

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular  
2 meeting held Wednesday, August 26, 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:** 4:45 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 (arrived at 6:45 p.m.)  
16 Ms. Lauren Tapia, District Clerk

17 **VISITORS PRESENT:** 25

18 **SPECIAL ORDERS OF BUSINESS:** Mr. Kevin Smith stated that he has two items. A letter from the Civil Air Patrol for  
19 the Districts support of Mission to Mars Space Camp. Mr. Smith stated a third week might be potentially proposed  
20 next year. The other item was a letter from Special Districts Risk Management Association (SDRMA) congratulating  
21 the Truckee Tahoe Airport District for zero workers compensation claims in the last year. This is the second year in  
22 a row the District has had zero claims.

23 **PUBLIC COMMENT:** Mr. Richard Pearl, President of Soar Truckee, stated that Soar Truckee has moved from a for-  
24 profit company to a non-profit 501(c)(3) corporation: Truckee Tahoe Soaring Association. Soar Truckee now has a  
25 new ten person Board which included one youth member. The new corporation has three missions: Rides,  
26 Instruction and Skill Improvement. Youth aviation training is now a major aspect of the corporation. Being a  
27 501(c)(3) allows Soar Truckee to have more of a charitable donation opportunity and also will allow Soar Truckee to  
28 broaden the activity base. Mr. Pearl indicated that most of the youth that help out at Soar Truckee are local  
29 children. Mr. Pearl stated that the transition from Soar Truckee to Truckee Tahoe Soaring Association will take  
30 place January 2016.

31 **CONSENT CALENDAR**

- 32
- 33 • Minutes: July 22, 2015 Regular Meeting
  - 34 • Monthly Service Bills and Fees
  - 35 • Quarterly Financial Report
  - 36 • Response to Placer County Grand Jury Local Government Website Query
  - Internal Control Audit

37 Director Hetherington requested to pull the July 22, 2015 Regular Meeting Minutes. Director Hetherington  
38 suggested in completing the quarterly internal control procedure that at least one credit card payment be  
39 reviewed.

40 Mr. Andrew Terry, ACAT Member and Truckee Resident, requested to pull the Response to Placer County Grand  
41 Jury Local Government Website Query.

42 **PUBLIC COMMENT:** None.

43 **MOTION #1 AUGUST-26-15:** Director Hetherington motioned to approve Monthly Service Bills and Fees, Quarterly  
44 Financial Report, and the Internal Control Audit. Director Van Berkem seconded the motion. President Jones, Vice  
45 President Wallace, Directors Van Berkem, and Hetherington voted in favor of the motion. The motion passed.

46 Director Hetherington, Vice President Wallace and District Counsel Collinson made corrections to the August 26,  
47 2015 regular meeting minutes. The corrections were duly noted by Ms. Lauren Tapia.

48 Mr. Terry suggested a change to the response letter to the Placer County Grand Jury Local Government Website  
49 Query. The change was duly noted by Ms. Tapia.

50 **PUBLIC COMMENT:** None

51 **MOTION #2 AUGUST-26-15:** Director Van Berkem motioned to approve the July 22, 2015 regular Meeting Minutes  
52 as amended by Vice President Wallace, Director Hetherington and District Counsel Collinson and the Response  
53 letter to Placer County Grand Jury Website Query as amended by Mr. Terry. Vice President Wallace seconded the  
54 motion. President Jones, Vice President Wallace, Directors Van Berkem, and Hetherington voted in favor of the  
55 motion. The motion passed.

#### 56 **AIRSHOW UPDATE**

57 Mr. Tim LoDolce, Chairman of the AirShow and Family Festival, introduced Ms. Margaret Skillcorn, Public Relations  
58 and Media Director for the AirShow and Family Festival. Mr. LoDolce stated the show this year was well attended  
59 and well enjoyed by all attendees. Mr. LoDolce informed the Board that the committee is debating the show date  
60 for 2016, it could either be held July 2<sup>nd</sup> or July 9<sup>th</sup>. There are several other airshows being held on July 9<sup>th</sup>, which  
61 might make it difficult to book performers.

62 Ms. Skillcorn stated that that AirShow focuses on inspiring youth, promoting the Airport as an exceptional  
63 community asset, giving back to the community, educating all ages and most of all appreciating/promoting  
64 veterans and aviation volunteers (i.e.: Young Eagles Program). Ms. Skillcorn stated that at the Airshow parking and  
65 admission is free, children can fly for free the following day, and that the AirShow has one of the most beautiful  
66 back drops to most any other AirShow.

67 The AirShow had an estimated attendance of 15,000 people. The show cost was \$137,846 with a budget of  
68 \$160,000. The total amount earned for local youth in 2015 was \$40,446.20. The total amount earned to date for  
69 local youth (2012-2015) was \$185,181.20. Ms. Skillcorn shared that the AirShow received over \$10,000 worth of  
70 editorial coverage (what the space would have cost if the Airshow would have paid for it). The AirShow received  
71 \$44,008 of in-kind media sponsorship, and the AirShow paid \$8,983.55 for advertising.

72 Ms. Skillcorn stated the committee has received multiple positive comments regarding the AirShow. Ms. Skillcorn  
73 thanked the Board for their continuing support of the AirShow.

74 Director Wallace stated that it was a wonderful event, and expressed that she prefers the July 9<sup>th</sup> date for 2016.  
75 Director Wallace stated her day job is an Executive Director for a Non-Profit, and expressed that they did not return  
76 as a non-profit vendor due to the setup of last year's vendor village, which might explain a decrease in non-profit  
77 vendor booths for 2015.

