

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS special meeting held Wednesday, December 10, 2025, Truckee Tahoe Airport District, located at 10356 Truckee Airport Road, Truckee, California 96161 as well as live stream.

CALL MEETING TO ORDER: 2:00 PM

PLEDGE OF ALLEGIANCE

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

STAFF PRESENT: Mr. Robb Etnyre, General Manager
Mr. Jeff Menasco, Director of Aviation
Ms. Liza Smith, Director of Finance and Administration
Mr. Vince Wawrzynski, Director of Operations and Maintenance
Ms. Lauren Tapia, HR Manager/District Clerk
Mr. Josh Nelson, District Counsel

VISITORS PRESENT: 15

PUBLIC COMMENT: None.

SPECIAL ORDERS OF BUSINESS: None.

MODIFICATION OF AGENDA: None.

AIRPORT OFFICE BUILDING – DRAFT REQUEST FOR PROPOSAL (RFP) (TAB 01)

Mr. Etnyre noted that this topic was discussed at the regular board meeting on December 3, 2025. The Board at that time requested to hold a special meeting to finalize a decision to either conduct a Request for Proposal (RFP) for the Airport Office Building or negotiate directly with the existing tenant. Staff provided an overview of the draft RFP, as well as the proposed timeline associated with it. The Board of Directors reviewed their questions and comments.

PUBLIC COMMENT:

- Mr. Eric Crompt made a public comment on the Airport Office Building Draft Request for Proposal.
- Ms. Jackie Calvert made a public comment on the Airport Office Building Draft Request for Proposal.
- Mr. Derek Martin made a public comment on the Airport Office Building Draft Request for Proposal.
- Ms. Connie Gallippi made a public comment on the Airport Office Building Draft Request for Proposal.
- Ms. Emily Gendron made a public comment on the Airport Office Building Draft Request for Proposal.
- Mr. Jan Holan made a public comment on the Airport Office Building Draft Request for Proposal.
- Mr. Chris Ball made a public comment on the Airport Office Building Draft Request for Proposal.
- Ms. Sun Culpepper made a public comment on the Airport Office Building Draft Request for Proposal.
- Ms. Kyeema Peart made a public comment on the Airport Office Building Draft Request for Proposal.
- Ms. Ellen Reiner made a public comment on the Airport Office Building Draft Request for Proposal.
- Mr. Brian Brunpeltz made a public comment on the Airport Office Building Draft Request for Proposal.
- Mr. Mike Rogers made a public comment on the Airport Office Building Draft Request for Proposal.

Discussion ensued regarding the list of interested tenants provided to the Board by the General Manager, Aviation and General Legal Counsel's recommendations on issuing an RFP, the idea of advertising a 7-day Letters of Interest for the Airport Office Building, the need for the District to set a precedent for an equitable and transparent process, timelines of previous discussions between District Staff and the Lift leading up to Fall of 2025, the differences between Letter of Interest vs Request for Proposal process, issuing an RFP is not a vote against the current tenant, is the community impact of Lift great enough for the Board to go against Staff and Legal Counsel's recommendation, the need for a more condensed timeline with updated due dates should an RFP be issued, reviewing of the scoring rubric and proposed changes to the metrics, and proposed changes to the details of the Draft RFP.

The Board of Directors conducted a straw poll to gauge support for moving forward with releasing the RFP. Results indicated that there was a majority (3 out of 5 Directors) who support moving forward with releasing the RFP.

Director O'Dette left the meeting at 3:31 PM.

Discussion ensued regarding suggested edits to the draft RFP, RFP closing date, and scoring rubric.

Staff provided a run through of the edits made to the draft RFP, specifically: clarifying that the tenant pays property tax and utilities and assumed under CAM (page 3, section 6), move the response to questions deadline up to January 2, 2026 (section 7.4), move the response to questions deadline to January 9, 2026 (section 7.5), move submission deadline to January 16, 2026 (section 7.6), move the selection committee review deadline to January 19, 2026 (section 7.7), and edit the last sentence to the paragraph in section 8.6 to add "and economic value to the constituents". There was consensus from the board to accept the suggested edits.

BREAK: 3:52 PM – 3:54 PM

Director O'Dette returned to the meeting at 3:54 PM

MOTION #1 DECEMBER 10, 2025: President Diamond motioned to approve the draft Request for Proposal for the Tahoe Truckee Airport District's Airport Office Building as amended and issued on December 12, 2025. Director Rohlf seconded the motion. President Diamond, Vice-President Horvath, and Director Rohlf voted in favor of the motion. Director O'Dette and Hetherington opposed the motion. Motion passed.

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION: None

- PUBLIC EMPLOYEE PERFORMANCE REVIEW
 - Title: General Manager
 - Government Code 54957

President Diamond noted that there was no reportable action.

BOARD ANNOUNCEMENTS: None.

ADJOURN

PUBLIC COMMENT: None

At 6:00 PM on December 10, 2025, a special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE DECEMBER 10, 2025, SPECIAL BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRETY: <https://ttm.open.media/sessions/331664/truckee-tahoe-airport-board-special-meeting-december-10-2025?category=458>

Signed by:

David Diamond

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David Diamond, Board President

Signed by:

Robb Etnyre

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Robb Etnyre, Board Secretary