 40 feet for safety.

61 **PUBLIC COMMENT:** None.

62 **AIRSHOW UPDATE**

63 Mr. Smith updated the Board on the upcoming AirShow. There will be a lot of airplanes on show, and there was
64 success with the US Military, as a Blackhawk and a C130 will be at the airshow. The Airport District will be hosting a
65 Chamber mixer the night before the AirShow; all Board Members are invited. There will be two short
66 demonstrations that evening for mixer attendees. Board Members will receive wrist bands to the VIP tent for the
67 AirShow, and VIP tickets are available for the public to purchase.

68 **PUBLIC COMMENT:** None.

69 **MOUNTAIN TOP AUTOMATED WEATHER OBSERVATION STATION (AWOS)**

70 ACAT Member Combs gave a presentation on the Mountain Top AWOS feasibility study. Member Combs stated
71 that the Board should consider a Mountain Top AWOS station for two reasons, weather and traffic safety. There is
72 no certified FAA weather station within 500 miles **along** the Sierra Crest. Member Combs stated that District staff
73 did a traffic analysis of flight traffic over the crest over a five month period and set up a gate. Within those five
74 months, from Alpine Meadows to Donner Pass, and vertically from the crest to 15,000 feet in elevation, 2,200
75 flights came into and out of the airport. This excludes traffic passing through that gate with a different destination
76 (transient traffic).

77 Member Combs presented three different types of AWOS weather stations (AWOS I, II, and III). All three stations
78 have automated voice. Member Combs stated that the subcommittee spoke with several agencies (National

79 Weather Service, Desert Research Institute, Colorado DOT, FAA, various vendors, and Squaw Valley/Alpine
80 Meadows) for additional information. Member Combs shared two possible locations for the AWOS station, either
81 Ward Peak at Alpine Meadows or near the Siberia Chair at Squaw Valley, USA. After much evaluation and
82 conversations with Squaw Valley/Alpine Meadows and other agencies, the Alpine Meadows site (Ward Peak) and a
83 Type III AWOS is preferred. Member Combs stated that equipment costs could range from \$50,000 - \$70,000;
84 installation will double the price, and yearly inspections would cost around \$5,000/year. Member Combs expressed
85 that should direction be given to proceed, the subcommittee would like to obtain permission and an MOU with
86 Squaw-Alpine, obtain approval from the Forest Service, submit FAA and FCC applications and to develop a RFP for
87 the project.

88 President Jones inquired if the mountain top AWOS station would be able to relay weather information that is
89 occurring at the airport as well as information on the crest. Mr. Bullock stated that the FAA will not allow an airport
90 to have more than one weather reporting location, therefore Airport weather information would not be able to be
91 remoted up to the AWOS on the crest.

92 **PUBLIC COMMENT:** None.

93 Director Van Berkem questioned why the FAA site at Squaw was not considered, since it is a VOR. Member Combs
94 stated that the FAA site is maxed out, and would need a whole new platform installed. Director Hetherington
95 questioned why the FAA does not have any weather stations on the crest. Member Combs stated that the crest is
96 challenging as there are not many flights over the crest, and there is a lot of restricted airspace further south. There
97 are a large amount of flights over Donner Summit, as it is the trans-sierra corridor for lower flying aircraft. Mr.
98 Bullock responded to Director Hetherington's question stating that Cal DOT and aeronautics is not as robust as it is
99 in other states (i.e.: Colorado), it is heavily dependent on the state you are operating in.

100 Vice President Wallace stated that she likes the idea of a mountain top AWOS station, but would like to discuss cost
101 sharing by the agencies that would benefit by the station (ie: Desert Research Institute, KSL, NWS, DOT, etc.).
102 Member Combs stated that the discussion of cost sharing can take place. Vice President Wallace also stated that
103 she would like to hear thoughts regarding what the MOU would consist of. Member Combs stated that the
104 subcommittee has not discussed specifics of the MOU. Director Hetherington stated that the next steps will help
105 define cost sharing and agreements with other agencies. President Jones stated that he would like to see the
106 subcommittee move forward, would like to see a potential lease agreement with KSL, and have some funding
107 agreements with the other entities and agencies that would benefit from the AWOS.

108 **MOTION #3 JUNE-24-15:** President Jones motioned the mountain top AWOS subcommittee to move forward and
109 develop a RFP. Director Van Berkem seconded the motion. President Jones, Vice President Wallace, Directors Van
110 Berkem, and Hetherington voted in favor of the motion. The motion passed.