78 Director Van Berkem inquired about the crash that happened at the British Airshow the previous week; Director  
79 Van Berkem stated an article he read is that the common thread is older pilots and vintage aircraft. Director Van  
80 Berkem asked if the AirShow committee should be cautious of this trend. Mr. LoDolce stated that the aircraft that  
81 crashed in Britain takes an incredible amount of maintenance to fly, and that it was even flying around is amazing.  
82 Mr. LoDolce stated that the performer flew a loop too low, and that in Europe they do not have a sterile box like

83 the Truckee Tahoe AirShow has to protect the crowd. Mr. Smith added that the performers at the Airport's show  
84 are instructed to fly higher than they do at most other shows. All performers are interviewed and their experience  
85 is evaluated to show they have experience flying at high altitude. The AirShow has an emergency response plan  
86 which requires every performer to take pictures of their cockpit and instructions on how the emergency response  
87 teams would be able to get them out. There was also a tabletop emergency scenario workshop that was held  
88 several days before the event. The tabletop included emergency response teams, ramp workers and Airport staff.

89 President Jones inquired about the total amount of money given to non-profits as it is down a bit. Mr. LoDolce  
90 stated that stems from the merchant, they have had a few tough winters, and several of them just didn't have the  
91 money to give.

92 President Jones would like to see the CHP's mountain patrol Clydesdales up at next year's show.

93 Mr. Smith asked the Board if they would be able to roll over the 20k of Volvo money to the 2016 show as it was not  
94 used. This will help pay for larger static aircraft on the ramp.

95 **PUBLIC COMMENT:** None.

96 **MOTION #3 AUGUST-26-15:** Vice President Wallace motioned to carry forward \$20,000 (from Volvo) to the 2016  
97 AirShow Budget. Director Van Berkem seconded the motion. President Jones, Vice President Wallace, Directors Van  
98 Berkem, and Hetherington voted in favor of the motion. The motion passed.

#### 99 **ACAT REPORT**

100 Mr. Bullock stated that ACAT has a new Chair, Ms. Deborah Croyle, as Chair Robert Anderson has resigned from  
101 ACAT. Mr. Bullock stated that the ACAT presentation was not formally approved due to the ACAT Chair vacancy  
102 prior to the publication date of the presentation.

103 The trails masterplan is under way, and Member Combs updated the group on its progress. Mr. Bullock stated that  
104 ACAT discussed sponsoring the replacement pin flags for Ponderosa Golf Course which has the Truckee Tahoe  
105 Airport Open Space logo on one side and the Tahoe Donner Rec and Park logo on the other. After group consensus,  
106 ACAT members decided they would not purchase or sponsor the replacement pin flags. Mr. Bullock stated that a  
107 presentation was made to ACAT by staff regarding emergency preparedness and the Vortex Software System.

108 Director Van Berkem inquired more information about the pin flag replacements and why ACAT chose to not  
109 purchase them. Mr. Bullock gave a background on the original purchase of pin flags that was made by ACAT. Those  
110 original pin flags have since worn out, and staff brought forth the request of replacing the worn out flags. Mr.  
111 Terry, ACAT Member, stated that ACAT's perspective of not replacing the flags is due to the original flags being  
112 used for the last two years and that recognition of the Airport purchasing the golf course has been established  
113 among the patrons. Director Van Berkem requested staff discuss the replacement of the pin flags with Tahoe  
114 Donner Rec and Park District, and emphasized that the Recreation and Park District should pay for the pin flags.

115 Mr. Bullock stated that ACAT moved the meeting from Room B to Room A, the time remains at 10:00 AM. ACAT  
116 authorized staff to develop and disseminate a Request for Information to the Automated Weather Observation  
117 System manufacturers for pricing, specifications, and availability for the mountain top AWOS II. Mr. Bullock stated  
118 that the Night Operations subcommittee requested \$3,000 to develop airport signs, ACAT voted to authorize the  
119 requested amount. The noise monitor subcommittee, through ACAT as a whole, authorized staff to develop a  
120 Request for Information for community noise monitors; with an anticipated completion for staff being early  
121 November.

122 Director Van Berkem informed staff that a few ACAT members stated that they were disappointed the ACAT  
123 meeting was moved from Room A to Room B, and were told that the idea came from him. Director Van Berkem  
124 stated that his suggestion was for the group to move from a podium style set up to a round table discussion forum.

125 Mr. Bullock stated that when the group moved to room B, it was disclosed to the group that it was based on a  
126 suggestion of the group performing their meeting in an intimate environment of a conference style set up. Mr.  
127 Bullock stated that ACAT held their meeting in Room B for three months with no indication from Members that  
128 they were displeased. When Chair Anderson returned from a three month hiatus of attending meetings, he  
129 indicated that he was displeased of the room change, and staff expressed that the group could move back to Room  
130 A. Mr. Smith stated that the current set up of Room A doesn't allow for the tables to be movable as the  
131 microphones are plugged into the ground; the room option to have a "round table" set up was room B. The budget  
132 includes a new wireless microphone system which would allow Room A to have more utility.

