

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, July 29, 2020 via live web streaming.

**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 (via Teleconference)  
Mr. Hardy Bullock, Director of Aviation & Community Services (via Teleconference)  
Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)  
Mr. Josh Nelson, District Legal Counsel (via Teleconference)  
Mr. Marc Lamb, Community Relations Manager (via Teleconference)  
Mr. David Van Quest, Aviation & Community Services Noise Associate (via Teleconference)  
Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

**VISITORS PRESENT: 0**

**MODIFICATION OF AGENDA:** Mr. Smith requested to move Agenda Item 8 (Flight Procedure Updates) to after Agenda Item 4 (Runway Utilization Report). There was Board consensus of Mr. Smith’s modification request.

**SPECIAL ORDERS OF BUSINESS:**

Mr. Smith reviewed the Covid-19 District response update. Mr. Smith noted that the Board will be conducting their Public Meetings via Zoom for the foreseeable future. The Airport is continuing to operate at normal levels similar to last year. Overall, the Airport is financially in a healthy position. Mr. Smith stated that it is still unknown what fall and winter will be like.

**PUBLIC COMMENT:** Ms. Laurel Lippert, Truckee Resident, made a public comment proposing the idea of the District purchasing parcel 4 of Joerger Ranch (adjacent to the Ponderosa Golf Course). Director Wallace requested staff to return with a staff report at a future meeting regarding the possible land acquisition made by Ms. Lippert.

Mr. Matt Miller, Truckee Resident, inquired if aeronautical operations increase greenhouse emissions within the community.

Ms. Kathy Echols, Truckee Resident, made a public comment encouraging the Board to implement any policy that will address aeronautical noise in the community.

Ms. Judy Flaherty-Lawrence, Truckee Resident, made a public comment noting appreciation to the Board and Staff to address her concerns stated in her public comment at the June Board meeting.

Mr. David Diamond, Truckee Resident, made a public comment announcing his campaign for a Board seat at the Truckee Tahoe Airport District.

**CONSENT ITEMS**

- Minutes: June 24, 2020 Regular Meeting ----- TAB 01
- Monthly Service Bills and Fees ----- TAB 02

- PI 110 Personnel Policies (Vacation Accrual Update) ----- TAB 03

Vice President Hetherington requested to pull Tab Item 1.

Vice President Hetherington inquired about the 30 Yard Bin for Soar Truckee which was noted in the Monthly Service Bills and Fees. Mr. Smith stated that it was utilized for the fuel reduction work, which is a District responsibility around the airfield.

**PUBLIC COMMENT:** None.

**MOTION #1 JULY-29-2020:** Vice President Hetherington motioned to approve Tab Items 2 & 3. Director Stephens 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.

Vice President Hetherington requested staff to amend lines 172-178 to reflect more detailed information about the discussion between Board and Truckee Tahoe Soaring Association. Discussion ensued regarding Vice President Hetherington’s request. There was Board consensus to move the June 24, 2020 Regular Meeting Minutes approval to August and to have Vice President Hetherington forward her amended changes to staff via email.

**PUBLIC COMMENT:** None.

**RUNWAY UTILIZATION REPORT (TAB 04)**

Mr. Smith reviewed the Runway Utilization Memorandum. Mr. Bullock thanked Vice President Hetherington, ACAT Chair Diamond and District staff for their time and effort given to the project. Vice President Hetherington noted her memo and reviewed the District’s mission statement. Mr. Smith noted the object of the report is to seek additional funds to add wind and weather data to the reporting tool and to provide the Board an overview of the information created so far.

Mr. Bullock introduced Mr. Tom Breen with VECTOR Inc. Mr. Breen reviewed his slide show which reflects the results of the first phase of the project. Various flight tracks were explained further by Mr. Breen, and Mr. Bullock reviewed arrival/departure track comparison videos (by aircraft type). Discussion ensued regarding various runway utilization data points before and after the installation of the Temporary Tower, pilot outreach, the need for wind data which will require further funding from the Board.

Director Wallace left meeting at 5:30 PM.

