

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, November 6, 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:** 4:31 PM

**PLEDGE OF ALLEGIANCE**

**DIRECTORS PRESENT:** President Rick Stephens  
Director Jim Morrison  
Director Lisa Wallace  
Director Mary Hetherington

**DIRECTORS ABSENT:** Vice President Teresa O’Dette

**STAFF PRESENT:** Mr. Kevin Smith, General Manager  
Mr. Hardy Bullock, Director of Aviation and Community Services  
Ms. Kelly Woo, Director of Finance and Administration  
Mr. Dave Hoffman, Director of Operations and Maintenance  
Mr. Josh Nelson, District Legal Counsel  
Mr. David Van Quest, Noise Associate  
Mr. Marc Lamb, Community Relations Manager  
Ms. Lauren Tapia, HR Manager/District Clerk

**VISITORS PRESENT:** 18

**SPECIAL ORDERS OF BUSINESS:** None

**PUBLIC COMMENT:** None

**CONSENT ITEMS**

- Minutes: September 25, 2019 Regular Meeting ----- TAB 01
- Monthly Service Bills and Fees ----- TAB 02

**PUBLIC COMMENT:** None.

**MOTION #1 NOVEMBER-06-19:** Director Morrison motioned to approve Tab Items 1 & 2. Director Hetherington seconded the motion. President Stephens, and Directors Morrison, Wallace and Hetherington voted in favor of the motion. The motion passed.

**EXCELLENCE IN EDUCATION – CHALLENGER ACADEMY REPORT – SPECIAL PRESENTATION (TAB 03)**

Ms. Laura Brown, Executive Director of Excellence in Education, reviewed the Challenger Academy Report, which also included the background of Ex in Ed, as well as the history between Ex in Ed and the Truckee Tahoe Airport as it relates to the Challenger Academy. The Board thanked Ms. Brown for the update.

**PUBLIC COMMENT:** None.

**COMMUNITY PROGRAMS POLICY DISCUSSION – ACAT SPECIAL PRESENTATION (TAB 04)**

Mr. Smith reviewed the objectives for the Community Programs policy discussion. The discussion tonight touches on the District’s community investments, sponsorships and agency partnerships, and will be led by ACAT. ACAT Member Joe Lorenz presented ACAT’s recommendations regarding the various following Board Policy Instructions (PI 311, 312, 503, 507) as well as recommending the Board to think about taking a consolidated view of the policies and create an “over-arching” policy instruction. ACAT also noted reevaluating its community engagement program, due diligence techniques when it comes to vetting the

various non-profits who see sponsorship or partnership with the District, as well as establishing a more clearly defined reporting and evaluation program that is scaled appropriately to the sponsorship/partnership request. Discussion ensued between the Board and ACAT regarding the notion of setting up a “grant cycle” for partnership/sponsorship/community investment program. There was consensus from the Board that they do not have interest in converting the program into a Grant-like program, which includes an application/approval cycle

**PUBLIC COMMENT:**

Ms. Kat Rholf, Truckee Resident and ACAT Member, noted a particular partnership regarding a construction of a multi-use trail in North Lake Tahoe. Ms. Rholf indicated multiple conversations in the community that shared concerns about a past Board member’s tie to the project and how it was streamlined into a funding partnership due to the Board member connection. Ms. Rholf stated that this is just one example of a partnership the triggered ACAT’s concerns of the District’s community investment program, particularly tied to lack of community wide communication of the community investment program (agency partnerships).

The Board thanked staff and the ACAT members who worked on the presented recommendations. There was Board collectively agreed that they believe the Community Investment programs function well as it stands, but that they are open to making adjustments to communication outreach of the program(s) as well as clearer reporting back/evaluations that are required by the requesting organizations.

**QUARTERLY FINANCIAL REPORT (TAB 05)**

Ms. Woo reviewed the quarterly financial report for nine month ending September 30, 2019.

**PUBLIC COMMENT:** None.

There was Board consensus to accept the quarterly financial report as presented.

**FY 2020 PRELIMINARY BUDGET REVIEW (TAB 06)**

Ms. Woo reviewed the various changes that were suggested at the regular September Board meeting. Ms. Woo indicated that staff would like to receive verbal authorization to start the purchasing process of the Blower and Grader, as there is a tight manufacturing (build) timeline for those machines, and staff would like to have these machines ready to be used the winter 20/21 season. There was consensus from the Board for staff to move forward with the purchase, though the purchase will be approved with the Budget is finalized in December.

Director Hetherington made a suggestion for Ms. Woo to separate out all the Other Business Leasing (OBL) and Hangar revenue by types of hangar in the Budget and on the Monthly financial reports. Director Hetherington indicated that the additional clarity and transparency would benefit the Board and public. Director Morrison and Stephens inquired how much time that would require of staff but generally supported the request. Staff indicated that it would not require significant time. There was consensus from the Board for Directors to detail OBL and Hangar revenue in the Budget and Monthly financial reports for 2020.