133 Mr. Bullock stated that ACAT now has two pilot positions open (due to Mr. Anderson's resignation) and one  
134 community member position open. Member Golden has submitted his application to be re-selected. Currently,  
135 there have been three applications submitted. Mr. Bullock stated that typically a rush of applications are sent in  
136 closer to the deadline, so he anticipates staff will receive several more. Mr. Bullock stated that on September 4<sup>th</sup> at  
137 5:00 pm, staff will forward all applicants to the Board to review.

138 **PUBLIC COMMENT:** None.

### 139 **MAKERS SPACE**

140 Mr. Bullock stated that there are a lot of documents that make up the Agenda attachments. Mr. Bullock indicated  
141 that it is made up of a Staff report, the Capital Improvement Cost Summary, the Financial Analysis, the Lease and  
142 Operating Agreement, the Truckee Roundhouse Operating Budget, the Truckee Roundhouse Cover Letter, the  
143 Truckee Roundhouse Community Recognition Plan, and the Truckee Roundhouse Rate & Membership Fee  
144 Schedule. President Jones stated that he is interested in the fiscal impact of the project. Mr. Bullock stated that  
145 staff met with Nevada County to understand what needs to be completed in order to obtain an occupancy permit.  
146 The results of the meetings are summarized in the attached Capital Improvement Cost Summary (Attachment A).  
147 Nevada County stated that the occupancy permit is contingent on a good faith effort by the owner to meet the  
148 required building codes that outline conforming use. Mr. Bullock stated that fire suppression and meeting ADA  
149 requirements are the two large items in the fiscal impact. Mr. Bullock stated that the warehouse (where Truckee  
150 Roundhouse would be located) has been vacant for the past sixteen months, particularly due to it only being able  
151 to be used as storage in its current state. It is estimated that the Truckee Roundhouse would pay back half of the  
152 Capital Improvement Costs it would take to gain an occupancy permit (\$43,000 of the \$88,000). **Director**  
153 **Hetherington also noted that those Capital Improvement Costs for the fire suppression and ADA improvements**  
154 **would be incurred by the Airport regardless of the tenant and payback period.**

155 Vice President Wallace inquired about the Roundhouse's pending 501c3 status, whose name would be on the  
156 lease, and when is the contract start date. Mr. Bullock stated that all leases have personal guarantors, Mr. Morgan  
157 Goodwin is signing as personal guarantor on behalf of the Truckee Roundhouse. Mr. Bullock stated that staff  
158 recommends a two year lease with it renewing month to month; the contract date is proposed for September 1,  
159 2015.

160 **PUBLIC COMMENT:** Mr. Morgan Goodwin wished to inform the Board that the Truckee Roundhouse is operating  
161 under the fiscal sponsorship of the Sierra Business Council. Mr. Goodwin stated that the Roundhouse has a lot of  
162 work invested in this project and that the group has a strong leadership team, which are present for tonight's  
163 meeting. Mr. Goodwin stated that he would be happy to answer any questions from the Board. Director  
164 Hetherington questioned Exhibit D (Truckee Roundhouse Operating Budget) as it only has a 3 year income  
165 projection, and not a 4 year projection. Mr. Goodwin stated that group didn't feel that it would be responsible for  
166 them to project that far out, and that they are initially only signing a two year lease. Director Hetherington stated  
167 that she is very supportive of Truckee Roundhouse but that she is apprehensive about them functioning in a space  
168 while improvements are being made. Director Hetherington suggested moving the contract start date to November  
169 1<sup>st</sup>, so improvement work can begin without occupants being in the space at the same time. Mr. Goodwin stated  
170 that if signing the contract later helps speed up the improvement work timeline, they are in favor of doing so. Mr.  
171 Phred Stoner stated the work could be completed by December 1<sup>st</sup>.

172 Vice President Wallace stated that she is in support of the Truckee Makerspace agreement, but wished to remind  
173 the Board that, again, a partnership is being approved before the new Community Partnership Policy is adopted.

174 **MOTION #4 AUGUST-26-15:** President Jones motioned to approve to amend a December 1<sup>st</sup> contract date  
175 between the Truckee Tahoe Airport District and the Truckee Roundhouse, and also to acknowledge that the  
176 partnership is occurring before the Community Partnership Policy has been formally adopted. Director Van Berkem  
177 seconded the motion. President Jones, Vice President Wallace, Directors Van Berkem, and Hetherington voted in  
178 favor of the motion. The motion passed.

## 179 **SKYDIVING**

180 Mr. Bullock reminded the Board of the Skydiving presentation that was held at the regular May Board meeting.  
181 Tonight's presentation is focusing on the Lease and Operating Agreement Specialized Aviation Services Operator  
182 (SASO) Agreement and the Letter of Agreement between the Truckee Tahoe Airport District, Skydive Truckee Lake  
183 Tahoe, and Soar Truckee, Inc. These two documents together with supporting material from the operator comprise  
184 the full and complete final agreement allowing the operator to begin work on improving the site for commercial  
185 activity. It is anticipated that commercial skydiving activity will begin the spring of 2016. Mr. Bullock stated that the  
186 direction the Board gave to staff at the May 27<sup>th</sup> regular Board meeting was for them to discuss the Airport's  
187 specific situation with the FAA and to gain an understanding of the process for a formal or informal safety  
188 assessment, have Soar Truckee and Skydive Truckee Lake Tahoe to sit at a table and discuss the operational  
189 specification and behavior of the two operations, understand acceptable insurance criteria for the skydiving  
190 activity, and to understand air traffic control procedures.