There was discussion regarding the importance of wind data as it may inform why there was increases in operations on Runway 29. Vice President Hetherington noted that the larger jets did use Runway 02/20 when Runway 11/29 was being worked on earlier this summer indicating that larger aircraft will use it. Vice President Hetherington noted that the tool shows a 50% increase in traffic on Runway 11-29 even though the total number of operations have increased by only 29%. She expressed concern that there is economic injustice happening with certain neighborhoods experiencing the bulk of overflight.

**PUBLIC COMMENT:** Mr. Matt Miller, Truckee Resident, made a public comment regarding utilization of Runway 20 to lessen the noise impact of neighborhoods by operations departing on Runway 29. Mr. Smith noted that the encouragement of Runway 02/20 is one of Staff’s main outreach efforts.

**MOTION #2 JULY-29-2020:** Vice President Hetherington motioned to approve allocating an additional \$6,000 to:

- Development of the inclusion of weather into the VNOMS application such that when a flight track is selected, the weather data is available for that track in a popup.

- Weather data will be stored in such a way that it will be included when the user exports the Activity Report to a CSV file that can be edited in MS Excel.
- Historic weather data, from 2016 to present, will be processed and included in the VNOMS database such that it will appear in the system the same as new weather data and will also be included in the Activity Report when exported as a CSV file.

Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Morrison, yes. The motion passed via roll call vote.

#### **FLIGHT PROCEEDURE UPDATES (TAB 08)**

Mr. Bullock played a video that reviewed the Staff Report on the Flight Procedure Updates.

Vice President Hetherington requested the following be forwarded to her by staff: the Instrument Flight Procedure Implementation Process list, the utilization of the heat maps for future community outreach (noted economic justice), information about Salt Lake City’s outreach program. Vice President Hetherington noted that not all neighborhoods have HOA’s and mentioned ways the District can forward information to those individual residents. Vice President Hetherington requested an Ad Hoc committee be formed for the Flight Procedure project outreach as she is interested in being involved working with staff. Discussion ensued amongst the Board members and staff regarding forming a Flight Procedure Ad Hoc committee. There was Board consensus to not form a specific Ad Hoc committee but to have a monthly Board update on the status of flight procedure development and outreach effort by staff allowing the Board an opportunity to comment as needed.

**PUBLIC COMMENT:** Mr. Matt Miller, Truckee Resident, made a public comment about flight procedures over low income neighborhoods. Mr. Smith noted that procedures are being explored for all runways. He further indicated that neighborhood demographics are not a deciding factor as to where aircraft fly or where to develop procedures.

#### **MONTHLY ACAT REPORT (TAB 05)**

Mr. David Diamond, ACAT Chair, reviewed the Monthly ACAT report for July 2020. ACAT reviewed a new Neighborhood Advocacy Network concept, District Communication Initiatives and passed the monthly ACAT minutes.

**PUBLIC COMMENT:** None.

#### **AVIATION AND COMMUNITY SERVICES QUARTERLY DEPARTMENT REPORT (TAB 06)**

- **Operations and Comment Report Q2 Highlights**

Mr. Van Quest reviewed the Operations and Comment Report Q2 highlights. Mr. Van Quest noted that operations were down 10% which stems from a 30% decrease for the month of April. Mr. Van Quest stated that this is the first time Staff has included touch and go data, which amounted to approximately 1,224 for Q2 which is 43% less than Q2 of 2019. Comments reflect an uptick in new households which can be narrowed to a military operation that occurred over the Tahoe Donner neighborhood, flight training over Russel Valley, as well as increase in overflight above Glenshire due to the closure of Runway 11/29 June 1-15. Vice President Hetherington noted that although the operational data stated that overall Q2 ops were down 10, jet operations were actually up 14%.

- **Communication Report Q2 Highlights**

Mr. Lamb reviewed the Communications Report Q2 highlights which included top social media posts, highlights and events, website page views, and pilot outreach highlights. Discussion ensued regarding flight simulator usage and how flight hours are counted.

