

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, October 28, 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 Kat Rohlf (via Teleconference)  
Director Rick Stephens (via Teleconference)  
Director Lisa Wallace (via Teleconference) (arrived at 5:40 PM)

**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 and Community Services Associate (via Teleconference)  
Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

**VISITORS PRESENT:** 15

**MODIFICATION OF AGENDA:** President O’Dette requested to move agenda item 10 Review of Revised Agency Partnership Application Process and agenda item 15 Facility Maintenance Plan Presentation and Acceptance to a future Board meeting either in January or February. There was consensus from the Board to postpone the two agenda items, though it was requested that ACAT review Agenda Item 10 and submit their comments before the Board reviews the item.

Director Hetherington requested the Airshow Service Agreement extension be delayed until the District has a better sense if an airshow can be executed during a pandemic. There was Board consensus to delay the Airshow Service Agreement to a future date.

**SPECIAL ORDERS OF BUSINESS:**

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

**PUBLIC COMMENT:** None.

**CONSENT ITEMS**

- Minutes: September 23, 2020 Regular Meeting ----- TAB 01
- Minutes: October 5, 2020 Special Meeting ----- TAB 02
- Minutes: October 13, 2020 Special Meeting ----- TAB 03
- Monthly Service Bills and Fees ----- TAB 04
- Approval of Office Space Lease Agreement ----- TAB 05
- Approval of PI 121 – Covid 19 District Response Policy Update ----- TAB 07
- Annual AIM High Report ----- TAB 08

Vice President Hetherington requested to pull Tab Items 04 & 07. Director Stephens requested to pull Tab Item 05.

**PUBLIC COMMENT:** None.

**MOTION #1 OCTOBER-28-2020:** Vice President Hetherington motioned to approve Tab Items 1-3 & 8. Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

Vice President Hetherington noted that she would like fuels reduction projects related to timber to be promoted to local businesses. Vice President Hetherington inquired about the cost of the Hampton Inn hotel rooms (\$11,724) for the Airshow. Mr. Smith noted that the hotel expenses were for the fly over event that happened in the Airshow’s place and explained that the honor flight cost \$80,000 and nine aircraft had 4-5 crew members each. Vice President Hetherington noted that the grease trap expense for Red Truck should not covered by the District as it is a business expense.

**PUBLIC COMMENT:** None.

Director Stephens noted positive comments regarding the new office space the District will be leasing. Director Stephens stated that the lease has been reviewed by himself as well as BBK and is in support of approving it. Vice President Hetherington noted that all repairs and maintenance is the responsibility of the District.

**PUBLIC COMMENT:** None.

**MOTION #2 OCTOBER-28-2020:** Director Stephens motioned to approve Tab Items 04 & 05. Director Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

Vice President Hetherington noted the section regarding Leisure Travel on PI 121 – Covid 19 District Response Policy Update should be clarified that it pertains to District employees only.

**PUBLIC COMMENT:** None.

**MOTION #3 OCTOBER-28-2020:** Vice President Hetherington motioned to approve Tab Item 07 Vice President Hetherington’s amendment. Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

### **TAHOE MARITIME PROPERTY AQUISITION PRESENTATION (TAB 09)**

Mr. Smith noted that the object for this item tonight is to hear a presentation and to review and consider the proposal from the Tahoe City PUD (PUD) regarding a potential partnership in the acquisition of the Tahoe Maritime property. Mr. Smith stated that there will be no action taken tonight, as that will take place at a future board meeting.

Ms. Judy Friedman, Tahoe City PUD Board Director, gave a brief introduction to the PUD’s partnership proposal. Mr. Sean Barclay, General Manager of Tahoe City PUD, reviewed the PUD’s proposal presentation. The presentation reviewed the property details, the expected public use of the property, and the recreation opportunities of the property.

Discussion ensued regarding the need for reduced fees for Airport District constituents if the District partners with the PUD, the rational for the PUD request to partner with the District, and some of the common TCPUD and TTAD goals that can be accomplished as part of the partnership. There was discussion that the TCPUD should return at a future meeting with additional information and a specific monetary request. Overall, there was Board consensus that the land acquisition request has merit and should be considered at a future date. There was also a question as to the future of the of the Ride Out facility. Mr. Barclay indicated that they would return at a future meeting with a formal request and answers to questions.

**PUBLIC COMMENT:** None.

The Board thanked Ms. Friedman and Mr. Barclay for their presentation and look forward to their final proposal.