191 Mr. Bullock stated that he conducted a conference call with the FAA that described the Airport's application  
192 process and the current concerns raised by Soar Truckee. The two competing aeronautical activities between  
193 skydiving and soaring was discussed, the fleet mix was reviewed, and the safety concerns regarding the location of  
194 the drop zone was a lengthy discussion. Mr. Bullock stated that he summarized the third party safety assessment  
195 and the methods used by Convergent Performances to "de-conflict" the airspace. The FAA responded that the  
196 Airport needs to comply with all parts of Grant Assurances #22, and that the Airport would be subject to a part 13  
197 complaint and possible action if the airport did not support Skydive Truckee Lake Tahoe as an aeronautical activity.  
198 Mr. Bullock stated that the FAA stated that, in their opinion, most airports have not gone to the lengths described  
199 to safely accommodate a skydiving operation. In summary, Mr. Bullock stated that the FAA indicated that the  
200 Airport should keep doing what it is doing, and that staff has done the right things up unto this point in time.

201 Mr. Bullock informed the Board that there was a two hour meeting between Convergent Performances, Mike  
202 Swanson of Skydive Truckee Lake Tahoe, Richard Pearl with Soar Truckee, and airport staff on June 30, 2015. The  
203 group discussed both operations, the location of the landing zone, the communications protocol and safety issues  
204 resulting from simultaneous operations. It was agreed that the District would formulate a Letter of Agreement that  
205 all parties would co-sign to support. All parties have received the Letter of Agreement, the District is ready to sign  
206 the letter, Skydive Truckee Lake Tahoe is ready to sign, but Soar Truckee is still reviewing.

207 Mr. Bullock stated that the District's Minimum Standards do state that the District "reserves the right to make  
208 reasonable adjustments" to the coverage, limits and exclusions when "deemed necessary and prudent." District  
209 Counsel Collinson confirmed Mr. Bullock's statement regarding the District's right to make reasonable adjustments  
210 to the Minimum Standards. Mr. Bullock stated that it is the opinion of staff that the liability associated with  
211 skydiving activity is no different than other aeronautical activities currently underway at the Airport. Therefore, the  
212 operator has to maintain \$1 million policy in liability insurance. Mr. Bullock stated that he welcomes additional  
213 conversation or information regarding insurance liability coverage. Director Van Berkem inquired how protected  
214 the District is regarding the current requirement of \$1 million dollar liability insurance for all forms of aeronautical  
215 activities. District Counsel Collinson stated that in the end, it depends on the liability of fault of the District, which is  
216 realistically slim. Director Hetherington stated that the \$1 million liability coverage has been in place for about a  
217 decade. Director Hetherington inquired if the District should be \$2 million across the board on all leases. Vice  
218 President Wallace stated that the Vail Property (Northstar-at-Tahoe) requires a \$2/\$4 million dollar liability

219 insurance to conduct business on their property. Mr. Bullock stated that he welcomes the Board in revisiting the  
220 liability insurance limit policy. Mr. Mike Swanson, Owner of Skydive Truckee Lake Tahoe, stated that each skydiver  
221 will have to sign a “hold harmless” waiver. Director Hetherington suggested the Board consider a 1 or 2 year lease  
222 instead of a 4 year lease. President Jones stated that he would like to understand the capital investments that will  
223 have to be made by the operator first. Mr. Bullock stated that significant capital will be invested by the operator  
224 (\$30,000) in the first year. Director Hetherington inquired about the business’ income. Mr. Bullock stated that it  
225 starts out modest, about \$30,000 - \$40,000 the first year, with peak season operation which follows approximately  
226 the same season as Soar Truckee. The income goes up over three years with a projected (gross) income of  
227 \$250,000 by year four.

228 Director Hetherington inquired about the amount of operations Skydive Truckee Lake Tahoe will have in the first  
229 year. Mr. Bullock stated that there would be approximately 20 jumps a week. Mr. Swanson stated that there could  
230 be 10 jumps during the week, and 10 jumps on the weekends, all of which is dependent on the weather. Based  
231 upon the four year income projection of Skydive Truckee Lake Tahoe, Director Hetherington inquired if that would  
232 be approximately 160 flights a week.

233 Director Van Berkem inquired about the coordination process between powered engine air traffic, soaring and  
234 jumpers. Mr. Swanson stated that there will be a major use of step out radio calls. Mr. Smith stated that there is  
235 also an MOU with Oakland Center to notify aircraft that there are potential jumpers in the air.

236 Vice President Wallace requested more information of the mentioning of a “safety arbiter.” Mr. Bullock stated that  
237 he used that term with the goal to bring both parties (Soar Truckee and Skydive Truckee Lake Tahoe) to the table  
238 with the Airport before one party or the other decides to go straight to the FAA with an issue; it will allow the  
239 Airport to be involved in the discussion.

240 Mr. Bullock wished to reiterate that the Airport cannot prevent someone from skydiving, though the Airport can  
241 control businesses that conduct business at the Airport. The operator can take off and land at the airport without a  
242 contract, but then the Airport would have zero control and all of the operational impact.

243 **PUBLIC COMMENT:** None.

244 Mr. Mike Cooke entered the meeting at 6:45 PM

245 President Jones stated that he would rather have the Airport have some control rather than no control, and  
246 suggests the Board move forward with the agreement. Director Wallace stated that she is in favor of the lease and  
247 the control the lease brings. Director Hetherington stated that she would like more information about insurance  
248 before the Airport goes forward with the lease. She also added that a four year lease seems too long, considering it  
249 is a new territory for the Airport. Director Hetherington expressed concern about the increase in operations  
250 skydiving would bring. Mr. Swanson stated that as business increases, the size of the aircraft will increase, which  
251 will lower aircraft operations due to the higher capacity of the aircraft.

