

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, August 26, 2020 via live web streaming.

**CALL MEETING TO ORDER:** 4:31 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. Brent Collinson, 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:** District Counsel Collinson noted the emergency addition of Mountain Housing Council’s request of The District’s support for CA AB 1436 Tenancy: Rental Payment Default: Mortgage Forbearance: State of Emergency: COVID-19. There was Board consensus to add this item to the agenda.

**MOTION #1 AUGUST-26-2020:** Director Stephens motioned to approve adding District Support for CA AB 1436 to the August 26, 2020 Regular Meeting agenda. 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.

**MOUNTAIN HOUSING COUNCIL PARTICIPATING AGENCY LETTER OF SUPPORT FOR CA AB 1436**

Director Stephens reviewed Mountain Housing Council’s request for participating Agency’s to help support legislation that will help stop the avalanche of evictions that could impact our community, region and State. In the letter of support for AB 1436, the bill recognizes the scale and economic impact of the COVID-19 emergency by removing the threat of eviction for renters affected by the crisis while preserving the ability of landlords to recover unpaid rent and seek mortgage forbearance. There was consensus from the Board in support of being a signatory on the letter of support for AB 1436.

**PUBLIC COMMENT:** None.

**MOTION #2 AUGUST-26-2020:** Director Wallace motioned to approve the letter and be a signatory on the letter made before 5:00 PM on August 26, 2020. 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.

**SPECIAL ORDERS OF BUSINESS:**

President O’Dette noted to the Board that Director Morrison will be voluntarily resigning from the Board of Directors effective at the end of tonight’s meeting. District Counsel Collinson gave a brief overview of

the next steps in filling the Board Vacancy created by Director Morrison. Mr. Smith noted that District Counsel Nelson will send out an email with a much more in-depth process on how to fill the vacancy. District Counsel Collinson noted that further discussion will need to take place at a future meeting where it is properly agendized.

Mr. Smith gave a District Covid-19 Business continuity update.

Mr. Smith congratulated Mr. Bullock on him obtaining the Accredited Airport Executive (AAE) designation with AAAE.

**PUBLIC COMMENT:** Mr. Ken Aronson, Truckee resident, made a public comment announcing his candidacy for the Truckee Tahoe Airport Board of Directors.

Mr. Leigh Golden, Truckee resident, made a public comment announcing his candidacy for the Truckee Tahoe Airport Board of Directors.

Mr. Kevin Westlye, Truckee resident, made a public comment about TTSA glider operations over the Juniper Hill neighborhood and requested a future agenda item with the Board to discuss his concerns.

Mr. Robert Bousquet, Truckee resident, made a public comment about the new policy that initiated rate increases for non-residents who rent 01G or book time on the flight simulator. Director Wallace requested this topic be agendized at a future meeting.

Ms. Ashley White, Incline Village resident, made a public comment requesting to reduce the rental cost of the flight simulator for Tahoe Flying Club members regardless of where they chose to reside.

Ms. Linda Russon, Truckee resident, made a public comment regarding hangars in Mike Row being used as storage units as well as a comment regarding the rules regarding individuals using public land for private camping (noticed a camper van camping outside of Martis Valley Campground, and within the Airport Property).

Mr. Bruce Euzent, made a public comment regarding increase in noise and disruption from jet operations.

Mr. Matt Miller, Truckee resident, made a comment as to why you must be a pilot to be a Board member. President O’Dette noted that you do not have to be a pilot to be a Board member.

**CONSENT ITEMS**

- Minutes: June 24, 2020 Regular Meeting ----- TAB 01
- Minutes: July 29, 2020 Regular Meeting ----- TAB 02
- Monthly Service Bills and Fees ----- TAB 03
- Annual Hangar & Tenant CPI Adjustment ----- TAB 04
- Monthly Operations and Comment Report ----- TAB 05

Vice President Hetherington requested to pull Tab Items 2, 3 & 5.

**PUBLIC COMMENT:** None.

**MOTION #3 AUGUST-26-2020:** Director Stephens motioned to approve Tab Items 1 & 4. Director Wallace 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 noted that she would like to move Agenda Item 6: Truckee Springs Land Acquisition Report ahead of the approving the consent items that were pulled by Vice President O’Dette. There was Board consensus for this agenda modification.

**TRUCKEE SPRINGS LAND AQUISITION REPORT (TAB 06)**

Mr. Smith stated that the Board will be hearing a presentation and will consider the proposal from the Truckee Donner Land Trust (TDLT) regarding potential Truckee Tahoe Airport District (TTAD) participation in the acquisition of the Truckee Springs property. Mr. Smith reminded the Board that there will be no action taken tonight, but action on this item can be considered at a future meeting. Mr. Smith reviewed the Airport Land Use Compatibility Plan (ALUCP) map and noted Truckee Spring's location on the map, which falls within Zone D (primary traffic pattern zone). Per the ALUCP map, avoiding residential or other noise sensitive uses on this property is encouraged.

