

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

CALL MEETING TO ORDER: 1:31 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Teresa O’Dette (via Teleconference)
Vice President Mary Hetherington (via Teleconference)
Director Lisa Wallace (via Teleconference)
Director Rick Stephens (via Teleconference)

DIRECTORS ABSENT: Director Jim Morrison

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: None.

SPECIAL ORDERS OF BUSINESS: None.

PUBLIC COMMENT: None.

PRELIMINARY BUDGET PRESENTATION FY 2021

- District Budget Opportunity Discussion – Ms. Woo & Mr. Smith

Mr. Smith reviewed objectives for the Budget Workshop. Staff and Board will discuss budget opportunities for funding consideration in 2021 and beyond as well as other items the Board would like to discuss. Ms. Woo noted that the first preliminary budget and narrative will be presented at the September 23rd regular Board meeting. Mr. Smith stated that the Board will only be hearing information and be giving guidance to staff, there will be no action taken on any budget items discussed. Mr. Smith reviewed the budget timeline, with final approval taking place at the December 2nd regular board meeting.

Ms. Woo reviewed the operating revenues, operating expenditures as well as the capital/operating reserves. Director Hetherington inquired about the reserve amount for pavement maintenance. Mr. Smith stated that it is presented in a way to give the Board an idea of what the District would end up with after project completion(s). Discussion ensued amongst Board and staff about ending reserve amounts.

Mr. Smith opened discussion regarding Board Member submitted budget opportunity requests.

Director Stephens reviewed his requested items, which were adjusting specific funding amounts for Agency Partnerships, Community Sponsorships, Housing Programs, Lizzando Project Commitments, and Transportation Projects. Mr. Smith reviewed the funding differences from FY 2020 to FY2021 for these programs/projects.

Director Hetherington reviewed her submitted budget opportunity requests which included initiating the process for a new Master Plan, brainstorm and implement possible strategies to address increase in operations (as well as future increases), posting fly quiet 1 & 2 incentive information in hangars that indicate the dollars are paid by the Community's property tax for your participation in the program, review, review website platform, literature development addressing greenhouse gas and noise footprints by aircraft type, reports regarding simulator usage and probable overflights not flown, and additional funding for corporate and chief pilot outreach. Discussion ensued regarding the request to initiate a new master plan process, specifically the differences between a full or partial update as well as the cost associated with it. There was consensus to include place hold funds and for staff to bring back further information at a future Board meeting. Mr. Smith noted that many of the requested items are already underway such as the forecast update and other would be easily implemented. Mr. Bullock assured Director Hetherington that staff engages with the pilot communities. He noted through various portals such as phone, private meetings at industry conferences, District hosted roundtables, etc. Director Hetherington requested the Board be invited to those meetings when they take place.

Mr. Smith reviewed the District budgeting goal which develops a method that clarifies revenue and expense line items related to aviation, community and use of property tax. There was Board consensus to accept staff's recommendation to use the budget narrative to discuss and clarify the goal.

Mr. Smith reviewed the following staff budget opportunities:

- East Terminal Parking Lot Expansion

Mr. Smith reviewed the parking lot expansion plans and noted that staff sees great benefit in moving up construction to FY 2021 as it will allow for better public parking options, employee parking, as well as circulating through and in front of the main parking area. Mr. Smith noted that it is also a part of the Hangar 2 and Hangar 3/EAA & CAP replacement building design process. Discussion ensued regarding how this project strives for low impact to the community. There was consensus from the Board to earmark the project based off final bid results.

- EAA/CAP/Meeting Room Replacement Building

Mr. Smith noted that staff recommends commencing the process to find a suitable replacement for EAA. The grant agreement offer to reconstruct Taxiway G from FAA is anticipated to be \$4,491,000. The District is ineligible for the funding unless the EAA building is removed. Staff is proposing a replacement building that will include facilities for EAA, Civil Air Patrol (CAP), as well as an additional public meeting room. Mr. Smith reviewed cost effective Construction methods using a quasit hut technology to make an attractive building which would bring costs down from the \$5.5m option discussed as part of Hangar 2. Discussion ensued regarding Runway 02/20, and other alternative locations for EAA/CAP (warehouse). Vice President Hetherington noted that there would be synergy to have the EAA in the warehouse section adjacent to the Roundhouse as they could potentially share equipment and interests. The 4,000 square feet is larger than both the existing EAA and CAP areas currently used. There was Board consensus to find new locations for EAA/CAP and also to explore options that do not include building new structures.

