

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, April 24, 2019 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

CALL MEETING TO ORDER: 4:30 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Rick Stephens
Vice President Teresa O’Dette
Director Lisa Wallace
Director Mary Hetherington

DIRECTORS ABSENT: Director Jim Morrison

STAFF PRESENT: Mr. Kevin Smith, General Manager
Mr. Hardy Bullock, Director of Aviation and Community Services
Ms. Sally Lyon, Director of Finance and Administration (Outgoing)
Ms. Kelly Woo, Director of Finance and Administration (Incoming)
Mr. Dave Hoffman, Director of Operations and Maintenance
Mr. Brent Collinson, District Legal Counsel
Mr. Marc Lamb, Community Relations Manager
Mr. Mark Covey, Pilot and Passenger Outreach Coordinator
Mr. David Van Quest, Noise Associate
Ms. Lauren Tapia, HR Manager/District Clerk

VISITORS PRESENT: 6

SPECIAL ORDERS OF BUSINESS:

- **RESOLUTION 2019-05 EXPRESSED APPRECIATION TO ACAT MEMBER MR. PAUL “SPEEDY” FAST (TAB 1)**

President Stephens presented Resolution 2019-05 to Mr. Fast and expressed appreciation for the time he spent as an active Member of ACAT. Mr. Fast thanked the Board and District Staff.

PUBLIC COMMENT: None.

MOTION #1 APRIL-24-19: Director Wallace motioned to approve Resolution 2019-05 and read the Resolution in its entirety. Director Hetherington seconded the motion. Director Hetherington – Yes, Director Wallace – Yes, President Stephens – Yes, Vice President O’Dette – Yes. The motioned passed via roll call vote.

Mr. Dan Wadle, Field Director with California Special Districts Association presented Ms. Tapia with a “Recognition in Special District Governance.”

PUBLIC COMMENT:

Mr. Leigh Golden, Chair of ACAT and Truckee Resident, thanked Mr. Fast for his membership in ACAT, and that he would be greatly missed. Mr. Golden also noted that he would be happy to discuss ADS-B with any Director if they have questions about the project.

CONSENT ITEMS

- Minutes: March 27, 2019 Regular Meeting ----- TAB 1
- Monthly Service Bills and Fees ----- TAB 2
- Annual Report of Reimbursements and Disclosures for 2017 & 2018 ----- TAB 3

- Approval of TTSA/TTAD Real Property Exchange ----- TAB 5
- Approval of Letter of Support for General Manager to be considered for AAAE Board of Examiners ----- TAB 6
- Approval of 2019 District Goals ----- TAB 7
- Executive Hanger Project Closeout Report ----- TAB 8

Director Wallace requested to pull Tab Item 5. Director Hetherington requested to pull Tab Items 3,4 & 6.

PUBLIC COMMENT: None.

MOTION #2 APRIL-24-19: Vice President O’Dette motioned to approve Tab Items 1, 2 & 7. Director Wallace seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

Director Hetherington stated that she pulled Tab Item 3 specifically to note that the District should have a requirement for Staff who receive a flight training and ratings paid by the District stating a specific period of time they are required to stay employed at the District. Mr. Smith agreed with Director Hetherington, and stated that language has been added to all offer letters where flight ratings and licenses are a requirement of the position. Director Hetherington expressed concern regarding a former employee gaining high caliber type ratings and then turned around and left.

PUBLIC COMMENT: None.

MOTION #2 APRIL-24-19: Director Hetherington motioned to approve Tab Item 3. Director O’Dette seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

Director Hetherington stated that she pulled Tab Item 5 due to her disagreement of the Real Property Exchange between the District and TTSA. Director Hetherington noted that she thinks it’s a mistake that the property would be used for spray fields, and instead should be a business park. Director Wallace noted that she participated in the Non-Aeronautical Land Use Ad Hoc Committee and that the committee spent a large quantity of time on the land exchange, and that there have been a series of agreements made over a period of time to get to this juncture. Director Hetherington stated that she is in acknowledgement of the process that occurred, but was voicing she is not in agreement of the exchange.

PUBLIC COMMENT: None.

MOTION #3 APRIL-24-19: President Stephens motioned to approve Tab Item 5. Vice President O’Dette seconded the motion. President Stephens, Vice President O’Dette, and Director Wallace voted in favor of the motion. Director Hetherington opposed. The motion passed.

Director Wallace stated she pulled Tab Item 6 to express support to Mr. Smith’s application to be considered for the AAAE Board of Examiners.

PUBLIC COMMENT: None.

MOTION #4 APRIL-24-19: Director Hetherington motioned to approve Tab Item 6. Director Wallace seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

Director Hetherington stated she pulled Tab Item 7 to note a desire to add stronger language regarding support of transit. Director Hetherington stated an example: “developing strategies with other transportation agencies...” Mr. Smith noted her suggestion and stated that he will update that particular goal with a stronger statement as suggested by Director Hetherington.

