

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, September 23, 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 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)
Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

VISITORS PRESENT: 8

MODIFICATION OF AGENDA: None.

SPECIAL ORDERS OF BUSINESS:

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

- **RESOLUTION 2020-07 Commending Mr. Jim Morrison (TAB 01)**

MOTION #1 SEPTEMBER-23-2020: Vice President Hetherington read Resolution 2020-07 in its entirety Commending Mr. Jim Morrison for his Service on the Truckee Tahoe Airport District’s Board of Directors. 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.

PUBLIC COMMENT: Ms. Danielle Hughes, requested the District’s formal comment on the North Lake Tahoe Regional Transportation Plan. Vice President Hetherington directed Ms. Hughes to work with staff to see if it’s something the District can comment on.

CONSENT ITEMS

- Minutes: August 26, 2020 Special Meeting ----- TAB 02
- Minutes: August 26, 2020 Regular Meeting ----- TAB 03
- Minutes: September 04, 2020 Special Meeting ----- TAB 04
- Monthly Service Bills and Fees ----- TAB 05
- Monthly Operations and Comment Report ----- TAB 06

Vice President Hetherington requested to pull Tab Items 2, 3 & 6.

PUBLIC COMMENT: None.

MOTION #2 SEPTEMBER-23-2020: Vice President Hetherington motioned to approve Tab Items 4 & 5. Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

Vice President Hetherington reviewed her edits for both the Special and Regular meeting minutes for August 26, 2020.

PUBLIC COMMENT: None.

MOTION #3 SEPTEMBER-23-2020: 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 Wallace, yes. The motion passed via roll call vote.

Vice President Hetherington noted that there were 76 households submitting comments for the month of August, and that it is a 33% increase compared to August of 2019. Vice President commented that there appears to be decreasing participation in the fly quiet program, and that the airport is receiving an increased number of users who are pushing or exceeding the limits on our Fly Quiet and Curfew programs. Vice President Hetherington stressed to staff that they need to keep increasing communication outreach regarding the District mission statement to “striving for low impact on the community”.

CONSIDERATION OF CANDIDATES AND SELECTION OF THE AIRPORT COMMUNITY ADVISORY TEAM MEMBER (TAB 07)

Director Stephens requested recuse himself from the vote as one of the candidates donated to his campaign.

Mr. Bullock noted that the Board will hear a three-minute presentation from candidates who choose to attend the Board meeting and present. Following the presentations, the Board will hear any public comment and ask clarifying process questions of staff or counsel if necessary. The Board will be discretely polled by sending a Zoom Chat Message to District Counsel Brent Collinson. The Board will select one candidate for the open pilot spot. If a tie occurs a runoff poll will be conducted. The new ACAT member will be asked to attend the October 6, 2020 ACAT meeting to begin their service to the group.

Ms. Debra Nicholson and Mr. Greg Scileppi gave a three (3) minute presentation about themselves and why they would like to be selected for the vacant pilot seat.

Vice President Hetherington noted that she spoke with both candidates for 20 minutes prior to tonight’s meeting and thanked them both for volunteering for the position. Director Wallace also thanked both candidates for volunteering.

PUBLIC COMMENT: Mr. David Diamond, Truckee Resident, noted that there might be another seat available pending the results of the November general election.

Vice President Hetherington requested staff’s consideration about amending the seat terms so that they are staggered again.

District Counsel Collinson announced the result of the discreet straw poll. The results of the poll were 2 to 1 in favor of Ms. Debra Nicholson.

MOTION #4 SEPTEMBER-23-2020: Director Wallace motioned to appoint Ms. Debra Nicholson to the Airport Community Advisory Team. Vice President Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Wallace, yes. The motion passed via roll call vote.

CONSIDERATION AND POTENTIAL APPROVAL OF 2019 AGENCY PARTNERSHIP APPLICATIONS (TAB 08)

District Counsel Collinson noted that he created the incorporation for Biking for a Better World and that he does not consider them a current client.

Mr. Smith stated that Staff is requesting final Board determinations on four 2019 Agency Partnership funding requests with a combined total of \$299,995, that had been previously presented by applicants at

either the January and/or February 2020 Truckee Tahoe Airport District (TTAD) board meetings. The four applicant organizations are Biking for a Better World, The Contractors Association of Truckee Tahoe, Mountain Area Preservation, and the Northstar Fire District (Northstar Community Services District). Mr. Smith noted that each group will present a quick overview of their application and their project's current status. The Board will then ask clarifying questions, take public comment, deliberate and then take possible action.