Vice President Hetherington requested to receive a copy of Pilot News. Vice President Hetherington suggested to have staff hand out the emergency landing guide along with the NAP cards, as well as placed into the pilot newsletter.

Mr. Smith noted that the Quarterly Safety Report will be given in August.

**PUBLIC COMMENT:** None.

#### **QUARTERLY FINANCIAL REPORT (TAB 07)**

Ms. Woo reviewed Quarterly Financial report for the month end of June 30, 2020. Ms. Woo noted FBO Services is only \$36k off budget, which is positive. Ms. Woo stated that year to date gallons sold are up. Ms. Woo stated that Repairs and Maintenance is considerably under budget, but project work is picking up. There were four hangar tenants complete the paperwork for the rent deferral program, which amounts to \$11,000. Mr. Smith noted that the District received an FAA grant for the Taxiway Alpha project, but the project itself has been delayed to next year.

**PUBLIC COMMENT:** None.

#### **GREENHOUSE GAS (GHG) EMISSIONS OUTREACH DISCUSSION (TAB 09)**

Vice President Hetherington reviewed her memo regarding a GHG outreach project to educate pilots and aircraft users about greenhouse gas footprints. Vice President Hetherington noted that she would like to have an infographic developed to highlight greenhouse gas emissions by aircraft type and would like it showcased on the District website, various magazines the District advertises in, in the Terminal Lobby, flight training room, etc. She would like to create a voluntary local fund to help fund forest management or transportation projects to offset greenhouse gas footprints. Mr. Smith stated that the District can utilize GHG consultants they have on retainer to help calculate CO2 emissions. Director Morrison expressed support for the voluntary fund to offset greenhouse gas footprints. He mentioned that some care should be taken to not overdue infographics to the public. Director Stephens agreed with Director Morrison's and Hetherington's suggestion. Vice President Hetherington requested that Mr. Smith mention this potential voluntary fund program at his next area managers meeting, as this project is ripe for collaboration with other special districts. Mr. Smith indicated he would work on this project and report back to the Board at a future meeting.

**PUBLIC COMMENT:** Ms. Kathy Echols, Truckee Resident, made a public comment encouraging the Board to reduce greenhouse gas emissions that stem from aeronautical operations.

#### **GENERAL MANAGERS REPORT (TAB 10)**

- **Upcoming Training/Conference Opportunities**

Mr. Smith noted that most all travel and training opportunities have been postponed or cancelled through the end of the year. It is unlikely the District's travel and training schedule will return to "normal" until sometime early next year.

- **Ad Hoc Committee and Board Assignment Updates**

Director Stephens reviewed an update on the Dollar Hill/Nahas property and a potential project with the Town of Truckee that utilize a consultant team to study seven housing developments in the pipeline.

Mr. Smith reviewed the Runway Utilization Reporting Tool Ad Hoc Committee proposal, noting that is staff's desire to have clear guidelines on staff directed versus Board directed projects. Mr. Smith stated that staff is in no way opposed to the project being a Board Directed project but suggested an Ad Hoc committee be the best method to oversee the project if Board Members want to be involved in the weekly work flow. Staff is also willing to lead and complete the project and bring it back on a regular basis for Board direction. Mr. Smith inquired as to the Board's desire regarding these two options and if there is

interest in forming an Ad Hoc committee. Discussion ensued regarding whether an Ad Hoc committee is needed to finish the project. There was a majority consensus not form an Ad Hoc committee and to have the project be staff directed with monthly Board updates to receive Board guidance.

- **Truckee Tahoe Workforce Housing JPA – Update**

Mr. Smith noted that the District will be reviewing the results of the housing survey that was conducted in July. Mr. Smith reviewed the company Landing that is working with the JPA to match agency employees with long term rentals.

- **Lake Tahoe Maritime Museum Purchase Concept – TCPUD**

The Tahoe City Public Utility District has inquired if two (2) Airport District Board Members would be willing to meet with them to discuss opportunities to possibility participate on the purchase and acquisition of the Lake Tahoe Maritime Museum Property in Tahoe City. Mr. Smith asked if two board members were interested in meeting with TCPUD Board members. Director Stephens and O’Dette noted they would like to be involved. There was Board consensus to have Directors Stephens and O’Dette meet with the TCPUD and return and report.