Mr. Perry Norris reviewed Truckee Donner Land Trust's acquisition request. Mr. Tony Lashbrook reviewed a power point giving further information about the Truckee Springs property and the future goals of the property, which includes the construction of a pedestrian bridge. Mr. Lashbrook noted that the escrow deadline for the acquisition is June of 2021. Mr. Lashbrook reviewed the list of community support partners for the acquisition. Discussion ensued regarding the various housing options that are zoned for the land, road blocks the developer has encountered with the Town of Truckee regarding road and development options, likelihood of other public agencies participating as an acquisition partner, and grant/conservation agreement options for the land. Mr. Smith reiterated that the purpose of the item tonight was just to introduce the idea to the Board, and that it can be placed on a future agenda for potential action. There was Board consensus to have this item be brought back as an action item at a future meeting.

**PUBLIC COMMENT:** None.

#### **CONTINUATION OF CONSENT ITEM(S) APPROVAL**

- July 29, 2020 Regular Board Meeting Minutes (TAB 02)

Vice President Hetherington noted changes/corrections to the July 29, 2020 Regular Board meeting Minutes.

**PUBLIC COMMENT:** None.

**MOTION #4 AUGUST-26-2020:** Director Wallace motioned to approve Tab Item 2 as amended by Vice President Hetherington. Vice President 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.

- Monthly Service Bills and Fees (TAB 03)

Vice President Hetherington inquired about the charge for Congressional Support for \$4,000 and what it is. Mr. Smith stated that it is the retainer fee for the Congressional Lobbyist Group that helps the Airport navigate projects through the FAA. Vice President Hetherington inquired who Sierra Skyport is. Mr. Smith stated that it is Sierra Aero and that charge was specifically rental fees for one of their aircraft.

**MOTION #5 AUGUST-26-2020:** Vice President Hetherington motioned to approve Tab Item 3. 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.

- Monthly Operation and Comment Report (Tab 05)

Vice President Hetherington noted that she forwarded Nextdoor Comments to the Board and District Staff. Vice President Hetherington noted increase in larger jet operations, increase in new household comments, and the ability of larger jets to utilize Runway 02/20 when Runway 11/29's blast pad was being worked on. Vice President Hetherington also pointed out night operations of non-ems operations.

Discussion ensued regarding the various ideas Vice President Hetherington has to reduce operational impact on the community.

There was consensus from the Board to accept the Monthly Operation and Comment report as presented by staff.

#### **ACAT MEMBER SELECTION PROCESS OVERVIEW (TAB 07)**

Mr. Bullock reviewed the ACAT Member Application and Selection process which will be taking place at the regular September meeting. Mr. Bullock stated that it is one (1) pilot seat for a four (4) year term. Mr. Bullock also noted that two ACAT members are currently running for the Board of Directors, so there could be new vacancies created depending on the results of the General Election.

**PUBLIC COMMENT:** None.

#### **MONTHLY ACAT REPORT (TAB 08)**

Mr. David Diamond, ACAT Chair, reviewed the Monthly ACAT report for August 2020. ACAT reviewed a new Neighborhood Advocacy Network concept, the Runway Utilization Report, received a District communications quarterly update, and passed the monthly ACAT minutes.

Mr. Diamond reviewed the draft Real Estate Buyers Guide and requested feedback to take back to the ACAT team. Discussion ensued regarding various ideas on how to improve the guide. There was consensus from the Board that they review the guide at a much more in-depth level and email their feedback directly to hardy so it can be reviewed at the September ACAT meeting.

**PUBLIC COMMENT:** Mr. Matt Miller, Truckee resident, made a public comment not expressing support for the Real Estate Buyers Guide.

#### **QUARTERLY PILOT AND PASSENGER OUTREACH REPORT (TAB 09)**

Mr. Mark Covey, Pilot and Passenger Outreach Coordinator, presented a PowerPoint presentation on how his position is reaching out to Pilots and Passengers, pilot outreach presentations made to date for the year 2020, and how important information is distributed/relayed to the flying community. Mr. Covey also explained his role as staff liaison with the Air Traffic Control Tower and its staff. As well as noting the various ideas he has regarding the future of Greenhouse Gas operator outreach might look like.

Vice President Hetherington inquired about the status of passenger outreach. Mr. Covey noted that outreaching to passengers is a bit more challenging, as when they arrive at the airport they are quickly embarking or disembarking their flight and getting to where they need to be. Vice President Hetherington requested to receive Ms. Justesen's daily operation information email. The Board of Directors thanked Mr. Covey for his report.

**PUBLIC COMMENT:** None.

#### **QUARTERLY SAFETY AND SECURITY REPORT (TAB 10)**

Ms. Stacey Justesen, Safety and Security Manager, reviewed the Quarterly Safety and Security report which includes information on safety reports, OSHA Training, Airport Specific trainings, Construction, Fire Break projects and Covid-19 response.