Contractors Association of Truckee Tahoe (CATT) gave a 5-minute review and status update on the Truckee Downtown Park (\$125,000 request). Vice President Hetherington inquired about the amount of funds that still needs to be fundraised, and if they have other agency partners that have donated to the project. Ms. Kelly Cutler, noted that they \$426,000 that remain to be raised, half of which is donated labor. Ms. Cutler noted that the Tahoe Forest Hospital District will be donating \$5,000.

Northstar Fire District/Northstar Community Services District gave a 5-minute review and status update on their request to purchase a CanAm Defender UTV multi-use all-terrain rescue vehicle (along with support equipment) (\$49,995 request).

Mountain Area Preservation (MAP) gave a 5-minute review and status update of the Trout Creek Pocket Park Shade Structure project (\$50,000 request).

Biking for a Better World (BFABW) gave a 5-minute review and status update on the final bike park build-out phase (\$75,000 request).

PUBLIC COMMENT: None.

There was board consensus to support all four projects with the contingency that the projects be fully funded by December 31, 2021.

MOTION #5 SEPTEMBER-23-2020: Director Wallace made a motion to support all 4 agency partnership requests, with the contingency that the project be fully funded by December 31, 2021, and the District will receive permanent recognition for support of each project. Director Stephens seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, Yes. Director Wallace, yes. The motion passed via roll call vote.

CONSIDERATION OF UTILITY & TRAIL COST SHARE FOR JOERGER ROAD AND SOARING WAY (TAB 09)

Director Stephens recused himself from the discussion and possible action of this item.

Mr. Smith indicated that this agenda item is to consider action on a recommendation from staff regarding participation on utility and trail improvements on Soaring Way and Joerger Road. Mr. Smith indicated that this item has been discussed in various past Board Meetings. After research and review staff recommends the following: 1. Staff recommends contributing \$154,767 toward water and electrical utility improvements on Soaring Way and Joerger Road. 2. Staff does not have a specific recommendation on participation in trail improvements. Mr. Smith reviewed the specific findings, recommendations and fiscal impact for both the Utility Infrastructure and Trail Improvements.

There was consensus from the Board to accept the utility cost share and infrastructure improvements as presented by staff.

PUBLIC COMMENT: None.

MOTION #6 SEPTEMBER-23-2020: Vice President Hetherington made a motion to approve the following findings and conclusions pertaining to the Soaring Ranch PC-3 infrastructure participation proposal: 1) Proceed with cost sharing on water and electrical infrastructure to the sum of \$154,767 contingent on

final installation of improvements. These funds are included in the 2021 District Budget. Director Wallace seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Wallace, yes. The motion passed via roll call vote.

The Board then discussed the request to contribute funding to the Trails portion of the project. President O’Dette indicated she would be in support in sharing the cost of the Trail improvements for Soaring Ranch has constructed. Vice President Hetherington noted that the donation of land should be considered a significant contribution to the project and did not see a need to contribute more.

PUBLIC COMMENT: Mr. Art Chapman, with JMA Ventures, made a public comment regarding the trail cost share.

Mr. David Tirman, with JMA Ventures, made a public comment clarifying the District granted an easement not donated land. It was clarified that the donation is an easement but that the land is essentially donated to the trail project for the foreseeable future.

Due to a lack of interest in making a motion, there was no Board action on the trail funding request.

TTSA GLIDER OPERATIONS OVER JUNIPER HILL NEIGHBORHOOD (TAB 10)

Director Wallace requested that the presenter be given 5 minutes to state his comments, and that public commenters be given 3 minutes. District Counsel Collinson indicated that he will keep time.

Mr. Kevin Westyle, Juniper Hills resident, gave a 5-minute statement regarding the increased glider operations over the Juniper Hills neighborhood. Mr. Westyle noted historical information regarding his neighbor’s complaints, as well as history between himself and District staff regarding his complaints. Mr. Westyle also suggested that the District should not renew TTSA’s lease until they utilize a tow wrench.

PUBLIC COMMENT: Mr. Jonathan Marvisi, made a public comment supporting Mr. Westyle’s statement.

Mr. Greg “Shifty” Peairs, President of Truckee Tahoe Soaring Association (TTSA), made a comment on the utilization of a tow winch, and that it would not be an appropriate or safe system to use at TTSA’s elevation.

Director Wallace thanked the Juniper Hill’s neighborhood for being well organized. Mr. Smith stated that this is a discussion item only, no action will be taken by the Board but that Staff will work with the neighborhood as well as TTSA to help address the issues identified. Staff will also get an independent review of the feasibility of a tow winch system.

