

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, December 2, 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 Kat Rohlf (via Teleconference)
Director Rick Stephens (via Teleconference)
Director Lisa Wallace (via Teleconference) (left meeting at 7:20 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: 8

MODIFICATION OF AGENDA: Director Wallace requested that Board Announcements be moved to the beginning of the meeting. There was Board consensus to grant her request.

BOARD ANNOUNCEMENTS: Director Wallace noted that she will need to leave the meeting at 7:00 PM and informed the Board and the public that tonight is her last meeting as a Director. Director Wallace expressed thanks to the Board and to District staff. Director Wallace congratulated Director Rohlf, Diamond, O’Dette and Stephens for their new terms to the Board. The Board thanked Director Wallace for her service to the Airport District.

SPECIAL ORDERS OF BUSINESS:

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

PUBLIC COMMENT: None.

CONSENT ITEMS

- Minutes: October 28, 2020 Regular Meeting ----- TAB 01
- Monthly Service Bills and Fees ----- TAB 02
- Annual Airport Art Program Report ----- TAB 03
- Monthly Operations and Comment Report ----- TAB 04

Vice President Hetherington requested to pull Tab Items 01 & 04.

Vice President Hetherington noted her edits to the October 28, 2020 Regular Meeting Minutes.

Vice President Hetherington noted the increase in Jet and Piston operations for the month of November, as well as the increase in comments. Vice President Hetherington requested staff to highlight the airport’s main operators on the report, as well as flight simulator monthly usage (by the hour), and also for the noise hotline number be adjusted as two numbers are referenced (one number on the website and a different one on the voicemail). Mr. Smith highlighted the small amount of night operations (three operations) the Airport had and thanked staff for their efforts with itinerate operator outreach regarding the voluntary curfew. Mr. Bullock noted Sierra Aero/Sierra Skyport/Mountain Lion Aviation’s signatory incentive built into their lease to use the noise abatement procedures and to follow the curfew.

PUBLIC COMMENT: None

MOTION #1 DECEMBER-1-2020: Vice President Hetherington motioned to approve Tab Items 1-4 as amended by Vice President Hetherington. Director Wallace seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Wallace, yes. Director Rohlf, yes. The motion passed via roll call vote.

HOUSING SURVEY RESULTS AND JPA REPORT REVIEW (TAB 05)

Mr. Smith noted that the District is one of the founding Members of the JPA. One of the first initiatives of the JPA was to gain assessments of the District’s staff. Mr. Smith introduced the consultant hired to conduct the housing assessment survey, Ms. Wendy Sullivan of WSW Consulting, inc., and Ms. Emily Vitas, Executive Director of Truckee Tahoe Workforce Housing Agency.

Ms. Vitas and Ms. Sullivan reviewed the Housing Survey as well as the final version of the Housing Study. Discussion ensued regarding adding a goal to help employees reduce their commute to work (greenhouse gas reduction), comparison of results of the JPA’s survey and the Mountain Housing Council’s survey from a few years ago, market rate rent costs, and possible rental solutions with the proposed Nahas property.

Then Board and staff thanked Ms. Vitas and Ms. Sullivan for their update.

PUBLIC COMMENT: None.

Mr. Smith indicated that the JPA would use this information to help inform and tailor programs to meet the needs of our member employees.

BIANNUAL RUNWAY UTILIZATION REPORT (TAB 06)

Mr. David Van Quest introduced the item to the Board. Vice President Hetherington noted that she requested this report June of 2019. Mr. Tom Breen, from Vector, reviewed the Runway Utilization presentation which provided an overview of Q3 development tasks, flight track weather data, enhanced PCA metrics, origin/destination data activity, runway use analysis, and calm wind analysis. Discussion ensued on various sections of the Runway Utilization presentation. Mr. Bullock played the departure and arrival heat maps by aircraft type. There was Board consensus to have staff investigate obtaining IFR arrival/departure data from 2015/16 (before tower installation) for runway 11/29. Director Hetherington commented that our region has over 300 days of sunshine and many operations could be performed using Visual Flight Rules (VFR) rather than Instrument Flight Rules (IFR). In the past, this effort was successful when the Board reached out to Net Jets and they developed Special Procedures for their aircrafts and pilots. Director Hetherington reiterated the need to reach out to all of the Corporate Operators and their Chief Pilots to encourage them to develop their own Special Procedures. Director Wallace commented that the information in flight patterns is critical for feedback into the system for the tower and, as such, addresses the question of if the investment in the tower is worth it.

PUBLIC COMMENT: Mr. David Diamond, Truckee resident, made a public comment inquiring about normalization of aeronautical operations during calm wind conditions.

There was Board consensus to accept the runway utilization tool and to provide bi-annual reports regarding Runway Utilization.