MOTION #5 APRIL-24-19: President Stephens motioned to approve Tab Item 7 with the amended language suggested by Director Hetherington. Director Hetherington seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

SPECIAL ACTION ITEM: APPOINTMENT OF NEW ACAT MEMBER (TAB 9)

Mr. Bullock reviewed the selection process for the vacant ACAT Pilot seat.

A video statement of Mr. Ken Aronson, pilot seat applicant, was played expressing his desire to be selected as a new ACAT member.

Mr. Joe Lorenz, Truckee Resident, gave a personal statement expressing his desire to be selected as a new ACAT member.

Mr. Bullock passed out vote ballots which will be used for the discrete poll to select the new ACAT member. District Counsel Collinson stated that since there are four Board of Directors present, if there is a tie, the selection process will be moved to the May Board meeting. District Counsel Collinson also stated that poll results are available to the public if requested.

PUBLIC COMMENT: None.

District Counsel Collinson disclosed the results and that it was a tie. Selection was deferred to the May Board meeting.

SPECIAL ACTION ITEM: ACCEPTANCE AND APPROVAL OF TTAD ANNUAL AUDIT (TAB 10)

Mr. David Becker reviewed the TTAD Annual Audit report for the Board of Directors. Director Wallace inquired about the District’s practice of having an Internal Auditor (Board member). Mr. Becker stated that it is a great practice to do on a quarterly basis and encourages all other Districts to do this. After presenting the audit Mr. Becker noted it was a clean audit with no findings and complimented the District on its efforts.

PUBLIC COMMENT: None.

MOTION #6 APRIL-24-19: President Stephens motioned to accept the 2018 Annual Audit as presented by James Marta & Company. Director Hetherington seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

AIRSHOW UPDATE

Mr. Paul Fast, Air Show Committee Member, presented an update regarding the line-up of performers for the 2019 Air Show. Mr. Smith reviewed a picture slideshow of the aircraft and performers coming this year.

PUBLIC COMMENT: None.

QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 11)

Mr. Van Quest reviewed the Quarterly Operations and Comment Report for the months of January - March. Operations & Comments, Comments by Aircraft Type, Comments by Zone and Aircraft type and Q1 insights were reviewed.

Mr. Mark Covey reviewed the Pilot and Passenger outreach section of the Quarterly Operations and Comment Report.

Ms. Stacey Justesen reviewed the Safety Section of the Quarterly Operations and Comment report.

PUBLIC COMMENT: None.

MONTHLY FINANCIAL REPORT (TAB 6)

Ms. Lyon reviewed the monthly financial report for two month ending February 28, 2019.

PUBLIC COMMENT: None.

There was Board consensus to accept the February Monthly Financial report as presented.

QUARTERLY COMMUNICATIONS REPORT (TAB 13)

Mr. Lamb reviewed the Q1 Quarterly Communications Report.

PUBLIC COMMENT: None.

STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT

Mr. Smith and Ms. Lyon reviewed their time they spent meeting with CalPERS at the education forum in Sacramento.

BREAK: 6:06 PM – 6:11 PM

TAHOE FOOD HUB TENANT IMPROVEMENT CREDIT ALLOWANCE & LEASE AMENDMENT (TAB 14)

Mr. Bullock reviewed the proposed amendments and the proposed tenant improvement allowance, which includes a lease rate adjustment, for the Tahoe Food Hub (TFH) Lease Agreement. Mr. Bullock noted that The District has completed extensive plumbing, electrical, structural and mechanical work in contribution to the project which adds long term value for the District. Improvements related directly to the TFH operation were the demarcation of District investment and are solely the responsibility of TFH. The refrigerator, its systems, the office, and other structures related to the farm shop are solely the responsibility of the tenant, TFH. While originally not requested during initial lease negotiations, TFH is requesting a TI allowance in an amount not to exceed \$75,000 for their tenant improvements they are responsible for. The District has provided TI allowances to other tenants in the past in exchange for extended lease terms as tenant turnover is expensive. This proposed TI credit allowance allows TFH to pay for needed improvements, open the doors and begin serving the community.

Staff has had several meetings with the TFH to ensure the organization has adequate capital reserves to handle pending move in and operational costs. TFH has stated, in meetings and through email dialogue, it is prepared to complete the TI's, open the doors in late May and begin paying rent on October 1, 2019. Deferred rent until October 1, 2019 provides additional needed working capital and is similar to the deferred rent agreement the District provided to Truckee Roundhouse.

Director O'Dette inquired if District Staff is recommending the proposed amendments and tenant improvement credit allowances. Mr. Bullock stated that it is indeed staff's recommendation. Discussion ensued regarding taking the initiative to investigate non-profit's financial wellness beforehand so that the District can make better informed decisions in the future.

PUBLIC COMMENT: None.