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

ACAT Chair Diamond reviewed the monthly ACAT Report for the month of October. ACAT reviewed a KTRK Trails update, Current Airport Initiatives, the Real Estate Buyers Guide, the Airport Neighborhood Network, ACAT Member outlook, and passed the monthly ACAT minutes. ACAT Members decided to place the Real Estate Buyers Guide and The Airport Neighborhood Network on hold until after the general election, as the body of ACAT may change.

**PUBLIC COMMENT:** None.

### **QUARTERLY (Q3) AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 12)**

- Quarterly Operations and Comment Report Highlights

Mr. David Van Quest reviewed the Q3 Operations and Comment highlights section of the AvCom Department Report. Mr. Van Quest noted that operations were down 22% compared to Q3 of 2019. Though, Jets over 50k lbs. increased by 23%. Russell Valley had 11 households make 35 comments due to flight trainings and back country plane operations. A meeting was held with local CFI's to try to mitigate flight instruction over Russell Valley, which proved to be a positive meeting. Mr. Van Quest also noted that there were many IFR days due to smoke for the months of August and September.

Vice President Hetherington noted that there are many community members who do not submit comments anymore but that they continued to be annoyed. Vice President Hetherington inquired about the two fly quiet violators. Mr. Bullock noted that one of the hangar tenants was removed from the program permanently (4:38 AM violation). That pilot noted that he could not abide by the program due to his profession. The second hangar tenant was confused by his fly quiet program and took off too early by mistake.

Director Wallace entered meeting at 5:40 PM

- Quarterly Communications and Outreach Highlights

Mr. Lamb reviewed the Communications Report Q3 highlights which included top social media posts, highlights and events, website page views, and a brief overview of the pilot outreach highlights.

**PUBLIC COMMENT:** None.

### **QUARTERLY FINANCIAL REPORT (TAB 13)**

Ms. Woo reviewed Quarterly Financial report for the month end of September 2020. Ms. Woo noted FBO Services is \$372k under budget and \$93k under 2019. Overall fuel sales were down \$202k in revenue, TU Fees, tie downs and other services were down \$170k. Ms. Woo stated that September YTD 100LL gallons sold were down 3.4% to 2019 and Jet A was up 14.7%. Ms. Woo reviewed the third quarter 2020 variance report. R&M expenses are under budget mostly due to timing of invoices. The Fourth Quarter should reflect more R&M Expenses as projects are now underway.

**PUBLIC COMMENT:** None.

### **TRUCKEE SPRINGS PROPERTY AQUISITION REQUEST (TAB 14)**

Mr. Smith noted that the Board will be hearing a presentation and review and consider taking action on the proposal from the Truckee Donner Land Trust (TDLT) regarding potential partnership acquisition of the Truckee Springs property. Mr. Smith noted that the District would use its Open Space funds for the acquisition proposed.

**PUBLIC COMMENT:** Ms. Donna Brown, Truckee resident, made a public comment stating that the District should not give the full amount requested by TDLT, and that TDLT should continue to find additional public agency support to close in their funding gap.

Mr. Paco Lindsey, Truckee resident, made a public comment in support of the land acquisition partnership.

Mr. Perry Norris, Truckee resident and Co-Executive Director of the Truckee Donner Land Trust, noted that the Town of Truckee will be contributing \$500,000 and that TDLT is in conversation with Truckee Sanitary District regarding access easements, and with Truckee Donner PUD about the potential of them donating the Hill Top property.

**MOTION #4 OCTOBER-28-2020:** Director Stephens motioned to approve the TDLT request for District participation in the Truckee Springs Project by contributing \$500,000 toward acquisition based on the following findings:

- The acquisition furthers the goals as outlined in the District’s open space strategy by removing this property permanently from potential residential use and other incompatible uses with the Airport per the ALUCP.
- The Truckee Springs parcel is in the Airport Land Use Compatibility Zone D. Zone D is the Primary Traffic Pattern Zone for the airport and prohibits highly noise sensitive uses. Acquisition per the TDLT Plan will achieve this objective of the ALUCP.
- All District constituents can benefit and take advantage of future recreational use of the Truckee Springs property in perpetuity.

