

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, December 3, 2025, Truckee Tahoe Airport District Community Room A & B, located at the Truckee Airport, 10356 Truckee Airport Road, as well as live stream.

**CALL MEETING TO ORDER:** 3:00 PM

**PLEDGE OF ALLEGIANCE**

**DIRECTORS PRESENT:** President David Diamond  
Vice President Mary Hetherington  
Director Greg Horvath  
Director Teresa O’Dette  
Director Kat Rohlf

**STAFF PRESENT:** Mr. Robb Etnyre, General Manager  
Mr. Jeff Menasco, Director of Aviation  
Ms. Liza Smith, Director of Finance & Administration  
Mr. Vince Wawrzynski, Director of Operations & Maintenance  
Mr. Brent Collinson, District Legal Counsel representative  
Ms. Lauren Tapia, HR Manager/District Clerk

**VISITORS’ PRESENT:** 0

**PUBLIC COMMENT ON CLOSED SESSION ITEM:** None.

**CLOSED SESSION**

- CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
  - Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) of Section 54956.9: 1 case
- GENERAL MANAGER PERFORMANCE REVIEW
  - Government Code 54957
  - Quarterly Performance Review

**ADJOURN OUT OF CLOSED SESSION:** 4:15 PM

President Diamond reported out of closed session that there was no reportable action.

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

**VISITORS PRESENT:** 24

**SPECIAL ORDERS OF BUSINESS:** None

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** None.

**MODIFICATION OF AGENDA:** None.

**CONSENT ITEMS**

- Minutes: October 22, 2025, Special Meeting ----- TAB 01
- Minutes: October 22, 2025, Regular Meeting ----- TAB 02
- Monthly Service Bills and Fees – October 2025 ----- TAB 03
- Landing Fee & Overnight Parking Fee Services – Contract Award ----- TAB 04
- Amended and Restated MOU – Tahoe City Golf Course ----- TAB 05

**PUBLIC COMMENT:** None.

**MOTION #1 DECEMBER 3, 2025:** Director Hetherington motioned to approve the Consent Items Tabs 01 – 05. Director Horvath seconded the motion. President Diamond, Vice-President Hetherington, and Directors Horvath, O’Dette, and Rohlf voted in favor of the motion. Motion passed.

**SPECIAL PRESENTATIONS**

**TRUCKEE DONNER RECREATION & PARK DISTRICT – TTAD PARTNERSHIP PROGRAMS – ANNUAL REVIEW**

Mr. Sven Leff, General Manager of Truckee Donner Recreation and Park District presented an annual review of TDRPD & TTAD Partnership Programs. The Board of Directors expressed appreciation for Mr. Leff’s annual review.

**PUBLIC COMMENT:** None.

**AVIATION STEAM PROGRAMS ANNUAL REVIEW**

- Mission to Mars Summer Camp Program

The Board of Directors received a summer program review from Mr. Ken Aronson on the Mission to Mars Summer Camp. The Board of Directors thanked Mr. Aronson for the Mission to Mars summer program annual review.

- Civil Air Patrol

Ms. Maggie Schumacher and Jack Ellis of Civil Air Patrol Tahoe-Truckee Composite Squadron provided a program overview for the Board of Directors. The Board of Directors expressed appreciation for Ms. Schumacher and Mr. Ellis’ annual review.

**PUBLIC COMMENT:** None.

**WILDFIRE MITIGATION PROJECTS – ANNUAL REVIEW**

The Board of Directors received Wildfire Mitigation Project updates from CAL FIRE, Fire Departments & Districts, and California State Parks representatives. The Board of Directors thanked the presenters for their project updates.

**PUBLIC COMMENT:** None.

**BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE – ANNUAL REVIEW**

The Board of Directors received an annual program update from Ms. Mindy Carbajal, Executive Director of the Boys and Girls Club of North Lake Tahoe. The Board of Directors thanked Ms. Carbajal for the BGCNLT annual program review.

**PUBLIC COMMENT:** None.

**BROWN ACT UPDATES – CA SB 707 – BBK REVIEW**

Mr. Brent Collinson with BBK provided a CA SB 707 Brown Act Update for the Board of Directors. The Board of Directors thanked Mr. Brent Collinson for the presentation.

**BREAK:** 6:08 PM – 6:15 PM

**ACTION ITEM**

**BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE – SERVICE CONTRACT (TAB 06)**

Mr. Jeff Menasco, Director of Aviation, stated that staff requests that the Board approve a renewal of a three-year (2026-2028) for a “Contract for Services Agreement” with the local Boys & Girls Club of North Lake Tahoe (BGCNLT) organization, in support of two full-time, year-round youth Science Technology Engineering and Math (STEM) and Coordinators for a total contract price of \$295,000. The Board of Directors reviewed their questions and comments on the agenda item. Discussion ensued regarding

possible collaboration between BGCNLT and Mission to Mars, including whether BGCNLT could provide staffing support for the Mission to Mars summer camp program, BGCNLT's transportation capacity for their club members, and the status of collaboration between BGCNLT and Truckee Donner Recreation and Park District.