111 **PUBLIC HEARING FOR TTAD'S CONFLICT OF INTEREST CODE**

112 At 5:36 p.m. President Jones opened the public hearing for TTAD's Conflict of Interest Code.

113 District Counsel Brent Collinson stated that this is a housekeeping item. Back in February of 2014, in compliance
114 with the FPPC requirements, the Board adopted a Conflict of Interest Code and submitted it to the FPPC. The FPPC
115 then asked for some changes (i.e.: change of terminology, and description of the disclosure categories). Staff has
116 posted notices of the public hearing, published the notice in the local paper, and given notice to the **impacted**
117 employees and consultants. District Counsel Collinson asked if there were any written comments in response to the
118 public notices. Mr. Smith replied that no written comments have been received.

119 **PUBLIC COMMENT:** None

120 Seeing no public comments; at 5:37 p.m. President Jones closed the public hearing for TTAD's Conflict of Interest
121 Code.

122 **MOTION #4 JUNE-24-15:** Vice President Wallace motioned to adopt the Conflict of Interest Code effective June 24,
123 2015. Director Hetherington seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem,
124 and Hetherington voted in favor of the motion. The motion passed.

125 **RED HAWK CESSNA 172 DIESEL/JET A AIRCRAFT DEMONSTRATION DISCUSSION**

126 Mr. Bullock stated that diesel aircraft technology has been out for several years. They burn Jet A and are
127 considered cleaner, greener and quieter. Mr. Bullock stated that today's demonstration was to see if the aircraft
128 was truly quieter. Mr. Bullock stated that noise consultants HMMH were on site and around the community to
129 gather technical noise measurements. The last final segment of the demo has been rescheduled for the morning of
130 June 25, which will be an in-trail demonstration.

131 Mr. Bullock stated that the Red Hawk Diesel aircraft was noticeably quieter than 68F. Mr. Smith stated that his back
132 yard was a noise measuring site (his back yard is on downwind for runway 29) and that the Red Hawk was about 10
133 decibels quieter than 68F.

134 Director Van Berkem stated that he was outside of UNICOM for the touch and goes, and the diesel aircraft seemed
135 quieter. Director Van Berkem stated that when he was taken up for a flight, it was noticeably quieter inside the
136 aircraft.

137 Director Hetherington stated that she was at the Airport the entire day, and inquired about the timing of the last
138 demonstration that will be taking place on June 25th. Mr. Bullock stated that he will be able to have an exact time
139 after the Board meeting. Director Hetherington stated that the diesel aircraft is different sounding and is curious
140 about finding out the technical noise measurements from HMMH.

141 **PUBLIC COMMENT:** None.

142 **GENERAL MANAGER'S REPORT**

143 Mr. Smith stated that he added an additional training opportunity to his General Managers Report, the ACI-NA
144 National Airports Conference in Long Beach, CA, October 4-7.

145 Mr. Smith stated that work continues for CEQA for the Master Plan. Staff anticipates consideration and potential
146 approval of the Mitigated Negative Declaration (MND) and adoption of the Master Plan at the August 26th Board
147 Meeting.

148 Mr. Smith stated that the development permit has been submitted to Nevada County for the warehouse/office
149 building (WOB). Mr. Smith stated that Nevada County has been very supportive and staying within our timeline.
150 The development review committee meeting was held on June 3rd. Staff and consultants are finalizing remaining
151 submittal requests to start the CEQA comment period. The Planning Commission meeting is tentatively scheduled
152 for August with the Board of Supervisor's final approval in September.

153 The outreach campaign for Hangar 3 has begun. Ms. Seana Doherty, with Freshtracks Communications, was able to
154 reach 50 local non-profits. Staff anticipates bringing a full report with outreach results to the Board at the July
155 Board meeting. Vice President Wallace stated that if any of the community groups feel strongly about a particular
156 hangar option, she would like to see their presence at the July meeting, or send letters to the District.

157 The scope has been completed for the Demand Drivers study. Staff and consultants are working on the language
158 for user surveys in preparation for an Ad Hoc Committee approval. Mr. Bullock stated that staff is having a difficult
159 time getting ahold of the academic professionals that have been commissioned to do the oversight of the questions.
160 User survey work is planned to begin in July.

161 Mr. Smith stated that the Sponsorship Policy Revision Ad Hoc committee is meeting on June 30th. Draft language is
162 out to the Ad Hoc committee. Discussion about the policy will take place at the meeting.