252 Director Hetherington inquired about operation scheduling. Mr. Swanson stated that it will initially be by  
253 appointment only during the week, and available on the weekends during the day. As operations increases, they  
254 hope to centralize operations the first half of the day. Mr. Bullock stated that the Board has the authority to state  
255 what days they wish for operations to take place (day, time and weeks of the month).

256 Director Hetherington inquired about what would happen to the capital improvements if the business is not  
257 successful. Mr. Bullock stated that the operator would need to take away any portable buildings on the site.

258 Director Hetherington stated that she is very concerned about the potential operations number as it could  
259 potentially double piston operations.

260 **MOTION #5 AUGUST-26-15:** Vice President Wallace motioned to approve the Lease Agreement between the  
261 Truckee Tahoe Airport District and Skydive Truckee Lake Tahoe as proposed. Director Van Berkem seconded the  
262 motion. President Jones, Vice President Wallace, Director Van Berkem voted in favor of the motion. Director  
263 Hetherington **voted against the motion**. The motion passed 3 to 1.

264 **BREAK**

265 The Board took a ten minute break at 7:03 PM. President Jones reconvened the meeting at 7:14 PM.

266 **FLIGHT TRACKING SYSTEM ACCURACY**

267 Director Van Berkem stated that this item stems from an extremely low flying aircraft over his home. After  
268 research, the jet was approximately 50-100 feet over his home. During the research process there were several  
269 aircraft tracks generated that had location and altitude discrepancies. This in turn led to the questioning of the  
270 accuracy of the Airport's flight tracking system. Director Van Berkem stated that the Airport relies on its flight  
271 tracking data for pilot outreach; during outreach staff needs to be aware of the margin of error (approx. 30 feet) of  
272 the system. Director Van Berkem expressed that after this incident, he has a growing belief that the Board should  
273 do everything it can to minimize traffic from a safety standpoint. Director Van Berkem noted a packet of ways an  
274 airport can legally minimize operations, which was provided by the **Special Counsel, Mr. Peter Kersch** .

275 Mr. Cooke informed the Board that the only critical piece of data staff does not have is the data compiled in the  
276 aircraft, and the chances staff would acquire the information is slim. According to the NTSB the data from the  
277 aircraft would be the most reliable piece of data to prove the elevation of the aircraft.

278 Mr. Joe LaMacchia, MLAT Flight Tracking System Engineer for Truckee Tahoe Airport District, is present tonight to  
279 give a presentation to discuss KTRK's Flight Tracking System, VNOMS, Altitudes and Positional Calculations of the  
280 Aircraft. Mr. LaMacchia expressed that no matter what system an airport has, there will always be an approximate  
281 margin of error within the system. Director Hetherington wished to point out that the Airport does not have a  
282 "noise complaint system" (**NOMS**) but that it only has a "flight tracking system" (**OMS**). Mr. Cooke stated that  
283 correction will be reflected the minutes, which is considered a permanent record.

284 Mr. LaMacchia summarized Director Van Berkem's complaint of the low flying aircraft. It was low on arrival, it was  
285 a Citation 560X, the date and time, and the approximate altitude. Mr. LaMacchia explained the District's Flight  
286 Tracking Architecture, the system itself takes the flight tracking information from the aircraft's transponder feeding  
287 it into a target processor (which correlates the track), it then goes into the Vector System and Vector incorporates  
288 the barometric correction into the track. Staff then takes the final information and is able to produce a flight track  
289 of an aircraft and packages it with the submitted noise complaint. Mr. LaMacchia summarized the **Volans** system,  
290 which is only utilized for airspace design. It is a BridgeNet system purchased by the Airport. President Jones  
291 inquired about the amount of ground stations the Airport has. Mr. LaMacchia stated that the Airport has six ground  
292 stations. Mr. LaMacchia went on to explain the discrepancy of the flight track and how Google Earth flattens the  
293 earth when you zoom in, which led to the track being "uphill" from Director Van Berkem's home. Mr. LaMacchia  
294 showed a flight path video of the aircraft using the Velon's data.

295 Mr. LaMacchia shared the Flight Tracking System and Aircraft Transponder "altitude tolerances": Aircraft Mode C  
296 transponders are +/- 100 feet, the Flight Tracking System is +/- 30 feet (which is ATC Grade), the VOMS Tracking  
297 System using Google Earth Maps is +/- 100 feet. Mr. LaMacchia then showed another flight tracking replay. Mr.  
298 LaMacchia shared with the Board that he and staff conducted an experiment to track the accuracy of the flight  
299 tracking system. Mr. Cooke put a Mode C portable transponder and a Squid (Mode S device) on a vehicle and drove  
300 up to the Ritz Carlton and took a reading and compared the results of the flight tracking and the WAAS GPS  
301 Position. The horizontal position between the two are very close, but the difference between the altitude readings  
302 is off by 100 feet, which reflects the "altitude tolerances".