PONDEROSA MARTIS NEIGHBORS UNITED (PMNU) SOARING RANCH PC-3 PROPERTY ACQUISITION REQUEST (TAB 11)

Mr. Smith stated that PMNU is seeking District acquisition of various Lots in Parcel 4 of the Joerger Ranch development. Parcel 4 includes 7 individual lots. It is their hope that this property can be preserved as open space for the greater community, an enhancement to their noise impacted neighborhood, as well as a safety enhancement to the Airport. Mr. Smith noted that Joerger Ranch Parcel 4 is primarily in the Airport Land Use Compatibility Zone D however Lot 8 and the northernly portion of Lot 3 is within Zone C. Zone D is the Primary Traffic Pattern Zone for the airport and prohibits highly noise sensitive uses. Zone C is the Extended Approach and Departure Zone and prohibits highly noise sensitive uses as well as schools, hospitals, day care, libraries, etc. Mr. Smith reviewed the District’s open space preservation strategy. The listed retail purchase price of Lots 1 – 6 is \$8,300,000. The District allocates \$1,000,000 per year of unrestricted net assets to open space and property acquisitions, these funds have not been utilized in 2020.

Ms. Laurel Lippert gave a 5-minute statement on behalf of PMNU requesting the District to purchase lots in Parcel 4 of the Joerger Ranch Development.

Discussion ensued amongst the Board about the need for PMNU to work with the Town of Truckee with possible rezoning, the need for PMNU to work with other agencies to find additional funding partners as the District doesn't have the funds to purchase the land outright, and the need to respect the zoning uses (affordable housing, mixed use commercial) that was negotiated ten years ago.

PUBLIC COMMENT: None.

Ms. Tapia noted that all written public comments sent in prior to tonight's meeting have been posted to the District website as Tab Item 11d.

There was Board consensus of possible interest in Lot 1 and 3 of Parcel 4, but there would need to be a considerable amount of other agency and non-profit partners to move forward with the idea of acquiring those lots as well as discussion and consideration from the Town of Truckee.

Mr. Lippert on behalf of PMNU thanked the Board for their time and indicated they would continue working on it and work with Airport Staff.

MONTHLY ACAT REPORT (TAB 12)

Mr. Bullock reviewed the monthly ACAT Report for the month of September. ACAT reviewed a new Neighborhood Advocacy Network concept, Real Estate Buyers Guide, Airport Environmental Impact, and passed the monthly ACAT minutes.

PUBLIC COMMENT: None.

MONTHLY FINANCIAL REPORT (TAB 13)

Ms. Woo reviewed Monthly Financial report for the month end of August 2020. Ms. Woo noted FBO Services are \$366k under budget and \$125k under 2019. Overall fuel sales were down \$233k in revenue, TU Fees, tie downs and other services were down \$144k. Ms. Woo stated that July YTD 100LL gallons sold were down 1.4% to 2019 and Jet A was up 11%. Ms. Woo stated that Repairs and Maintenance is under budget by \$445k mostly due to timing of invoices. September & October should reflect more R&M expenses as projects are now underway.

PUBLIC COMMENT: None.

BREAK: 6:58 PM – 7:04 PM

FY 2021 PRELIMINARY BUDGET REVIEW #1 (TAB 14)

Ms. Woo reviewed first preliminary budget review slide show for the Board of Directors. Ms. Woo reviewed the 2021 expenditure requests. There was board consensus to pull the Admin Building expansion line item and to flag the following items:

1. Admin Parking Lot expenditure request.
2. Hangar 1 door replacement
3. Agency Partnerships, Transportation, and Housing funding
4. The Godbe Survey Funding.
5. Land Release & Transfer Study

After a general review of the Budget doc Vice President Hetherington asked questions on various budget line items in the proposed Budget and narrative. Ms. Woo responded to each inquiry. Due to the length and detail of this line item review, the following link is provided for listen and/or watch this portion of the meeting. Please use the following link: <https://ttm.open.media/sessions/154274/truckee-tahoe-airport-board-september-23-2020?category=458> and forward the recording to the 3:01:50 mark.

PUBLIC COMMENT: None.

Staff thanked the Board for the budget input and indicated that the 2nd Draft of the Preliminary Budget will be next reviewed at the Oct. 28, 2020 meeting in preparation for a December 2, 2020 Adoption.