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

**APPROVAL OF 2021 AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) AND RESOLUTION 2020-09 (TAB 16)**

Mr. Smith noted that the FAA requires an annual update of the Airport Capital Improvement Program (ACIP). The FAA uses the ACIP to identify and prioritize airport capital improvement needs and to plan for the annual distribution of AIP funds. All proposed projects must comply with the National Environmental Policy Act (NEPA), be depicted on an approved Airport Layout Plan (ALP) and be included in an ACIP submission in order to compete for AIP funding. Mr. Smith reviewed the summary of projects matrix that covers the next nine (9) years that will be submitted to the FAA.

Discussion ensued regarding the reconstruction of Runway 02-20 proposed for 2023 specifically that if the Board desires to widen and/or extend we will need to begin that design process this year. The was consensus to discuss this at a future Board meeting or workshop when the new Board is in place.

**PUBLIC COMMENT:** None.

**MOTION #5 OCTOBER-28-2020:** Director Stephens motioned to approve the submittal of the ACIP 2021-2030 plan to the FAA as well as approving Resolution 2020-09 Airport Capital Improvement Projects and to waive the reading. Director Rohlf seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. Director Wallace, yes. The motion passed via roll call vote.

**CONFLICT OF INTEREST POLICY UPDATE AND APPROVAL OF RESOLUTION 2020-08 (TAB 17)**

Ms. Lauren Tapia noted that every even year the District reviews its Conflict of Interest policy pursuant to Section 87306.5 of the Political Reform Act. During the review process, it was found that updates and amendments to the Conflict of Interest code were necessary. The revisions included additional positions that needed to be designated, revision to the disclosure categories, updated FPPC language and footnoted

information to the standard code and declaration of officials who manage public investments. Staff is requesting the Board approve the newly revised PI 204 and Resolution 2020-08.

**PUBLIC COMMENT:** None.

**MOTION #6 OCTOBER-28-2020:** Vice President Hetherington motioned to approve Resolution 2020-08 Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974 and to waive the reading. Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. Director Wallace, yes. The motion passed via roll call vote.

**PUBLIC COMMENT:** None.

**MOTION #7 OCTOBER-28-2020:** President O’Dette motioned to approve Policy Instruction 204 – Conflict of Interest Policy 2020. Vice President Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. Director Wallace, yes. The motion passed via roll call vote.

**FY 2021 PRELIMINARY BUDGET REVIEW #1 (TAB 18)**

Ms. Woo reviewed the second preliminary budget review. Ms. Woo highlighted the following revisions in the second draft:

- The Narrative now list information and description for all budget line items.
- Greenhouse Gas Initiatives were raised from \$50,000 to \$75000 (line 99).
- Additional detail was included for Facility Maintenance projects (line 117-123)
- \$1,000,000 was included for Land Acquisitions (Capital Projects list). - Administration Building addition was removed for Capital Projects list.
- The following items have been Flagged requiring Board approval before expenditures can be made during Budget Year. These are:
  - Admin Building Parking Lot Expansion
  - Hangar 1 Door Replacement
  - Agency Partnership, Transportation, and Housing Funds
  - The Godbe Community Survey
- The Budget Summary and the Budget Detail with the 3 Departments detail have a more user-friendly reference system.
- Updated office lease to \$45,000 (line 79)
- Updated Fire Suppression Equipment to \$25,000 (line 121)
- Fly Quiet Program to \$180,000 (95% participation). This includes \$50k for an additional Fly Quite incentive under consideration. (line 62)

Vice President Hetherington noted that she met with staff prior to tonight's meeting and went through it line by line as she has many questions. Vice President Hetherington thanked staff for the time they provided to her. Vice President Hetherington noted several costs associated with the Facilities Maintenance Plan.

**PUBLIC COMMENT:** Ms. Donna Brown, Truckee resident, made a public comment regarding the dollar amount for each community agency partnerships.

**BREAK:** 6:18 PM – 6:21 PM

**GREENHOUSE GAS CARBON OFFSET PROGRAM REVIEW (TAB 19)**

Mr. Smith reviewed a draft carbon footprint pass along card that was created by the Airport's communication contractor Aviatrix. The pass along card directs passengers to the Good Traveler website where they could offset their carbon footprint.

Director Wallace noted that she likes the direction staff is going towards but expressed that it doesn't feel like it is branded strongly enough for the Airport (look and feel) as well as the content. Director Wallace noted that there should be realistic locations where most the Airport's transient operations originate from. Vice President Hetherington requested that the final version of the pamphlet be incorporated into the "Going Green to Stay Blue" advertisements. Discussion ensued regarding the benefits of being a member of the Good Traveler vs. referring individuals to the Good Traveler.