FLIGHT PROCEDURE OUTREACH PRESENTATION (TAB 07)

Mr. Bullock noted that the Board will be reviewing the Flight Procedure Feasibility Assessment that was conducted by Flight Tech Engineering, as well as review the Community and Pilot outreach strategy completed by Aviatrix.

Mr. Alec Seybold, Flight Tech Engineering, reviewed the Flight Procedure Feasibility Assessment presentation which provided an overview of the various proposed departure and arrival procedures for the Board of Directors.

Mr. Bullock played the Flight Procedure Community and Pilot Outreach strategy overview video by Aviatrix.

Mr. Bullock played Flight Track animations for the proposed arrival and departure procedures.

Discussion ensued regarding the community outreach timeline, timelines associated with flight procedure development and approval by the FAA, and procedure flight tests. There was Board consensus for Staff to schedule a Board workshop to review the community outreach program and proposed procedures in detail prior to the regular January Board meeting, as well as directed staff to hire a cinematographer to film both existing procedures and proposed procedures in a turbine airplane that can be used for the community outreach program pending final hard costs (estimate: between \$10,000 - \$15,000).

PUBLIC COMMENT: None

Director Wallace left meeting at 7:20 PM.

ACAT MEMBER SELECTION PROCESS (TAB 08)

Mr. Bullock reviewed the ACAT Member selection process. ACAT's membership has been impacted by a Member's untimely passing, a Member being appointed to the Board of Directors, and two Members that ran in the General Election for the Board of Directors (official election results are still pending). Discussion ensued regarding the purpose of ACAT and the future of ACAT, with Director Hetherington asking that the positions not be filled until the Board assesses its mission. However, there was Board consensus, with Director Hetherington disagreeing, to have District staff advertise immediately to recruit for the three vacant seats. A spreadsheet of ACAT accomplishments will be sent to the Board of Directors.

There was Board consensus to have District staff advertise immediately to recruit for the three vacant seats, and a spread sheet of ACAT accomplishments sent to the Board of Directors.

PUBLIC COMMENT: Mr. David Diamond, Truckee Resident, made a public comment requesting the Board not take action on recruitment until the new Board is seated as some ideas regarding how ACAT could be reconstituted would be discussed.

MONTHLY ACAT REPORT (TAB 09)

ACAT Chair Diamond reviewed the monthly ACAT Report for the month of November. ACAT reviewed various other ACAT Group forms and functions, the Agency Partnership Policy, Past Aircraft Equipment Modification projects summary, and passed the monthly ACAT minutes. ACAT Meetings will be suspended until further notice due to lack of a quorum. Staff anticipates Board selection to fill the vacant seats at the regular January Board meeting.

PUBLIC COMMENT: None.

QUARTERLY (Q3) SAFETY AND SECURITY REPORT (TAB 10)

Ms. Stacey Justesen, Safety and Security Manager, reviewed the 3RD Quarter Safety and Security report which includes information on safety reports (22 incidents), OSHA Training, Airport Specific trainings, Construction, Fire Break projects and Covid-19 response. Mr. Smith noted that policy instruction will be brought forth to the Board of Directors that will address tenants who continue to bypass the momentary hangar door switch at a future meeting in 2021.

The Board thanked Ms. Justesen for her report.

PUBLIC COMMENT: None.

QUARTERLY (Q3) PILOT AND PASSENGER OUTREACH REPORT (TAB 11)

Mr. Mark Covey, Pilot and Passenger Outreach Coordinator, reviewed the 3rd Quarter Pilot and Passenger Outreach report which includes information about outreach concentration, comment outreach process, fly quiet/curfew violation outreach process, and a Russell Valley outreach success story. Discussion ensued regarding the amount of hangar tenants that have had their incentives revoked, as well as additional collateral such as the greenhouse gas emissions per type of aircraft and the emergency landing

maps for Mr. Covey to hand out to pilots/operators while he is conducting his outreach in addition to the Noise Abatement Procedures (NAP).

The Board thanked Mr. Covey for his report.

PUBLIC COMMENT: None.

MONTHLY FINANCIAL REPORT (TAB 12)

Ms. Woo reviewed Monthly Financial report for the month end of October 2020. Ms. Woo noted FBO Services is \$328k under budget and \$30k under 2019. Overall fuel sales were down \$184k in revenue, TU Fees, tie downs and other services were down \$144k. Ms. Woo stated that October YTD 100LL gallons sold were down .06% to 2019 and Jet A was up 18.2%. R&M expenses are under budget mostly due to timing of invoices. November and December should reflect more R&M Expenses as projects are now underway. Vice President Hetherington thanked Ms. Woo for reflecting Net Revenue on her report.

PUBLIC COMMENT: None.

REVIEW AND APPROVAL OF FY 2021 BUDGET - FINAL (TAB 13)

Vice President Hetherington thanked staff for the time they provided to both Director Rohlf and herself. Vice President Hetherington noted comments and suggested changes to various lines in the budget narrative. There was Board consensus to flag the design work and the EAA/CAP building concept and flag the playground expansion.