163 Staff is working with Surf Air on a new Operating Lease Agreement. Staff anticipates bringing this item to the Board
164 at the July Board meeting. The potential new lease agreement is much more favorable to the airport than what the
165 District currently has. Director Hetherington inquired about Surf Air's weekly operation numbers. Mr. Bullock
166 stated that Surf Air has 11-14 flights per week, which can change on demand and load. If their planes are empty,
167 they do not fly. Director Hetherington inquired if there are people who are choosing to fly Surf Air rather than
168 other chartered operators. Mr. Bullock stated that there has been a dramatic reduction with JetSuite since Surf Air
169 began to operate at the Airport. Mr. Smith stated that we could eventually see a Truckee to Las Vegas flight in the
170 future.

171 Tahoe Expedition Academy is proposing to construct a campus just south of the Airport. There are no required
172 Airport District approvals for this project; however, the Truckee Tahoe Airport Land Use Commission will review
173 their proposal to consider land use compatibility. District staff attended the June 17th workshop, where 8-10 people
174 attended the daytime workshop. Most of the concerns that were brought up centered on traffic. Mr. Smith stated
175 that he does not have any concern about the project from an airport perspective. Director Hetherington stated that
176 the Alder Creek Middle School sound insulation analysis is a good example of needing to place sound
177 recommendations into the compatibility plan.

178 Mr. Smith stated that the Primary Management and Control Document study has not formally been kicked off yet.
179 More information and a schedule will be provided to the Board.

180 The safety assessment gap analysis has been completed and is under staff review. Mr. Doug Downey from
181 Convergent will be onsite from June 29 through July 2, and will be doing roundtable exercises primarily aimed at
182 airshow risk management and response. Mr. Downey will also attend a Skydiving/Soar Truckee safety meeting. A
183 final presentation is expected at the August Board meeting.

184 The next budget workshop has been confirmed for August 26, 2015. The meeting will be from 2:00 – 4:00 p.m.,
185 followed by a regular Board Meeting at 4:30 p.m.

186 **PUBLIC COMMENT:** None.

187 **MONTHLY OPERATIONS AND COMMENT REPORT**

188 Mr. Mike Cooke stated comments for May of 2015 were up. There is something unusual to note for the last few
189 months, the jet operators have been following a very vague Jeppeson chart that has been interpreted that all
190 traffic to all runways is right traffic. Staff has reached out to all local operators regarding the chart. Staff received
191 word that the chart has been fixed by Jeppeson in the last publication cycle.

192 Mr. Cooke stated the tempo of operations in the month of May drove callers to complain multiple times, as
193 comments came in clusters of two and three, indicating the repetitive nature of operations were a primary
194 influence. Eight of the ten commenters are regular commenters. All commenters either received email
195 confirmations or telephone calls, and staff made itself available for further details and follow up to all commenters.
196 The highest number of comments per household for May was eight, representing arrivals to runway 20.

197 5 of the 30 operations were identified as non-compliant. One operation could not be attributed to a flight track.
198 Staff made efforts to reach out to operators on all non-compliant and several compliant operations. Weekend
199 outreach on the ramp began in May, and staff is making an earnest effort to engage crews on the field with the
200 Noise Abatement Procedures (NAP) information. Mr. Cooke stated that Mr. Jon Van Roo, Aviation and Community
201 Services Associate, has been the employee on the ramp conducting the weekend outreaches.

202 **PUBLIC COMMENT:** None.

203 Vice President Wallace inquired about Mr. Van Roo's flying experience. Mr. Cooke stated that Mr. Van Roo does
204 not have formal flying experience. Vice President Wallace asked how his experience has been since he is a non-

205 pilot. Mr. Smith stated that he has had significant training and understands the message the District wants to be
206 conveyed on the ramp. Mr. Smith also mentioned that Mr. Van Roo is not the only employee doing pilot outreach.
207 Other staff including Mr. Smith, Mr. Bullock and Mr. Cooke conduct pilot ramp outreach.

208 **BOARD MEMBER ANNOUNCEMENTS**

209 Director Hetherington stated that she received a thank you note from Mr. Jerry Blackwell, for the District's support
210 with the opening of the new Donner Memorial.

211 **PUBLIC COMMENT:** None.

212 **ADJOURN**

213 **MOTION #5 JUNE-24-15:** Vice President Wallace motioned to adjourn the June 24, 2015 regular Board meeting.
214 Director Van Berkem seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem, and
215 Hetherington voted in favor of the motion. The motion passed.

216 At 6:35 p.m. the June 24, 2015 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

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