**PUBLIC COMMENT:** None.

**MOTION #2 DECEMBER 3, 2025:** Director O'Dette motioned to approve the Boys & Girls Club of North Lake Tahoe's "Contract for Services Agreement" in the total amount of \$295,000, over the period of three years, in support of two full-time year-round STEAM and Coordinators. Director Horvath seconded the motion. President Diamond, Vice-President Hetherington, and Directors Horvath, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

## **DISCUSSION ITEMS**

### **AIRPORT OFFICE BUILDING – LONG TERM LEASE – RFP DISCUSSION (TAB 07)**

Mr. Etnyre, General Manager, reported that staff recommends issuing a Request for Proposal (RFP) in late 2025 or early 2026 for the Airport Office Building leased space. The RFP would solicit proposals for either the full 10,840 sq. ft. or for portions of the building if subdivided. Mr. Etnyre noted that several parties have expressed interested interest in the facility. Mr. Etnyre stated that Staff would like to receive feedback and/or direction from the Directors so that it can be incorporated into the final RFP language, which is approximately 90% complete. The Board of Directors reviewed their questions and comments on the agenda item. Discussion ensued regarding the deciding entities (i.e.: FAA, Government Code, District PMCD documents, Board Policy Instruction, etc.) that require the District to solicit an RFP for non-aeronautical commercial lease space, Truckee River Venture's assumption lease not having first right of refusal for lease renewal, and the solicitation process previously used in 2012 during the development of the Airport Office Building. The Board also discussed the desire to seek additional guidance from both Aviation General Counsel and District Counsel regarding the appropriate course of action and any potential liability associated with not issuing an RFP.

#### **PUBLIC COMMENT:**

Ms. Connie Gallippi, General Manager of the Lift, made a public comment on the Airport Office Building – Long Term Lease – RFP agenda item.

Ms. Lisa Holan, Owner of the Lift, made a public comment on the Airport Office Building – Long Term Lease – RFP agenda item.

Mr. Jan Holan, Owner of the Lift, made a public comment on the Airport Office Building – Long Term Lease – RFP agenda item.

Discussion ensued about the possibility of scheduling a special meeting for the afternoon of December 10, 2025, to review and approve a possible draft RFP and/or receive feedback from Aviation and General Counsel regarding the appropriate course of action and any potential liability associated with not issuing an RFP.

There was Board consensus for staff to revise the draft RFP based on the Board's feedback and comments, including refining the selection criteria, and to obtain further input from both Aviation Counsel and District Counsel on the current draft. Following counsel's review, staff will provide an update to the Board of Directors and prepare a final draft RFP for Board consideration—either for modification or approval—at the December 10, 2025, Special Meeting. Alternatively at the December 10, 2025, Special Meeting, based on Aviation and General Counsel advice, the Board may elect to proceed with direct negotiation with a single tenant for the full Airport Office Building space. The Board also requested that Aviation Counsel attend the Special Meeting remotely, if available, to provide information and respond to any clarifying questions the Board may have.

**BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 08)**

- Truckee Tahoe Workforce Housing Agency Update

Ms. Tapia noted that there was nothing further to update beyond what was drafted in the meeting summary.

- Town of Truckee River Revitalization Steering Committee

No update.

- Climate Transformation Alliance Report

No update.

- ACT Board of Directors Attendance

No Update.

- TNT-TMA Report

Mr. Etnyre noted that there was nothing further to report outside of what was provided.

**MANAGEMENT TEAM REPORTS**

**GENERAL MANAGER'S REPORT (TAB 09)**

Mr. Etnyre reviewed the General Manager's report. Specifically, Mr. Etnyre reviewed the update process of the Master Fee Schedule, the adjusted Landing Fees, and a Hangar Rent Study update.

Mr. Menasco reviewed the monthly Operations and Comment Report.

Ms. Smith reviewed the monthly Finance and Administration Report.

**PUBLIC COMMENT:** None.

**ROLLING AGENDA (TAB 10)**

Mr. Etnyre noted that staff has added the addition of the December 10, 2025, Special Meeting at 2:00 PM.

**STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORT(S):** None.

**SPECIAL ACTION ITEM**

**SELECTION OF BOARD PRESIDENT, VICE PRESIDENT, AND INTERNAL AUDITOR (TAB 11)**

President Diamond requested if any Director was interested in serving as President, Vice President or Internal Auditor. Director Rohlf expressed interest in Internal Auditor. Director Horvath expressed interest in Board Vice President. President Diamond noted that he would be open for any of the three (3) positions.

**PUBLIC COMMENT:** None.

**MOTION #3 DECEMBER 3, 2025:** Director Hetherington motioned to approve Director Diamond to be Board President, Director Horvath to be Board Vice President, and Director Rohlf to be Board Internal Auditor for 2026. Director O'Dette seconded the motion. President Diamond, Vice-President Hetherington, and Directors Horvath, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

**BOARD MEMBER ANNOUNCEMENTS:** Director Hetherington noted that she will be absent from the February 25, 2025, regular Board meeting.


**ADJOURN**

**PUBLIC COMMENT:** None

**MOTION #4 DECEMBER 3, 2025:** Director O’Dette motioned to adjourn the meeting. Director Hetherington seconded the motion. President Diamond, Vice-President Horvath, and Directors Hetherington, O’Dette, and Rohlf voted in favor of the motion. Motion passed.

At 7:35 PM on December 3, 2025, a regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

**THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 3, 2025, REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRETY:** <https://ttm.open.media/sessions/330776/truckee-tahoe-airport-board-december-3-2025?category=458>

Signed by:  
  
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**David Diamond, Board President**

Signed by:  
  
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**Robb Etnyre, Board Secretary**