Mr. Smith reviewed the idea of offering sustainable aviation fuel at the Airport as well as initial conversations taking place with Truckee Donner PUD and its Green Energy Portfolio.

Mr. Smith indicated he would come back to the Board in December or January with revised materials as well as more information regarding the Good Traveler Program.

**PUBLIC COMMENT:** None.

#### **AVIATION AND COMMUNITY SERVICES DEPARTMENT PROJECT UPDATES (TAB 20)**

Mr. Bullock reviewed a PowerPoint which provided an overview on the following Aviation and Community Services Projects: ADS-B, Flight Procedures, Runway Utilization Report, Land Management Plan, and Tower Control Services Request for Information. To listen to the conversation in its entirety, please refer to 2:18:20 on the archived video recording: <https://ttm.open.media/sessions/156663/truckee-tahoe-airport-board-october-28-2020?category=458>

**PUBLIC COMMENT:** None.

#### **GENERAL MANAGERS REPORT (TAB 21)**

- **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 October.

- **Regional Emergency Services Call Center – Location Search**

California Office of Emergency Services (OES) Homeland Security Division contacted the District seeking interest in potential properties on Soaring way for a regional call center that would provide dispatch services for various State agencies as well as local and regional fire districts. This is a preliminary site investigation inquiry to ascertain District interest in further exploration of our Soaring Way property for this type of facility. There was Board consensus that on the surface it seemed like a good idea, but more information is needed. Mr. Smith indicated that if the OES decides to pursue any of our property, staff would return with more information.

- **Field House Study – Opportunity Discussion**

The District has been approached by the North Tahoe Public Utility District and the Tahoe City Public Utility District assessing our interest in participating in a recreation facility needs assessment they are conducting for their districts. TTAD has been approached multiple times regarding using our existing buildings and hangars as a substitute for a traditional field house. We have also been approached various times regarding constructing a community field house for youth sports and other gatherings on airport properties. To address this frequent request the 2020 Budget allocated \$15,000 for a field house study. The Board indicated that this seems like a good use of these funds and that the NTPUD and TCPUD should make a formal proposal to use these funds.

- **Discussion Regarding Military Flybys**

Mr. Smith stated that all branches of the US Military visit the Airport on a regular basis. Frequently they stop in for lunch, fuel, or to overnight while in route to their destination. Just about all these operations are in quieter fixed wing or helicopter aircraft. Mr. Smith expressed confidence in speaking for the District in voicing gratitude and support for all branches of the Military and want them to feel welcome at our Airport. That said, Mr. Smith noted that over the past 2 months the Airport has seen various military aircraft flybys in some of the louder aircraft in their inventory such as an F-18 Hornet and three separate flybys by U2 Aircraft from Beale AFB. After conversations with some military officials the flybys were flight training operations. There was Board consensus to express our support for the military but indicate to both the Air Force and Navy that periodic flybys are welcomed but regular and reoccurring flybys are difficult for various members of our community.

- **AOPA “You Can Fly” Program**

Staff is interested in approaching the School District to discuss the “You Can Fly” Program as it is a STEM based curriculum produced by AOPA to introduce and excite young people about careers in aviation. The Board expressed a desire to learn more about the program and possibly look at implementation at high schools in the District. Mr. Smith indicated that it may take a bit of time to work this through with the school district as they are very busy responding to COVID-19 issues right now.

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

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

**PUBLIC COMMENT:** Ms. Donna Brown, Truckee resident, made a public comment against military fly overs.

### **BOARD MEMBER ANNOUNCEMENTS**

Director Wallace expressed appreciation to Ms. Donna Brown for her participation through public comment and invited her to continue to participate with us and to feel welcome in our meetings. Other Board Members and staff agreed.

**PUBLIC COMMENT:** None.

### **ADJOURN TO CLOSED SESSION - 7:27 PM**

- GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW

Direction was given to staff.

**PUBLIC COMMENT:** None.

### **ADJOURN**

**PUBLIC COMMENT:** None.

**MOTION #8 OCTOBER-28-2020:** Director Stephens motioned to adjourn the meeting. Director Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Rohlf, yes. Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

At 7:50 PM the October 28, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE OCTOBER 28, 2020 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** <https://ttm.open.media/sessions/156663/truckee-tahoe-airport-board-october-28-2020?category=458>

Teresa O’Dette, President of the Board

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Kevin Smith, Secretary of the Board

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