- Administration Building Addition

Mr. Smith noted that staff is currently reviewing plans and bid documents, and that bid results and pricing will be reviewed at the December Board meeting. Mr. Smith stated that cost is likely significant for the project, so staff is reviewing alternative options to address office capacity challenges. Mr. Smith noted leasing office space to meeting interim needs. Which would allow for higher priority projects, such as the parking lot expansion and EAA/CAP building replacement to be completed to fully take advantage of FAA

funding for Runway 02/20 and Taxiway G project. Mr. Smith reviewed Option A and Option B construction timelines. There was Board consensus to have staff develop additional construction timeline options as well as further information regarding leasing office space at the September Board meeting.

- Pavement Maintenance

Mr. Smith reviewed the pavement maintenance project slated for FY 2021 and noted that the updated 5-year ACIP will be presented for approval at the September Board meeting. There was Board consensus to proceed with the item as presented.

- Warehouse Parking and West Hangar Rows Access Gate

Mr. Smith reviewed the Warehouse Parking and West Hangar Rows Access Gate proposal. Mr. Smith noted that this project is not eligible for FAA AIP funding and that it would cost approximately \$320,000 for pavement and the gate system. There was Board consensus to proceed with the item as presented.

- Funding for Regional Housing, Transit, and Agency Partnerships

Mr. Smith proposed \$1m for Housing, Transit and Agency Partnerships in FY2021 and the idea of funding be moved between categories by the Board based on funding needs. Discussion ensued regarding different scenarios of allocation dollar amounts for housing, transit and agency partnership categories. There was consensus from the Board for the funds to have the ability to be moved between the categories based on funding needs and to include them in the budget draft.

- Community Sponsorships

Mr. Smith noted that staff proposes \$75,000 for Community Sponsorships for FY 2021, an increase of \$5,000. Director Stephens requested the amount be increased to \$100k. There was consensus from the Board to increase the Community Sponsorships amount to \$100k.

- Utilities for Joerger Road Properties

Mr. Smith stated that staff is working with Auerbach Engineering to better understand the cost share for utilities for Joerger Road. Staff estimates total participation at \$130,000, which includes construction costs as well as design, engineering and project management costs. The participation of the District covers ½ of cost for improvements from Soaring way Round-a-bout to the proposed fire districts training facility. There was Board consensus to continue reviewing this proposal and to her the final presentation in September. Mr. Smith stated that a more detailed presentation and action item will be provided at the September or October Board meeting.

- Proposed Studies for 2021

Mr. Smith reviewed the following studies proposed for 2021:

- Finalization of Pavement Management Plan - \$35,000
- Continuation of Flight Procedure Development - \$75,000
- Godbe Survey - \$40,000
- FAA Land Release and Property Transfer - \$30,000
- Airport Layout Plan (ALP) Update - \$60,000
- Update to Airport Safety Gap Analysis - \$50,000
- Precision Approach Path Indicator (PAPI) Analysis - \$15,000

Vice President Hetherington expressed concerns about the funding amount for the continuation of flight procedure development. Vice President Hetherington noted that she believes it should be \$150k. Mr.

Bullock stated the proposed \$75k is enough but that they would relook at the number. Discussion ensued regarding the timelines of the various flight procedures in development.

Mr. Smith asked the opinions of the Board regarding Godbe Survey. Concern was expressed by the Board regarding survey methods and clarity on the value of the survey (results). There was consensus from the Board to have staff come back with additional information responding to the Board's concerns at a future Board meeting.

Vice President Hetherington shared concerns about the Land Release and Property Transfer, noting that it would be best used as an industrial park. Mr. Smith stated that the transfer is delayed due to a NEPA issue.

- Additional List of Budget Items for Consideration in 2021

Ms. Woo reviewed the additional list of Budget items.

Vice President Hetherington requested additional funding be allocated to the Greenhouse Gas reduction strategies and programs, making it \$75,000. There was Board consensus for Vice President Hetherington's request.

PUBLIC COMMENT: None.

ADJOURN

MOTION #1 AUGUST-26-2020 S: Director Stephens motioned to adjourn the meeting. President O'Dette seconded the motion. President O'Dette, yes. Vice President Hetherington, yes. Director Stephens, yes. The motion passed via roll call vote.

At 3:46 PM the August 26, 2020 special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE AUGUST 26, 2020 SPECIAL BOARD MEETING.

Teresa O'Dette, President of the Board

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Kevin Smith, Secretary of the Board

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