303 Mr. LaMacchia summarized his findings that the Flight Tracking Data is +/- 10 meters (on average) and that flight  
304 tracking accuracies increase as one approaches the Airport. The positional accuracies are within Site Acceptance  
305 Test Results, and that the Citation 560XL's arrival to runway 29 on a left base was low over a residence. Based on  
306 proximity to terrain, the aircraft operator and the local FSDO of the FAA were contacted. An ongoing investigation  
307 will continue (due to the missing aircraft data). All parties, TTAD, FAA and the Operator (Net Jets), including the  
308 commenter are making this incident a priority. Mr. Smith stated that staff will continue to be in contact with Net  
309 Jets, and either they will give us the information or they won't. If they do not release the information, it indicates  
310 that they are having an internal safety investigation and are working with their pilots. Mr. Bullock stated that he  
311 received a call from Net Jets a day after the incident and they stated that they were interested in how they can  
312 help improve things with Truckee. Mr. Bullock informed the Board that Net Jets is the second largest airline, they  
313 are like a small government. It is very difficult to get information into the cockpit of their aircraft. Mr. Bullock  
314 confirmed that Net Jets has started an "internal safety audit" on this incident.

315 Vice President Wallace questioned when the Airport says the aircraft is in "compliance" what does that mean. Mr.  
316 Smith stated that the aircraft was not in "compliance" with our noise abatement procedure but per FAA safety  
317 regulations, the aircraft was in the act of landing which means there are no minimum altitude requirements. Mr.  
318 Smith stated that it appears this aircraft was coming in fast and needed to widen his turn to bleed off airspeed to  
319 land safely. Vice President Wallace asked again that when staff is responding to Noise and Annoyance complaints,  
320 an investigation of the complaint takes place and staff comes to a conclusion that the pilot is in "compliance" what  
321 does that mean? Mr. Cooke suggested forming an Ad Hoc committee to define what "compliant" means as it  
322 currently falls on his shoulders. Director Wallace inquired what the trigger is for an ongoing investigation. Mr.  
323 Cooke stated that it will be ongoing until we receive the missing data from the aircraft. Director Hetherington  
324 inquired on how the FAA decides if they wish to proceed with an investigation. Mr. Smith stated that the FAA will  
325 compare the data that is given to them to the Federal Regulation Guidelines and then decide if there are violations.  
326 Mr. Cooke stated that FSDO sent a letter stating per Part 91.119 the operation was compliant per Federal  
327 Regulations. Director Van Berkem reiterated that because this flight was "compliant" per Federal Regulations, it  
328 further confirms that he supports doing whatever is possible to decrease jet operations, as this incident was too  
329 close to his house, and he might not be so lucky next time. Vice President Wallace inquired about gaining better  
330 clarity on what "compliance" means and suggested that it could be a possible project for ACAT.

331 **PUBLIC COMMENT:** Mr. Terry asked if the aircraft was squawking S mode. Mr. Smith confirmed that it was. Mr.  
332 Terry acknowledged Director Van Berkem being rattled by the incident, but the incident shows that the Airport's  
333 system does show where planes are. The Airport has good data. Vice President Wallace stated that the margin of  
334 error needs to be accepted and that we need to understand the term "compliance". Mr. Terry stated that they are  
335 arguing over accurate data with two perceptions of "compliance" from two communities, pilots and the non-pilots.

336 Ms. Tatiana Bennet, Truckee Resident, stated that the person phoning in the complaint, an operation being  
337 "compliant" will not satisfy the complainer. Ms. Bennet suggested that the Airport place a disclaimer explaining the  
338 margin of error with the Flight Tracking Results. Mr. Cooke stated that every complaint is validated, generally  
339 speaking, 95% of the people who complain do not want a follow up.

#### 340 **GENERAL MANAGERS REPORT – CAREFLIGHT**

341 Mr. Smith stated that the District was recently informed of some changes with its relationship with Careflight.  
342 Careflight has requested another lease on the crew quarters, but will not be renewing their hangar lease. Careflight  
343 helicopters will be repositioned, which in result, will mean that Careflight will no longer have a 24 hour manned  
344 base at KTRK.

345 Mr. Klark Staffen, CAO of Careflight, stated that Careflight has been based at the Truckee Airport for the last 10  
346 years. Over the last several years, a number of changes have occurred and the call volume locally has changed. Mr.  
347 Staffen informed the Board that it takes about 20 flights per month for a 24 hour base to pay the bills. Last year,  
348 Careflight saw 59% of the call volume come from Plumas County and another 18% come from Nevada County. 77%  
349 of the calls are now coming from the North or North West. Because of the shift in calls and the fact that other



350 competition is encroaching the area, Careflight has decided to relocate their 24 hour base to Beckworth Airport in  
351 Plumas County. Mr. Staffen stated that this decision is not popular with their pilots. Careflight wishes to keep crew  
352 quarters at KTRK during the ski season, as they will be at KTRK during business hours.

353 Director Van Berkem inquired about response time to the area from Beckworth Airport. Mr. Staffen stated that  
354 flight time is about 15 minutes. Director Hetherington asked about the typical nature of local calls. Mr. Staffen  
355 stated that they have landed in neighborhoods if the patient can't make it to the hospital first, but that they are  
356 **more typically** utilized as a **transporter to a** trauma center.

357 **PUBLIC COMMENT:** None.

## 358 **MONTHLY OPERATIONS AND COMMENT REPORT**

359 Mr. Cooke stated that the report summarizes the community annoyance comments and outreach efforts for July of  
360 2015. While the comment information and track data is accurate, the operation numbers for the month have not  
361 been fully vetted, as that takes place for the quarterly operations and comment report.