MOTION #7 APRIL-24-19: Vice President O'Dette motion to approve the requested lease amendments and tenant improvement allowance, in an amount not to exceed \$75,000, and authorize the Board President to sign a lease addendum with changes outlined herein following appointed District Counsel review. Director Wallace seconded the motion. President Stephens, Vice President O'Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

POLICY INSTRUCTION 119 CAMPAIGN CONTRIBUTIONS TO BOARD MEMBERS (TAB 15)

President Stephens stated that this item will be moved to the May Meeting since Director Morrison is absent.

PUBLIC COMMENT: None.

ADS-B PROJECT UPDATE (TAB 16)

Mr. Bullock reviewed the ADS-B project update presentation. Mr. Bullock specifically outlined the ADS-B Community Dialogue, the information that is specifically available to the community, the “players” involved with the ADS-B Project, the unintended consequences of the project, and the next steps (deliverables) that need to take place prior to the June Meeting.

Director Wallace reviewed the control initiatives, as they are important factors for her to make a decision on the project. Director Wallace noted that she would like to see “ranges of success” (i.e.: error bars) for each control initiative (Tower, Tower + ADS-B, and Tower +ADS-B + Procedures). There was Board consensus to have the cost estimate sent directly to them prior to the June Board meeting.

Director Hetherington expressed concern about Harris owning the system, and the FAA buying the data. Director Hetherington also inquired about maintenance costs and the concern about it being potentially very costly. Discussion ensued regarding the status of procedures, ADS-B out vs. ADS-B in, and if pilots really want to be seen by ATC and Oakland Center.

PUBLIC COMMENT: Mr. David Diamond, Truckee resident and ACAT member, express concern regarding the noted unintended consequences in the presentation. Is confused how night operations is related to ADS-B, and it increasing night operations. Mr. Diamond also stated confusion regarding weather, as currently, operators have access to an incredibly better weather application (for a nominal monthly fee) compared to what ADS-B provides. Mr. Diamond stated that he believes listing night operations and weather as unintended consequences places a bias on the conversation.

Mr. Leigh Golden, stated that the mandate is for ADS-B out, ADS-B in is not mandated. If Pilots do not have ADS-B in they cannot see ADS-B planes.

Mr. Joe Lorenz, Truckee Resident, thanked Mr. Bullock for his presentation. Mr. Lorenz noted that he has received a lot of comments from non-pilots as to why this project hasn’t been implemented already, as it seems pretty straight forward.

Director Hetherington requested a runway utilization report for before the tower and one for after the tower.

GENERAL MANAGER REPORT (TAB 14)

- Upcoming Training and Conference Opportunities

Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.

- Hangar 2 Design & Programming

Per Board discussion at the November 2018 meeting, staff is moving forward with schematic (30%) design. The full Board will have its next check in on this project when Schematic Design is complete to decide whether to proceed or table the project. Staff anticipates the design documents will be ready for review in May or June of 2019.

- Mountain Housing Council

President Stephens provided an update on the Mountain Housing Council.

- General Counsel of Legal Services Contract - Discussion

Staff inquired if the Board would like to stay with BBK law (our current counsel) or issue an RFP for legal Services. There was Board consensus to stay with BBK for the next year and address if there is a need for an RFP at the end of that year.

- 2018 Revenue Passenger Enplanement Report Update

Staff noted, that as of the end of April, it does not appear the District will reach the numbers necessary to secure the \$1,000,000 FAA funding entitlement. This is primarily due to a sharp decline in Surf Air enplanement numbers for 2018.

- Discussion of Annual Board Strategy Workshop

Mr. Smith reviewed the potential items that would be discussed at the strategy workshop. Potential dates were discussed, with a contingency plan of sending a doodle for the entire summer if a date cannot be settled. It was determined that a strategy workshop would not be held if all board members could not be present.

- Upcoming Board Meeting Schedule

Mr. Smith reviewed the Board meeting schedule which includes summer dates.

PUBLIC COMMENT: None

ADJOURN TO CLOSED SESSION – 7:45 PM

- GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

PUBLIC COMMENT: None

Director was given to General Manager

ADJOURN

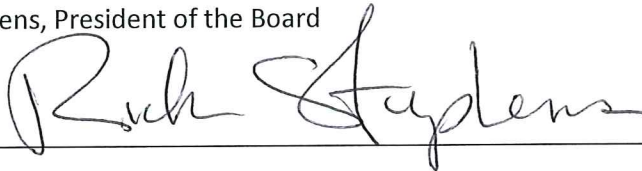
PUBLIC COMMENT: None

MOTION #8 APRIL-24-19: Director Hetherington motioned to adjourn the meeting. Director O’Dette seconded the motion. President Stephens, Vice President O’Dette, Directors Wallace and Hetherington voted in favor. The motion passed.

At 8:15 PM the April 24, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE APRIL 24, 2019 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”:
<http://ktrk-live.s3-website-us-west-2.amazonaws.com/>

Rick Stephens, President of the Board



Kevin Smith, Secretary of the Board