- **Review of 2021 Budget Process Timeline**

The first Budget Workshop on August 26, 2020 at 1:30 to 4:00 PM. Staff will incorporate the various project requests from both Board and Staff into the Budget Opportunities Discussion planned for August 26th. Please see the following timeline for the adoption of the 2021 Budget:

- August 26, 2020 – Budget Workshop to review Budget Opportunities for 2021
- September 23, 2020 – Review First Draft of Preliminary Budget
- October 28, 2020 – Review Second Draft of Preliminary Budget
- December 2, 2020 – Adoption of final Budget

- **Highway 267 Airport Road Sidewalk Project Update**

After a very involved Cal Trans approval process for this project, Staff now has final bids and an Encroachment Permit allowing this project to proceed. The successful bidder was Sierra Nevada Construction at \$161,007. This project was approved in the 2019 and 2020 Budgets. This project will clean up and improve District property at the corner of Highway 267 and Airport Road. It will reconstruct the ADA Ramp as well as connect 300 feet of sidewalk to the existing sidewalk on Airport Road. This will also provide a great connection from the Airport to the Martis Valley Trail.

- **Agency Partnership Program Update**

Mr. Smith noted that Staff is working closely with Ms. Emily Vitas to bring a policy revision related to Agency Partnerships back for Board Approval. Due to COVID-19 this project was delayed a few months but is now on track. It is staff’s intent to bring the revised policy to the Board at the October 2020 meeting with final adoption at the December Meeting. Mr. Lamb is heading up this project. This Policy revision is intended for new 2020 applications and is not intended to apply to the four 2019 applications already received.

At the April 2020 Meeting, the Board put a 90 day hold on the four 2019 applications to better understand District revenue impacts related to COVID-19. As District revenue has been strong year to date, Staff recommends the Board revisit these four (4) applications and make a funding decision based on the current policy which applications were submitted under. There was consensus from the Board to revisit the four (4) applications in September.

- **Upcoming Board Meeting Schedule**

Mr. Smith reviewed the upcoming Board meeting schedule for August, September, and October.

**PUBLIC COMMENT:** Mr. Matt Miller, Truckee Resident, noted his support for the potential fund to offset greenhouse gas emissions by aircraft.

Ms. Linda Russon, Truckee Resident, requested all board members form a greenhouse gas emissions Ad Hoc Committee.

**BOARD MEMBER ANNOUNCEMENTS:**

Director Stephens noted that Truckee Fire District will most likely be replacing its foam that contains PFAS with foam that does not contain PFAS in the next few months. Director Stephens noted that he will be running for reelection.

President O’Dette noted that she will be filing for reelection.

Vice President Hetherington noted that there are still modifications she would like to be made to the District’s website, specifically linking real time flight data to the website so that there is not a delay. Mr. Smith stated that linking the MLAT data in real time may have some legal issues and that we are working with our Aviation Attorney Peter Kirsch on this concept. There may be other options such as Flight Aware and Flight Radar 24 that may be options. They are commercially available and have free download options. Vice President Hetherington said there was consensus at the June Board Meeting to rotate information on the website front and center beyond photos of aircraft. Examples include: Fly Quiet Hours and Greenhouse Gas Information.

**ADJOURN**

**MOTION #3 JULY-29-2020:** Director Stephens motioned to adjourn the meeting. President O’Dette seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Morrison, yes. The motion passed via roll call vote.

At 7:33 PM the July 29, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JULY 29, 2020 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** <https://ttm.open.media/sessions/150832/ttad-board-of-directors-july-29-2020?category=458>

Teresa O’Dette, President of the Board

DocuSigned by:  
  
A4287FF0596B484...

---

Kevin Smith, Secretary of the Board

DocuSigned by:  
  
53C802FCA4BE411...

---