362 Mr. Cooke stated while overall precipitation was low for the month, 13 days in July had thunderstorm activity and  
363 12 mornings with fog. Both affect operations, but given the limited durations of the events, operations were not  
364 significantly impeded by weather. Winds followed typical patterns for July, mostly favoring Runway 29 followed by  
365 Runway 20. Mr. Cooke stated that though the numbers are preliminary, operations look to be up by about 20%. In  
366 terms of months, July is consistently the busiest month and has been since 2011.

367 Mr. Cooke stated that comments grew in tandem to operations. July 2015 comments totaled 90 for 2015 verses 63  
368 in 2014. 32 households representing eight residential areas near the airport and one outlying area made  
369 comments. Mr. Cooke stated that Tahoe Donner comments for July strongly favor Jets, primarily arriving to  
370 Runway 11 or departing from Runway 29. The most comments from one household was 13 from Prosser Lakeview,  
371 largely 29 departures, although multiple complaints were on a USFS fire-spotting OV10's. The second most  
372 numerous comments came from a Glenshire household with 10 comments centered on Runway 20 arrivals. Mr.  
373 Cooke stated that responding to commenters that live in an area where almost all of the operations that fly over  
374 their property are compliant, takes a tremendous amount of time to respond individually to. Mr. Cooke asked that  
375 for those incidents, the amount of time investigating "compliant" operations be reduced.

376 Mr. Cooke indicated that a caller that lives in Prosser has submitted over 40 comments so far for the month of  
377 August. It appears that the comments are submitted on any aircraft that is in audible or visual range is receiving a  
378 comment. Vice President Wallace stated that she would **like** to formulate a response to appropriately and  
379 respectfully address these types of habitual commenters. Mr. Cooke explained that there is a campaign in the  
380 community to generate as many noise complaints as possible, which then makes it very difficult for him (even with  
381 assistance) to do his job effectively. Vice President Wallace understands that there may be a campaign out in the  
382 community to generate noise complaints, she also stated that the individuals have the right to submit a complaint.  
383 Mr. Cook replied that every community member has the right to complain, just like every person has the right to go  
384 to the ER with a cough, what happens to the other people in critical situations. Mr. Cooke stated that his job has  
385 turned into triaging the volume of the calls. Ms. Seana Doherty, with FreshTracks Communications, stated that the  
386 larger volume could also indicate that the Airport has outgrown its current system, and that it may need to be  
387 readdressed. Mr. Smith stated that the District wants to hear from people, but agrees, the District's comment  
388 processing system needs to be improved. Director Hetherington stated that she wants some framework to be  
389 brought back on how staff will sift through the habitual commenters so that new commenters get staff's full  
390 attention.

391 **PUBLIC COMMENT:** Ms. Jean Green, Northstar Resident, stated that Northstar, Lahonton, Martis Camp are odd  
392 neighborhoods, there are 130 voters for 2,000 households. These communities are often second homes, vacation  
393 rentals, and during the shoulder season, they are almost always absent. Ms. Green stated that when she calls into  
394 the Airport, she wants to let everyone know that they are often the only ones there on her street.

395 Mr. Cooke went on to summarize the rest of his report. The July 4<sup>th</sup> holiday air travel commenced mid-week on July  
396 1<sup>st</sup> and continued through July 6<sup>th</sup>. Thirty-two of the complaints came during those six days. The 2015 AirShow  
397 generated five comments either directly or indirectly and those scenarios have been explained in the track imagery  
398 files. Comments regarding AirShow activity focused on the practice periods or flights the day after. There were no  
399 comments received on the day of the show.

400 In July, regarding night operations, every non EMS operation was reached out to with a phone call. Additionally,  
401 one comment was received from Olympic Heights regarding an area overflight at 10:05 pm by a piston aircraft and  
402 one piston twin departed was within minutes of 11:00 p.m. Mr. Cooke stated that he has not yet received official  
403 Board direction regarding the voluntary curfew hours. Director Hetherington stated that she would like Mr. Cooke's  
404 outreach to include the new voluntary curfew hours of 10:00 pm – 7:00 am.

405 Mr. Cooke noted that larger jets tend to bring in more comments, as they appear bigger and they appear lower due  
406 to their size. Most of the comments that are received of these larger jets, are on compliant flights. Director Van  
407 Berkem inquired about how often Mr. Cooke gets a response from the crew during his outreach. Mr. Cooke stated  
408 that he gets a response form 80% of the messages he leaves for crew members. Mr. Cooke stated that most pilots  
409 are rule followers.

#### 410 **CONFIRMATION OF FALL 2015 MEETINGS**

411 Mr. Smith stated that the Board needs to motion the September 4<sup>th</sup> special meeting. Mr. Smith also indicated that  
412 the Board will also need to motion to move the October meeting to November 5, 2015, as several Board members  
413 have stated they wish to attend the Airports Going Green Conference in Chicago. Mr. Smith stated that outreach  
414 will be done to inform the public of the changes in the meeting dates.

415 **PUBLIC COMMENT:** None.

416 **MOTION #6 AUGUST-26-15:** Director Van Berkem motioned to approve the September 4<sup>th</sup> Special Meeting date as  
417 well as rescheduling the regular October Board meeting to November 5, 2015. Vice President Wallace seconded  
418 the motion. President Jones, Vice President Wallace, Directors Van Berkem and Hetherington voted in favor of the  
419 motion. The motion passed.