RUNWAY UTILIZATION TOOL PROJECT UPDATE (TAB 15)

Mr. Bullock noted that at the previous meeting the board approved an expenditure of \$15,018.50 for development of three new report capabilities: 1. 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. 2. 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. 3. 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. On September 14, 2020 Dave Todaro, Vector's Director of Product & Organizational Development notified TTAD that software development has begun on Item 1. Items 2 and 3 will begin development on Monday, September 28. Mr. Bullock stated that the dates can still change but if all goes according to forecast, they are on target to deliver the products mid to late October 2020. Staff plans to present final data at the Dec. 2, 2020 Board Meeting.

PUBLIC COMMENT: None.

MONTHLY FLIGHT PROCEDURE AND ADS-B UPDATE (TAB 16)

Mr. Bullock updated the Board that staff met with Mr. Alec Seybold, Chief Engineer with Flight Tech Engineering and the procedures design team to review notional (conceptual), flight procedure alignments. The following procedure alignments have been designed and will be available for Board review along with the completed Flight Procedure Assessment the second week of October: 1. IFR Departure procedure off runway 29, straight out, climbing left turn to SIGMA intersection. 2. IFR Departure procedure off runway 11, climbing left turn to TRUCK intersection. 3. IFR Advanced RNAV Arrival from the west into runway 11. 4. Advanced RNAV – Fly Visual Segment Arrival from the east over Lake Tahoe into runway 29. 5. IFR RNAV Arrival Runway 29, basic left downwind for 29, terminating on final approach runway 29. These new flight path alignments expose the community to new overflight impacts. These impacts will need to be quantified and explained in detail through the environmental assessment process and widespread community outreach efforts which will begin in late fall 2020 and winter 2021. ADSB ISAT will be complete late October pending FAA authorization, this will conclude the ADSB project in its official scope. Additional work related to operational memorandums with the FAA as well as display technology and tower controller training will be required.

PUBLIC COMMENT: None.

GENERAL MANAGERS REPORT (TAB 17)

- **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 September.

- **Review of Timeline to Consider the Various Property Acquisition Request(s)**

Mr. Smith reviewed the timeline to bring back the various property acquisition request for final Board decision and determination. There was Board consensus to make a final Board decision in October for Truckee Springs, and a final decision in December for the Maritime Museum.

- **Mill and Fill Pavement Project on Taxiway Tango**

Mr. Smith noted that the low bid for this project was \$309,600. While this is planned and programmed for this year's pavement budget, staff wanted to make the Board aware of the expenditure due to its sizable amount prior to final contract signing. It is possible the work could be completed in 2020 weather permitting. If weather does not permit completion, the project will begin as soon as weather permits this spring.

- **Renewal Discussion of Air Show Services Agreement with EAA Chapter 1073, Kids Zone, and Truckee Optimists.**

Mr. Smith stated that the current 3-year Agreement for Air Show and Family Festival Services with its partnering non-profits expires this year. Staff has been pleased with the efforts and overall performance of EAA 1073, Kid Zone, and Truckee Optimist to produce our annual Air Show and Family Festival. Staff proposes to extend this agreement for 3 years to include the 2021, 2022, and 2023 Air Shows by contract extension at the October 28, 2020 Board Meeting. Director Wallace requests a specific exit clause in the agreement related to funding to the non-profit groups if the airshow is cancelled or modified. Staff indicated they would include a provision for this contingency.

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

Mr. Smith explained that Staff continues work on this program. Earlier this month Mr. Smith provided the Board the GHG emission matrix. Staff is currently working with its public outreach contractor Aviatix on an infographic and pass along materials. Staff has also been working with the Rocky Mountain Institute to join the Good Traveler program. A full presentation is anticipated at the Oct. 28, 2020 Meeting.

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

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

PUBLIC COMMENT: None.

BOARD MEMBER ANNOUNCEMENTS

Director Wallace noted the article in the Nevada Union about Public Agency Transparency, as well an opinion piece that mentions of the District's Board Vacancy selection process. Director Wallace expressed confidence of how the Board is proceeding to fill the vacancy but thanked the local press for taking the time to pay attention to local government transparency.

PUBLIC COMMENT: None.

ADJOURN

MOTION #7 SEPTEMBER-23-2020: Director Stephens motioned to adjourn the meeting. President Hetherington seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

At 8:33 PM the September 23, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE SEPTEMBER 23, 2020 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY: <https://ttm.open.media/sessions/154274/truckee-tahoe-airport-board-september-23-2020?category=458>

Teresa O'Dette, President of the Board

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Kevin Smith, Secretary of the Board

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