Vice President Hetherington inquired about the momentary switch bypass, and violation levels of offenders. Ms. Justesen stated that staff has a process in place in responded to tenants who bypass the momentary switch. And that staff is currently exploring the finer details on how to respond to multiple offenders, which there are very few. More information to come for that solution. The Board of Directors thanked Ms. Justesen for her report.

#### **MONTHLY FINANCIAL REPORT (TAB 11)**

Ms. Woo reviewed Monthly Financial report for the month end of July 31, 2020. Ms. Woo noted FBO Services is \$190k under budget and \$12 under 2019. Overall fuel sales were down \$119k in revenue, TU Fees, tie downs and other services were down \$71k. Ms. Woo stated that July YTD 100LL gallons sold were up 1.5% to 2019 and Jet A was up 14.4%. For the first 16 days of August (gallons sold)-100LL is 15.1% over 2019 and Jet A is 24.4% over 2019. Visits to the area seem to remain strong regardless of the new County COVID visitation mandates. Ms. Woo stated that Repairs and Maintenance is considerably under budget, but they are under budget mostly due to timing of invoices. August – October should reflect more R&M expenses as projects are now underway.

Vice President Hetherington inquired about the repayment process for the tenants who took advantage of the rent deferment program. Mr. Bullock noted that they will start paying their normal monthly rental payment, and the amount deferred is due within 12 months. Vice President Hetherington inquired about the payment budgeted for Tower operations, and that part of the funds should be taken from airside revenues. Mr. Smith stated that department codes and the funds within the department are not “allocated” by “airside” vs “property tax” but staff can look at a few large category funds to distribute between departments. There was board consensus to have Tower operations distributed between Operations and Aviation and Business Services.

**PUBLIC COMMENT:** None.

#### **RUNWAY UTILIZATION TOOL PROJECT UPDATE (TAB 12)**

Mr. Van Quest reviewed the Runway Utilization Tool Project update. Mr. Van Quest noted that on August 11, 2020 TTAD authorized Vector to being work on the additions. Vector estimates that these new items will be delivered mid to late October 2020. Mr. Van Quest requested that the Board to begin brainstorm what they would like to see on the Runway Utilization Report now that weather data can be included. Mr. Smith noted that this tool update report will be given monthly in order to allow Board input on a regular basis.

**PUBLIC COMMENT:** None.

#### **MONTHLY FLIGHT PROCEDURE AND ADS-B UPDATE (TAB 13)**

Mr. Bullock reviewed project updates for both ADS-B and Flight Procedures that are in development as well as next steps for both projects. Mr. Bullock presented various images showcasing the ADS-B site and the ADS-B receivers. Mr. Bullock also noted that flight procedure assessments will be 75% complete by the September Board meeting, and its staff’s intent to have an update on potential procedure alignments at that time.

#### **GENERAL MANAGERS REPORT (TAB 14)**

- **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 next year.

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

Nothing to Update.

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

Mr. Smith reviewed a brief update on the Truckee Tahoe Workforce Housing JPA actions and activities for the month of August.

- **Lake Tahoe Maritime Museum Property Tour - Report**

Director Stephens and Director O’Dette along with Mr. Smith toured the Lake Tahoe Maritime Property on August 24, 2020 with officials from the Tahoe City PUD. Director Stephens noted that the property is a wonderful piece of property, believes it is a great opportunity only if there is a fit, mission wise, for the Airport District, but noted that TCPUD does not need the funding from the Airport District to close on the property. Mr. Smith stated that TCPUD will present their proposal officially at the October board meeting.

- **Carbon Emission Reduction Programs and Good Traveler Program - Discussion**

Mr. Smith reviewed the website [www.thegoodtraveler.org](http://www.thegoodtraveler.org) as a good starting point for the District’s potential Good Traveler program to offset traveler carbon footprint while District Staff tries to find a local vendor to build the program for the District.

- **Upcoming Board Meeting Schedule and Rolling Agenda**

Mr. Smith reviewed the upcoming Board meeting schedule for September, October and November/December.

Director Wallace requested District Counsel Nelson to create very clearly delineated instructions on the process to fill the Board Vacancy created by Director Morrison stepping down.

**PUBLIC COMMENT:** None.

**BOARD MEMBER ANNOUNCEMENTS:**

Director Morrison expressed his regret for having to step down from the Board as well as his support toward the Airport District and believes staff and the Board will continue to be successful in the years to come. Director Morrison expressed his thanks and appreciation to all the staff.

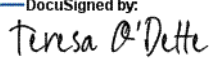
**ADJOURN**

**MOTION #6 AUGUST-26-2020:** Director Morrison motioned to adjourn the meeting. Vice President Hetherington seconded the motion. Quorum was lost.

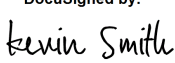
At 7:43 PM the August 26, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 26, 2020 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** <https://ttm.open.media/sessions/152200/truckee-tahoe-airport-board-regular-meeting-august-26-2020?category=458>

Teresa O’Dette, President of the Board

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Kevin Smith, Secretary of the Board

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