

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, March 24, 2021 via live web streaming.

**CALL MEETING TO ORDER:** 4:30 PM

**PLEDGE OF ALLEGIANCE**

**DIRECTORS PRESENT:** President Teresa O’Dette (via Teleconference)  
Vice President David Diamond (via Teleconference)  
Director Kat Rohlf (via Teleconference)  
Director Rick Stephens (via Teleconference)  
Director Mary Hetherington (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. 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:** 0

**MODIFICATION OF AGENDA:** None.

**SPECIAL ORDERS OF BUSINESS:**

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

**PUBLIC COMMENT:** None.

**CONSENT ITEMS**

- Minutes: February 11, 2021 Special Meeting ----- TAB 01
- Minutes: February 24, 2021 Special Meeting ----- TAB 02
- Minutes: February 24, 2021 Regular Meeting ----- TAB 03
- Minutes: March 10, 2021 Special Meeting ----- TAB 04
- Monthly Service Bills and Fees – February ----- TAB 05
- Classification and Compensation Study RFP ----- TAB 06
- Declare 1993 Oshkosh Snow Blower as Surplus ----- TAB 07

Director Stephens requested to pull Tab Item 01. Director Hetherington requested to pull Tab Item 06. Vice President Diamond requested to pull Tab Item 07.

Director Stephens made an amendment to the minutes.

**PUBLIC COMMENT:** None.

**MOTION #1 MARCH-24-2021:** Director Hetherington motioned to approve Tab Items 02-05 as presented. Director Diamond seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

Director Stephens requested to add clarification of Director Diamond’s intent of taking the lengthening and widening of Runway 02/20 out of the Master Plan. Staff noted that with the passing of Policy Instruction 208.1 the Minutes are not to reflect single Board member statements. Mr. Smith noted that

staff could amend the minutes to reflect that discussion ensued on that particular topic. There was board consensus to amend the minutes with Mr. Smith's suggestion.

**PUBLIC COMMENT:** None.

**MOTION #2 MARCH-24-2021:** Director Hetherington motioned to approve Tab Item 01 as amended. President O'Dette seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

Director Hetherington inquired about joining forces with other Utility Districts/Public Agencies to share costs of conducting a Classification and Compensation Study. Mr. Smith noted that he will have a conversation with TDPUD as they are the only District that will be conducting a study this year. There was Board consensus to delay this agenda item to next month pending further information regarding collaboration.

Vice President Diamond inquired if the District could use the revenue generated by the sale of the Oshkosh Snow Blower for an approved greenhouse gas project. There was positive consensus from the Board regarding Vice President Diamond's suggestion.

**PUBLIC COMMENT:** None.

**MOTION #3 MARCH-24-2021:** Vice President Diamond motioned to approve Tab Item 07 and added that the revenue generated by the sale will be put towards an approved greenhouse gas project. Director Hetherington seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

**GENERAL MANAGERS REPORT (TAB 09)**

Mr. Smith requested feedback from the Board of Directors regarding the General Managers Report. The Board did not pose any questions. There was Board consensus to accept the General Managers Report as presented.

**PUBLIC COMMENT:** None.

**OPERATIONS AND MAINTENANCE DEPARTMENT REPORT (TAB 10)**

Mr. Hoffman requested feedback from the Board of Directors regarding the Operations and Maintenance Department Report. The Board of Directors made various comments and posed questions on the Operations and Maintenance Report. Discussion ensued regarding the proposed Momentary Switch Policy being too lenient. There was Board consensus to have the draft policy have increased fines and removing the first warning.

**PUBLIC COMMENT:** None.

**FINANCE DEPARTMENT REPORT (TAB 11)**

Ms. Woo requested feedback from the Board of Directors regarding Monthly Financial Report for month end February 2021. The Board of Directors made various comments and posed questions on the Monthly Financial Report. Discussion ensued regarding non-profit warehouse tenant and rent abatement, the balance sheet, and hangar electric surcharges. There was Board consensus to accept the Monthly Financial Report as presented.

**PUBLIC COMMENT:** None.

**AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 12)**

Mr. Bullock requested feedback from the Board of Directors regarding the Aviation and Community Services Department Report. The Board of Directors made various comments and posed questions on the

Aviation and Community Service Department Report. Discussion ensued regarding reasoning behind the increasing comment trend and possible causes for increase. There was discussion regional origin of operations and if Staff could include regions rather than specific airports. Staff indicated they would see if that could be done. There was some discussion regarding the top 5 commercial operators, the increase in IFR flight activity, and improvements to heat map to better articulate what the dots and colors tell us. Mr. Bullock updated the Board on flight procedure timeline. There was some discussion on the maintenance costs of the Cessna JTA and that a rate increase went into effect to help cover these costs.