#### 420 **MANAGED GROWTH WORKSHOP DATE AND POLICY DISCUSSION**

421 Mr. Smith stated that staff has had a very difficult time setting a date for the managed growth conversation in  
422 August or September, as there are several scheduling conflicts amongst the Board members. Mr. Smith stated that  
423 staff will now send out another Doodle focusing on dates in late October or early November. Mr. Smith indicated  
424 that Director Morrison has expressed his strong desire to be a part of this discussion.

425 Mr. Smith moved on to discuss about a possible policy suggestion about when District staff can comment on  
426 developments outside of the airport influence area. Mr. Smith indicated that when comments are being made on  
427 anything outside of the influence area, staff will need data to support its comments. Vice President Wallace stated  
428 that this conversation should take place in the managed growth workshop. Director Van Berkem stated that  
429 anything that could increase operations should be discussed; Director Hetherington stated that it would help the  
430 Board to frame questions with examples. Mr. Smith stated that he has written one letter so far, and the response  
431 to the District's comment was for data, and the District had no data to give. Mr. Smith stated the data that would  
432 come from the Demand Driver Study would be helpful regarding this subject.

433 Director Hetherington stated that the Town of Truckee has made a comment on the Squaw Valley development  
434 due to the traffic impacts that will be felt in the town. Director Hetherington stated that the Airport may  
435 experience increased operations due to the development, and should be commenting during the scoping level.  
436 **District Counsel** Collinson stated that this item **should be** agendized to see if there is interest to discuss/develop  
437 this item, and it seems that there is.

438 **PUBLIC COMMENT:** None.

439 **GM REPORT – CONTINUED**

440 Mr. Smith informed the Board of the upcoming training opportunities. President Jones stated that he will be  
441 attending ICAS in December.

442 Mr. Smith stated that Mead & Hunt has finished the review of the ALP Set and are working through the forecast. A  
443 short list of changes have been sent to staff, and are currently being worked on. All of the current Master Plan files  
444 have been uploaded on the District website as well as [www.ttadmasterplan.org](http://www.ttadmasterplan.org). Work continues on CEQA as well.

445 The warehouse office building's CEQA mitigated negative declaration is currently out for public review, the review  
446 period ends on September 1<sup>st</sup>. The Nevada County Planning Commission meeting is tentatively scheduled for  
447 September 3<sup>rd</sup> at 1:00 pm in the Truckee Town Hall. The building permit application has been submitted and staff is  
448 currently negotiating final pricing with the metal building contractor, as the cost of materials have increased. Bid  
449 documents for site grading and earthwork has been issued.

450 The next step with the Hangar 3 project is the traffic impact analysis for Board consideration on the September 30<sup>th</sup>  
451 regular Board meeting. The concept and budget report is on hold until Board, staff and the public can discuss,  
452 understand and seek resolution of the operation impact component of this project.

453 The surveys have been distributed and had a huge response, the subcommittee will be meeting to discuss the  
454 survey results. More information to come.

455 Staff has been working on a revision to the Sponsorship Policy per instructions and comments from the Ad Hoc  
456 committee. Staff anticipates a September or November review and approval of the new policy.

457 Mr. Smith stated that there will be some pavement work being done on runway 20. Staff has experienced  
458 significant delay this year with the San Francisco Airport District Office (ADO) regarding the FAA grants for the  
459 summer pavement projects. Mr. Smith stated that he was able to meet with the ADO Director, Mr. Jim Lomen, to  
460 better understand the delay in receiving the grant agreements. Mr. Lomen was very helpful and confirmed the  
461 award of \$3.5M for the District's projects and that grant agreements would be received no later than September  
462 15<sup>th</sup>. Unfortunately September 15<sup>th</sup> will be too late to start the taxi lane projects. If the District receives the grant  
463 agreements before September 1<sup>st</sup>, it can still complete the hangar taxi lane project, otherwise all projects will be  
464 moved to summer of 2016.

465 Mr. Smith stated that the District suspended its participation of the Green Bucks Program, due to poor  
466 participation rates by airport users and due to the frequent reversals of fee charges, which is very time consuming.  
467 Many of the pilots paying for the fuel are almost never the aircraft owner and are not authorized to make that kind  
468 of decision regarding donations. Mr. Smith proposed the Board to consider adopting (at a future meeting) an  
469 Environmental Mitigation fee that could be attached to each gallon of Jet A and potentially 100LL.

470 Mr. Smith stated that the Placed Based Marking group has developed a website and they have kept to their word  
471 to not promote the airport. There are a few more of the public workshops scheduled, and the group welcomes any  
472 Board Members that would like to attend.

473 **PUBLIC COMMENT:** None.

474 **BOARD MEMBER REPORT**

475 None.

476 **PUBLIC COMMENT:** None

477 **STAFF ANNOUNCEMENTS**

478 None.

479 **PUBLIC COMMENT:** Mr. Terry inquired about the flags on top of one of the hangars, and asked if roof work was  
480 being done on it. Mr. Smith confirmed that roof work is being done on that hangar row.

481 **ADJOURN**

482 **MOTION #7 AUGUST-26-15:** Director Hetherington motioned to adjourn the August 26, 2015 regular Board  
483 meeting. Vice President Wallace seconded the motion. President Jones, Vice President Wallace, Directors Van  
484 Berkem, and Hetherington voted in favor of the motion. The motion passed.

485 At 9:40 p.m. the August 26, 2015 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

DRAFT