**PUBLIC COMMENT:**

Mr. Will Garner, Public Works Manager with Placer County Transit Services, made a comment regarding Placer County’s initiative to move forward with Free Transit. And that they have been directed to work with their partners to seek additional partner funding for the 2 year pilot program. Mr. Garner stated that Placer County is requesting the Truckee Tahoe Airport to partner in this program. There was consensus from the Board for Placer County to put together a formal proposal and present it at a future Board meeting, but noted that the District should not be the only partner the County seeks for this program.

Ms. Jennifer Merchant, Placer County, made clarifying comments regarding where TOT dollars are allocated in Placer County.

Ms. Kat Rohlf, Truckee Resident, made a comment regarding the Board picking a subject area to focus their efforts on to with their partnership. This will allow for better messaging and storytelling.

Ms. Jaime Wright, with TNT-TMA, noted that TNT-TMA has many private partners that help with the transit system, the District would be just another partner on the list of many.

Mr. Smith noted that Truckee Donner Recreation and Park District has formally requested that the District allocate \$50,000 each year for 20 years to assist in debt service for the replacement of the Ponderosa Golf Course Irrigation System. TDRPD will also be allocating \$60,000 annually of their funds to this project. The Board last discussed the concept of funding golf course irrigation improvements during the 2019 Budget process as the TDRPD was looking to fund the improvements up front without incurring any debt. We declined to participate at that time primarily due to a lack of detailed information about the project. Since the Board's last discussion, the TDRPD has studied the issue, including getting quotes on the cost of the project and would like to discuss the concept further. The cost for the irrigation system improvements are \$1,265,546. They have received a grant for \$225,000 from the Truckee Donner Public Utility District related to water savings of this new system. Mr. Smith stated that Ponderosa Golf Course is an Airport District capital asset and that staff is not opposed to TDRPD's request. There was consensus from the Board for TDRPD to return at the December 4, 2019 meeting with an official proposal.

**PUBLIC COMMENT:**

Mr. Doug Flynn, Truckee Resident, made a public comment regarding the Ponderosa Golf Course being an asset and benefit to the regional community. Mr. Flynn noted the potential of Ponderosa Golf Course and the importance of investing into it.

There was Board consensus to support both the TART and TDRPD requests to include the Free Fare Box Transit funding as well as the funding for the Ponderosa Golf Course in the 2020 Budget but to ask Placer County and the TDRPD to return with a formal proposal and agreement.

Mr. Smith indicated that we would make the discussed changes in the 2<sup>nd</sup> Draft of the Preliminary Budget for the December 4<sup>th</sup> meeting. Mr. Smith indicated that typically we include the Budget on the Consent agenda for final adoption. There was Board Consensus to do such and any Board member or public could pull it from consent if there are items to discuss.

**SOARING WAY/JOERGER DRIVE UTILITY, TRAIL AND TRANSPORTATION INFRASTRUCTURE PARTICIPATION – FINAL REPORT AND RECOMMENDATIONS (TAB 07)**

6:54 PM President Stephens recused himself from the Board Meeting.

Mr. Smith reviewed his PowerPoint presentation regarding the potential of District participation on utility, trail and transportation infrastructure improvements as requested by JMA Ventures. The presentation noted the following staff recommendations for each request:

- Utility Infrastructure

Staff recommends proceeding in working with JMA Ventures and the Truckee Donner PUD to extend water and electrical service to the District's Joerger Drive properties. These improvements have not been designed or bid as of yet, so staff will need to come back to the Board with periodic project updates and a funding approval when final costs are known.

- Trail Improvements

The District has been very supportive of trail construction throughout the District. The District has already provided an easement for a portion of the required trail for PC-3. Mr. Smith indicated that Staff has no specific recommendation regarding participation on trail construction improvements.

- Transportation Infrastructure

Mr. Smith noted that Staff does not recommend participating in traffic improvements at this time as there is currently no reasonable assurance that the District is mitigating any future traffic infrastructure requirements for future development.

**PUBLIC COMMENT:**

Mr. Art Chapman, JMA Ventures, made a public comment outlining his request and felt Board participation in each area is warranted.

There was consensus from the Board to have the District participate in the Utility Infrastructure participation request. Regarding the Trail Improvement participation request, there was consensus from the Board to have Mr. Smith bring back different metrics on our land uses and how that would affect the District's monetary contribution for Trails. Lastly, regarding Transpiration Infrastructure costs, there was Board consensus to not contribute, as there is no reasonable assurance the District is mitigating any future traffic infrastructure requirements for its future development.

**MOTION #2 NOVEMBER-06-19:** Director Morrison motioned to approve the following findings and conclusions to the Soaring Ranch PC-3 infrastructure participation proposal:

- Approve: The District proceed in working with JMA Ventures and the Truckee Donner PUD to extend water and electrical service to the District's Joerger Drive properties. As these improvements have not been designed or bid as of yet, staff will return to the Board with periodic project updates and funding approval when preliminary and final costs are known.
- Return with a proposal for trail improvements.
- Deny: In that the District does not have current development plans for its Soaring Way and Joerger Road properties, the District chooses not to participate in traffic improvements at this time.