Ms. Woo requested if the Board would like her to review the revisions made through the Draft Budget reviews in September and October. The Board noted that they read her staff report and acknowledged the revisions.

PUBLIC COMMENT: None

MOTION #2 DECEMBER-1-2020: Director Stephens motioned to approve the FY 2021 Budget as written and the Budget Narrative as amended. President O'Dette seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

REVIEW AND APPROVAL OF TOWER SERVICES REQUEST FOR INFORMATION (RFI) (TAB 14)

Mr. Bullock reviewed the draft Tower Services Request and the four objectives included in the Request for Information (RFI). Discussion ensued regarding the status of MLAT information as well as liability insurance amounts for the Tower. There was Board consensus to reach out to Airport Legal Counsel, Mr. Peter Kirsch, on his opinion of having a larger insurance certificate (larger than \$10m).

PUBLIC COMMENT: None.

MOTION #3 DECEMBER-1-2020: Director Stephens motioned to approve the air traffic control tower services RFI with two levels of insurance requirements, second level pending opinion from Mr. Peter Kirsch. Vice President 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.

AVIATION AND COMMUNITY SERVICES DEPARTMENT PROJECT UPDATES (TAB 15)

Mr. Bullock gave an update on the Federal Contract Tower Program (FCT) and the status of ADS-B implementation.

PUBLIC COMMENT: None.

GENERAL MANAGERS REPORT (TAB 16)

- **Upcoming Training/Conference Opportunities**

Mr. Smith noted that most all travel and training opportunities have been postponed or cancelled. 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 indicated that the housing survey item previously on the agenda gave a good update on where the JPA is currently heading. There are various housing initiatives in the works that will come forward for Board review at a future date.

- **Review of Fly Quiet Hangar Posting**

There was consensus from the Board that Draft #2 of the Fly Quiet Hangar Posting was the preferred option. There was also consensus to add the emergency landing maps to the hangar postings.

- **Status of Administration Building and Parking Lot Expansion - Update**

Mr. Smith indicated in the staff report that construction drawings are complete on the expansion but on hold until a future date. Mr. Smith indicated in the staff report that the Parking Lot expansion is designed and ready for bidding.

- **Alder Hill Tower Agreement - Discussion**

Mr. Smith noted that staff will present, for approval, at the regular January Board meeting an access agreement with American Towers allowing them to transit through our lot in Alder Hill Estates on the same easement as other public utilities. There was Board consensus in favor of this concept.

- **Timeline for GM Annual Performance Review**

Mr. Smith noted that by the 18th of December he will be done with his self-evaluation and an informational email will be sent to the Board on how they will access Trakstar after the holidays. The annual GM performance review will take place in closed session at the January 27, 2021 Board meeting.

- **Review of OBL and Warehouse Lease Tracking List**

Vice President Hetherington requested cost per square footage tenants are receiving per their contracts, as well as the special conditions. Director Stephens noted his desire to have options added to the request. Discussion ensued regarding the status of Sierra Aero's tenant improvement requirements. Mr. Smith indicated that he would update the Lease Tracking List and include it periodically in Board Staff Reports.

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

Mr. Smith reviewed the upcoming Board meeting schedule for winter and spring, as well as possible workshops in January and February.

PUBLIC COMMENT: None.

SELECTION OF PRO TEM BOARD PRESIDENT AND VICE PRESIDENT (TAB 17)

PUBLIC COMMENT: None.

MOTION #4 DECEMBER-2-2020: Director Stephens motioned to appoint President O'Dette as President Pro Tem and Vice President Hetherington as Vice President Pro Tem. Vice President 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.

BOARD MEMBER ANNOUNCEMENTS

Vice President Hetherington requested an update and review to the District's Master Fee Schedule. Mr. Smith noted that Fees are updated on a regular basis but could be brought forward to the Board to discuss

further. Director O'Dette indicated that she did not see a need to review this at the Board level. Mr. Smith indicated that he would send out the Jan. 1st, 2021 updated fee schedule to the Board. District Counsel noted that this item could be agendized at a future meeting as a full discussion is not listed on the agenda.

PUBLIC COMMENT: None.

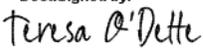
ADJOURN

MOTION #5 DECEMBER-2-2020: Vice President Hetherington motioned to adjourn the meeting. President O'Dette seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

The December 2, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned at 8:42PM.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 2, 2020 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY: <https://ttm.open.media/sessions/158841/truckee-tahoe-airport-board-december-2-2020?category=458>

Teresa O'Dette, President of the Board

DocuSigned by:

A4287FF8596B484...

Kevin Smith, Secretary of the Board

DocuSigned by:

53C802ECA4BE411
