

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, May 26, 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)

**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. Dave Hoffman, Director of Operations & Maintenance (via Teleconference)  
Mr. Josh Nelson, District Legal Counsel (via Teleconference)  
Mr. Marc Lamb, Community Relations Manager (via Teleconference)  
Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

**VISITORS PRESENT:** 3

**MODIFICATION OF AGENDA:** None.

**SPECIAL ORDERS OF BUSINESS:**

Mr. Smith congratulated Ms. Stacey Justesen for achieving the CSIM Certification.

**PUBLIC COMMENT:** None.

**CONSENT ITEMS**

- Minutes: April 28, 2021 Regular Meeting ----- TAB 01
- Monthly Service Bills and Fees – April ----- TAB 02
- Approval of Final Contract for Midwest ATC ----- TAB 03
- Approval of Truckee Fire Protection District Measure T – Letter of Support ----- TAB 04

Vice President Diamond requested to pull Tab Item 03.

**PUBLIC COMMENT:** Ms. Tapia read aloud Mr. Bill Selene’s submitted written public comment.

Vice President Diamond requested to add sexual orientation and gender identity to the non-discrimination hiring disclosure in Tab Item 03.

**MOTION #1 MAY-26-2021:** Vice President Diamond motioned to approve Tab Items 01, 02, and 04 as presented. And Tab Item 03 as amended. Director Stephens seconded the motion. President O’Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

**GENERAL MANAGERS REPORT (TAB 05)**

Mr. Smith noted that ACT’s first meeting is on June 9<sup>th</sup> at 6:00 PM. 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**

Mr. Hoffman provided an update on the Taxiway Alpha Project. The Board did not pose any questions. There was Board consensus to accept the Operations & Maintenance Report as presented.

**PUBLIC COMMENT:** None.

**FINANCE DEPARTMENT REPORT (TAB 06)**

Ms. Woo reviewed the April Finance for the month end April 2021. Ms. Woo requested feedback from the Board of Directors. The Board did not pose any questions. There was Board consensus to accept the Monthly Financial Report as presented.

**PUBLIC COMMENT:** None.

**AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 07)**

Mr. Bullock reviewed the Aviation and Community Services Department Report. 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 the micro site for the procedure outreach, possible rent deferral extension request for the Truckee Roundhouse Maker's Space. There was consensus of support for a deferral extension for the Truckee Roundhouse and to bring back a final proposal to the Board for approval.

**PUBLIC COMMENT:** None.

**TAHOE FOREST HOSPITAL DISTRICT LAND LEASE – LETTER OF AGREEMENT FOR CONSIDERATION (TAB 08)**

Mr. Smith introduced the agenda item and reviewed the staff report. Mr. Dylan Crosby and Ms. Judy Newland of Tahoe Forest Hospital District reviewed their request. The Board of Directors made various comments and posed questions regarding Tahoe Forest Hospitals Land Lease request. Discussion ensued regarding the map exhibit, the letter of intent's requests, advertising an RFP to see if any other entities are interested in leasing the land. There was discussion regarding the options clause in the Letter of Intent. There was Board consensus to have Director Stephens work with staff to help clarify options and other provisions of the Letter of Intent with Tahoe Forest Hospital District. There was also Board consensus to advertise a 30-day RFP to see if there is any other interest to lease the land. TFHD as well as any other interested party can submit a letter of interest.

**PUBLIC COMMENT:**

Ms. Lauren Tapia read Mr. Greg Zirbel's submitted written public comment.

**MOTION #2 MAY-26-2021:** Director Stephens motioned to approve Staff to draft a 30-day RFP to request interest of other parties regarding a potential unsubordinated land lease on District Property on Soaring Way. Director Rohlf seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

**ANNUAL AUDIT PRESENTATION AND APPROVAL (TAB 09)**

Mr. James Marta, of James Marta & Company reviewed the District's Annual Audit presentation and report. The Board of Directors posed questions regarding the District's unfunded liability with CalPERS. Discussion ensued regarding the idea of developing a plan to pay of the District's unfunded liability at the next Board workshop (June 15). There was consensus to accept the audit and financial statements as presented. The GM and Board complimented Finance and Administration Director Woo for her great work on the audit.

**PUBLIC COMMENT:** None.

**MOTION #3 MAY-26-2021:** Director Stephens motioned to accept the TTAD's 2020 Audit and Financial Statements as presented. Director Rohlf seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

**PI 303 EXPENDITURE AUTHORIZATION POLICY REVISION AND UPDATE (TAB 10)**

Mr. Smith reviewed staff recommended revisions to Policy Instruction 303. The Board of Directors made various comments and posed questions regarding the proposed revisions to Policy Instruction 303. Discussion ensued regarding whether the Board approves of raising the Authorization signature limits. There was consensus to approve the Policy Instruction revision with no increase in small, medium, or large purchase limits.

**PUBLIC COMMENT:** None.

**MOTION #4 MAY-26-2021:** Director Diamond motioned to approve PI 303 but to not revise authorization signature limits. Director Stephens seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

**APPROVAL OF ANNUAL APPROPRIATIONS LIMIT RESOLUTION (TAB 11)**

Ms. Woo reviewed the Annual Appropriations Limit Resolution for the Board of Directors.

**PUBLIC COMMENT:** None.

**MOTION #5 MAY-26-2021:** Director Diamond motioned to approve Resolution 2021-04 to establish appropriations limit for calendar year 2021 and to waive the reading. Director Rohlf seconded the motion. President O'Dette, yes. Vice President Diamond, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

**REVIEW OF T-HANGAR AND EXECUTIVE HANGAR WAITLISTS (TAB 12)**

Ms. Jill McClendon reviewed a slide show presentation that provided an overview of both the T-Hangar and Executive Hangar waitlists for the Board of Directors. The Board of Directors made various comments and posed questions to Ms. McClendon. There was Board consensus to accept the presentation that was provided by Ms. McClendon.

**PUBLIC COMMENT:** None.

**BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 13)**

- Mountain Housing Council

Director Stephens provided a Mountain Housing Council update.

- Agency Partnership Ad Hoc Committee

Mr. Smith provided an Agency Partnership Ad Hoc Committee update.

- Revenue and Cost Allocation Ad Hoc Committee indicating that TTCF is finalizing program timelines and that a funding cycle will occur this year.

Vice President Diamond provided a Revenue and Cost Allocation Ad Hoc Committee update.

- TTWH JPA Update

Mr. Smith provided the TTWH JPA update highlighting that the Town of Truckee, Placer County, and Nevada County will be joining as members.

- Regional GHG Collective Update

Vice President Diamond provided a Regional GHG Collective update indicating they have struggled finding an entity that can facilitate the group and that we are still working on the program.

- ACT Board of Directors Attendance

By Board consensus it was decided that Director Rohlf and Director Stephens will be attending the June ACT meeting.

**PUBLIC COMMENT:** None.

#### **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 14)**

Mr. Smith reviewed the Rolling Agenda, specifically agenda items slated for the regular June Board meeting. The June Special meeting (budget workshop) will be taking place via zoom on June 15, 2021 from 1:00 PM – 4:00 PM.

**PUBLIC COMMENT:** None.

#### **ADJOURN**

**PUBLIC COMMENT:** None.

At 6:37 PM the May 26, 2021, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MAY 26, 2021, REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** <https://ttm.open.media/sessions/181125/truckee-tahoe-airport-board-may-26-2021?category=458>

Teresa O'Dette, President of the Board

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Kevin Smith, Secretary of the Board

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