Director Hetherington seconded the motion. Directors Morrison, Wallace and Hetherington voted in favor of the motion. The motion passed.

**MONTHLY ACAT REPORT (TAB 08)**

President Stephens rejoined meeting at 7:40 PM

Mr. Golden, ACAT Chair, reviewed the October 2019 ACAT Report and Ad Hoc Committee reports.

**PUBLIC COMMENT:** None.

**QUARTERLY OPERATIONS AND COMMENT REPORT (TAB 09)**

Mr. David Van Quest reviewed the Quarterly Operations and Comment Report for the months of July - September. Operations & Comments, Comments by Aircraft Type, Comments by Zone and Aircraft type and Noise Comment Heat Map, and Q3 insights were reviewed. Director Hetherington noted the 23% increase in total household comments compared to Q3 of 2018. Mr. Smith noted that it is an important metric to note, believes it could be contributed to the District's robust outreach combined with heavy summer operations.

Ms. Stacey Justesen, Safety and Security Manager, reviewed the Q3 safety update on the Quarterly Report.

**QUARTERLY COMMUNICATIONS REPORT (TAB 10)**

Mr. Lamb reviewed the Q3 Quarterly Communications Report.

**PUBLIC COMMENT:** None.

#### **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT**

Mr. Bullock reviewed his attendance at the 2019 NBAA Annual Conference in Las Vegas, NV.

#### **GENERAL MANAGER REPORT (TAB 11)**

- Upcoming Training and Conference Opportunities

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

- Mountain Housing Council

President Stephens provided an update on the Mountain Housing Council.

- General Manager Committee Appointments

Mr. Smith reviewed that he was recently appointed to the Placer County Capital Projects Advisory Committee, representing Special Districts, and to the American Association of Airport Executives (AAAE) Board of Examiners.

- Hangar 1 Project Update

The Hangar Office Building and Hangar refurbishment project continues on schedule. The building is scheduled for completion on December 15<sup>th</sup>. The project will be completed within the budget approved by the Board. Sierra Aero and Mountain Lion Aviation plan to move into the new building in late December early January. As soon as they are moved, PBD will then begin demolition of the old offices in the hangar in late January 2020 and plan to be finished with the hangar work by late February.

- East Hangar Access Modification Review

In that light, we propose to change vehicle access and routing at the eastern side of the airport. Staff is proposing the following changes: A-H hangar row tenants would be asked to use Gate 5 to enter and exit their hangar row with their vehicles. Gate 5 is equipped with high security cameras and is located opportunistically between the Police and Fire stations. Tenant access cards will no longer open Gate 7, near the playground. Tenants can drive to businesses on the north side of the east hangars using the hangar rows, which will increase awareness of the aircraft activity by the vehicle driver. This coordination should also prove to reduce the number of vehicles transiting Taxiway Romeo and the parking lot area. Authorized commercial ground transportation companies (limos, shuttles, taxis) will continue to use Gate 7, along with transient users on the main ramp. The entry and exit route will remain unchanged, keeping these vehicles out of any aircraft movement areas. To that end, Mr. Smith noted that Staff would like to introduce this to tenants and receive their comments and input before the District implements the access modification. There was Board Consensus to implement the request but to assure there is good communication with tenants and to assure they have received notice.

- General Manager Annual Performance Review – Timeline

Each January the Board conducts its annual review of the performance of the District General Manager. This process is automated through the Districts employee evaluation software called Trakstar. The Board will receive a web link to login to the software and complete their review at the December 4th Meeting. Directors should have their review complete by January 10, 2020. Trakstar will provide a final consolidated report for the Board to review. After the Board has reviewed the Annual GM Performance Evaluation, a final copy will be provided to the GM by January 17, 2020 for review in closed session on January 22, 2020.

- Upcoming Board Meeting Schedule

Mr. Smith reviewed the Board meeting schedule for the winter.

**PUBLIC COMMENT:** None

**ADJOURN TO CLOSED SESSION – 8:35 PM**

- GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

**PUBLIC COMMENT:** None

Direction given to Staff from Closed Session:

The Board expressed support for the General Manager and his job performance and also indicated a desire to extend his employment agreement. Mr. Smith indicated that he would work with Josh Nelson, District Legal Counsel, and bring back a contract extension for 3 years to the Dec. 4<sup>th</sup> Board Meeting.

**ADJOURN**

**MOTION #2 NOVEMBER-06-19:** Director Hetherington Moved to adjourn the meeting. Director Wallace seconded the motion. All voted in favor.

At 9:00 PM the November 6, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE NOVEMBER 6, 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



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Kevin Smith, Secretary of the Board



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