**PUBLIC COMMENT:** None.

#### **PROPOSAL TO CONSIDER MODIFICATIONS AND ENHANCEMENTS TO ACAT (TAB 13)**

Mr. Bullock reviewed the three (3) modification options for ACAT as stated on the submitted staff report. Discussion ensued regarding the formality of the diagram in option 1, specifically who can participate in the forum meetings, caution regarding an online forum, the high cost of an online forum, frequency of rotation of standing committee members, and frequency of the meetings (quarterly vs. monthly). There was Board consensus that it would be best to allow staff to find a simplified solution to an online meeting or public forum format for this type of program. Mr. Smith indicated that he had some ideas on this topic and appreciated the conversation and would create a simplified General Manager driven program to achieve the goals that have been under discussion regarding a reinvention of ACAT for the past few months. There was also Board consensus to try this new staff driven program as a replacement for ACAT and then revisit at a later date to see if ACAT should sunset permanently. There was also an expression of gratitude for all those that have contributed and served on ACAT through the years.

**PUBLIC COMMENT:**

Ms. Lynne Larson, Truckee resident, made a public comment supporting Option 2.

Ms. Linda Antler, Truckee resident, made a public comment supporting the proposed changes to ACAT.

#### **REVIEW AND ACCEPTANCE OF TTAD LAND MANAGEMENT PLAN (TAB 14)**

Mr. Matt Wacker and Mr. David Shaw of Balance Hydrologic, reviewed the TTAD Land Management Plan presentation. The Board of Directors posed various questions and comments to both District Staff and to Mr. Wacker and Shaw. There was Board consensus to accept the TTAD Land Management Plan as presented

**PUBLIC COMMENT:** None.

**MOTION #4 MARCH-24-2021:** Director Hetherington motioned to accept the TTAD Land Management 09/2020 as presented. Vice President Diamond seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

#### **DISCUSSION AND POSSIBLE ACTION ON DISTRICT MASTER PLAN UPDATE RFP (TAB 15)**

Mr. Smith reviewed staff recommendations and the multiple options presented within the District Master Plan Update staff report. Mr. Smith noted that staff would like to advertise the RFP once they are approved by the Board of Directors. Discussion ensued regarding the best option to move forward. The majority of the Board were in favor of issuing the RFP to the general consulting community rather than have the current District planning consultant complete the work. There was some discussion regarding potential for a piece mill updates of the master plan versus updating the entire plan. The question was raised as to why not bid the project for a full update and redo of the plan so cost comparisons could be made. The idea of issuing two RFP’s partial update and full update were discussed. Mr. Smith mentioned

that he did not feel a full update was necessary as the current plan is only 5 years old but the Board indicated that there was no harm in seeing what the cost difference was. There was Board consensus to have staff create two RFP's (partial and full).

**PUBLIC COMMENT:** None.

**MOTION #5 MARCH-24-2021:** President O'Dette motioned to authorize staff to proceed with Option #2 and advertise two separate RFPs for both a partial and full update to the District' Master Plan. Director Stephens seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. Director Hetherington, yes. The motion passed via roll call vote.

**BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 16)**

- Mountain Housing Council

Nothing to report.

- Revenue and Cost Allocation

Vice President Diamond provided a committee update. The committee will have further information to present at the April Board meeting to gather Board feedback.

- Agency Partnership

Director Stephens provided a committee update indicating that they are working on seeking proposals from contract program administrators and will present the information at the next Board Meeting.

**PUBLIC COMMENT:** None.

**DISCUSSION REGARDING POTENTIAL PARTICIPATION IN A REGIONAL GREENHOUSE GAS REDUCTIONS JOINT POWER AUTHORITY**

Vice President Diamond reviewed the idea of having the District explore participation in a regional multi-public agency Joint Powers Authority or Council to address Greenhouse Gas Reduction regionally. There was Board consensus to have this idea move forward and authorize Mr. Smith and Director Diamond to explore the concept further with other agencies that have expressed interest and return and report future options to the Board of Directors.

**PUBLIC COMMENT:**

Ms. Christa Finn, TDPUD President, made a public comment in support of forming a regional greenhouse gas reductions JPA.

Ms. Ruth Miller, Truckee Resident, made a public comment in support of forming a regional greenhouse gas reductions JPA.

Ms. Sarah Coolidge, NTPUD Board member, made a public comment in support of forming a regional greenhouse gas reductions JPA.

**FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 17)**

Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the regular April Board meeting.

**PUBLIC COMMENT:** None.

**CLOSED SESSION**

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APNs 19-440-81 and 49-004-11

Agency negotiator: Kevin Smith

Negotiating parties: TTSA Under negotiation: Price and Terms of Payment

**PUBLIC COMMENT:** None.

Direction was given to staff.

**ADJOURN**

**PUBLIC COMMENT:** None.

At 7:26 PM the March 24, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MARCH 24, 2021 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** <https://ttm.open.media/sessions/166243/truckee-tahoe-airport-board-march-24-2021?category=458>

Teresa O'Dette, President of the Board

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*Teresa O'Dette*

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Kevin Smith, Secretary of the Board

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*Kevin Smith*

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