

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, March 25, 2020 in the Truckee Tahoe Airport District Community Room A, via Teleconference, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

CALL MEETING TO ORDER: 4:30 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Teresa O’Dette (via Teleconference)
Vice President Mary Hetherington (via Teleconference)
Director Rick Stephens (via Teleconference)
Director Jim Morrison (via Teleconference)
Director Lisa Wallace (via Teleconference)

STAFF PRESENT: Mr. Kevin Smith, General Manager
Mr. Hardy Bullock, Director of Aviation & Community Services
Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)
Mr. Josh Nelson, District Legal Counsel (via Teleconference)
Mr. David Van Quest, Aviation & Community Services Noise Associate

VISITORS PRESENT: None

MODIFICATION OF AGENDA: None

SPECIAL ORDERS OF BUSINESS: Mr. Smith gave a brief update regarding the District’s response to the Covid-19 pandemic, including the two Board Policies included in the Consent Items for approval. Mr. Smith noted that Red Truck is now closed, and most of the Administration staff is working remotely. The Operations and Maintenance Department is working on various projects around the airfield where distancing between personnel is easily accommodated. The District has reduced service offerings and has reduced their fueling hours. Mr. Smith stated that the community meeting rooms are now closed to the public until further noticed, and the trainer aircraft 5901G is grounded. Mr. Smith thanked the Board and Staff for their patience during this time of transition.

PUBLIC COMMENT (via Text): Mr. Kevin Slone, Truckee Resident, inquired about hangar rent abatement and noted his desire for 5901G to come back online, as other flight schools remain open.

Ms. Kelly Beede, with the Town of Truckee, thanked the Board for their support and involvement in public transit.

Mr. Leigh Golden, Truckee Resident, stated that he flew some pattern work for the proposed runway 34, believes it is unsafe and not appropriate for jets.

Mr. Smith noted that staff has started discussion regarding rent abatement, haven’t had any requests from hangar tenants but a few from the warehouse. The topic could be added to next month’s agenda. Regarding flight training being an essential service, it is not noted as such with the FAA. Mr. Smith noted that the grounding of 5901G is due to the “shelter in place” order, once that is lifted staff or becomes looser, staff believes the aircraft can begin to fly again. Mr. Smith noted that staff and Board will address the alternative runway public comment when the topic is brought up again at a future meeting.

CONSENT ITEMS

- Minutes: February 26, 2020 Regular Meeting ----- TAB 1
- Monthly Service Bills and Fees ----- TAB 2
- Approval of Funding Agreement with TART and Town of Truckee – Free Bus Fares - TAB 3
- Approval of PI 215 and PI 215.10 – District Vehicle Use and Insurability Policies ---- TAB 4
- Approval of PI 121 – Coronavirus (COVID-19) District Response Policy ----- TAB 5

- Final Approval of 2020 District Goals ----- TAB 6
- Annual Reporting of Reimbursements and Disclosure Report ----- TAB 7
- Monthly Operations and Comment Report ----- TAB 8

Director Stephens requested to pull tab item 6.

Vice President Hetherington stated that she sent minor changes to Ms. Lauren Tapia for the minutes. Staff acknowledged Vice President Hetherington’s statement and confirmed those minor changes were incorporated.

Director Stephens stated that he does not believe the last goal related to allocation should be included into the 2020 District Goals. Director Stephens requested the item be removed from the District Goals and to be added as a topic for the May workshop as it needs much more discussion before we move that direction. Vice President Hetherington stated that she would like it to remain as a Goal. She further indicated that if it isn’t listed it won’t be considered nor accomplished. There was Board discussion regarding whether or not to include the last goal on the list related to budgeting and revenue and expense tracking. Mr. Smith noted that he could add language to the goal indicating further discussion to be had at the spring workshop. There was consensus from the Board on all goals aside from the final Goal on the list. The Board decided to defer the approval of that Goal and consider it at the Spring Workshop but that staff can move forward with the other goals.

PUBLIC COMMENT: None.

MOTION #1 MARCH-25-2020: Director Stephens motioned to approve the Consent Items 1-5, 7-8, and deferring the approval of final District Goals (tab item 6) to after the Spring Workshop. Director Morrison seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

2020 AIRSHOW UPDATE

Mr. Smith provided a brief update on the 2020 Airshow. Currently, the airshow is still scheduled to take place. Mr. Smith will update the Board if there are any changes.

PUBLIC COMMENT: None.

MONTHLY FINANCE REPORT (TAB 09)

Ms. Kelly Woo reviewed the monthly finance report for the month end January 31, 2020. Ms. Woo noted that they are about 75% done with the audit, as it is taking place remotely.

PUBLIC COMMENT: None.

STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT

None to report.

PUBLIC COMMENT: None.

ADS-B PROGRAM AND FLIGHT PROCEEDURE UPDATE (TAB 10)

Mr. Bullock stated that on June 26, 2019 the Board authorized Staff to enter into an agreement with L3Harris, formerly Harris Corp. for approximately \$940,000 to provide ADSB surveillance system services. The arrangement provides for the construction of ADSB facilities, the delivery of data to the airport and the integration of systems allowing certified FAA use of ADSB data for separation of aircraft. Truckee Tahoe Airport is the second customer in the nation of such a service agreement, the Federal Aviation Administration being the first customer. Staff, District Counsel, the FAA, and the Contractor, L3Harris have spent the past 9 months developing the final surveillance solution. Some of the project components are listed below.

- Contractual agreements suitable for public consumption free of items protected, confidential or proprietary in nature.
- Agreements for land leases and power use with the City of South Lake Tahoe.
- Development of design drawings and plan sets approved by Eldorado and Nevada County.
- Development of secured communications infrastructure and underground fiber optics and copper T1 lines to the temporary tower facility.
- Development of the Service Volume Design Documents technically outlining the final airspace coverage.
- Integration plans with Oakland Center to ensure the ADSB data is usable and functionally integrated to meet the project objectives for KTRK.
- Backup power generator installations.
- Display technology integration for KTRK, Midwest ATC, and the FAA.

Mr. Bullock reviewed the 2020 timeline, though noted that the District could see some delays due to the COVID-19 pandemic.

PUBLIC COMMENT: None.

GENERAL MANAGER'S REPORT (TAB 11)

- Upcoming Trainings/Conference Opportunities

Mr. Smith reviewed the upcoming training and conference opportunities for the Board of Directors, many have been postponed/canceled.

- Ad Hoc Committees and Board Assignment Updates

None to report

- Truckee Tahoe Workforce Housing Joint Powers Authority Formation

Mr. Smith reviewed the new formation of the JPA. Mr. Smith noted that more information will come at future board meetings

- Super T-Hangar Project - Update

Mr. Smith noted that he received the newly updated study which will be reviewed with the Board of Directors at the April Board meeting.

- Upcoming Board Meeting Schedule & Rolling Agenda

Mr. Smith reviewed the upcoming Board meeting schedule, which includes a potential Board Workshop for the month of May, and the Rolling Agenda.

PUBLIC COMMENT: None.

BOARD MEMBER ANNOUNCEMENTS: None.

ADJOURN

MOTION #2 MARCH-25-2020: Director Stephens motioned adjourn the meeting. Director Hetherington seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

At 5:15 PM the March 25, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MARCH 25, 2020 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY: <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>

Teresa O'Dette, President of the Board

Kevin Smith, Secretary of the Board
