The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS special meeting held Wednesday, July 29, 2026, Truckee Tahoe Airport District, located at 10356 Truckee Airport Road, Truckee, California 96161 and via live stream.

CALL MEETING TO ORDER: 1:05 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President David Diamond
Vice President Greg Horvath
Director Teresa O'Dette
Director Mary Hetherington
Director Kathryn 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
Ms. Lauren Tapia, HR Manager & District Clerk
Mr. Josh Nelson, District Counsel

VISITORS PRESENT: 4

PUBLIC COMMENT: None.

SPECIAL ORDERS OF BUSINESS: None.

MODIFICATION OF AGENDA: None.

WORKSHOP #2

PI XXX – STRATEGIC COMMUNITY ALIGNMENT PROGRAMS (TAB 1)

Mr. Etnyre introduced and reviewed the draft Policy Instruction for Strategic Community Alignment Programs, which incorporated redline revisions from the Board's May workshop and District Counsel. The Board reviewed its questions and comments regarding the agenda item.

PUBLIC COMMENT:

Mr. Jan Holan made a public comment on PI XXX Strategic Community Alignment Programs agenda item.

Discussion ensued regarding the public-purpose requirement for the expenditure of District funds; the "invitation only" language in Sections II and III and the advantages and disadvantages of retaining or removing it; the proposed removal of "arts" from Section III; whether Section III should be limited to aviation-related programs; establishing a minimum dollar threshold for determining a significant strategic impact; and removing Section IV, Fly Safe, and establishing it as a separate standalone policy.

There was Board consensus to remove the aviation limitation and restore "arts" to Section III; add introductory language clarifying that eligible programs must have a significant strategic impact and align with the District's strategic initiatives; specify in Sections I, II, and III that the programs are available to public agencies and nonprofit organizations; replace "invitation only" in Sections II and III with "as identified by TTAD"; and remove Section IV to develop Fly Safe as a separate standalone policy.

The Board also provided minor housekeeping edits, which staff acknowledged and will incorporate into the revised draft Policy Instruction.

BREAK: 2:20 PM – 2:30 PM

PI 507 – DISCOUNTED RENT FOR NON-PROFIT USE OF AIRPORT NON-AVIATION LEASE SPACE, COMMUNITY BENEFIT REQUIREMENT AND LEASE PROCESS (TAB 2)

Mr. Etnyre explained that Policy Instruction 507 establishes a process and selection criteria for leasing available District space to nonprofit organizations. Although the District currently has no vacant space available for nonprofit use, several existing nonprofit tenants have leases that are approaching expiration. Mr. Etnyre noted that the initial lease rates do not align with the District's current approach, based on FAA guidance, of charging market rent for non-aviation space. However, California law provides the District with some flexibility in establishing rental rates.

Mr. Jeff Menasco, Director of Aviation, reviewed the status of the District's warehouse leases, including the square footage and current rental rate for each space, appraised market rates, the percentage discount received by each tenant, annual rental revenue, annual foregone revenue compared with market rates, and the status of each lease. Mr. Menasco also noted that staff plans to establish a common area maintenance (CAM) rate for the warehouse, as one had not previously been developed.

PUBLIC COMMENT:

Mr. Scott Montgomery made a public comment on PI 507 – Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement, and Lease Process agenda item.

Mr. Patrick Kratzer made a public comment on PI 507 – Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement, and Lease Process agenda item.

Mr. Jan Holan made a public comment on PI 507 – Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement, and Lease Process agenda item.

The Board reviewed its questions and comments regarding the agenda item. Discussion ensued regarding the development of a universal policy for nonprofit tenants on the airfield, including the methodology used to calculate foregone rental revenue. Board members discussed different categories of nonprofit organizations, potential synergies among nonprofit organizations, and their benefits to the community. Discussion also included potential rental discounts of 40, 50, or 60 percent; a three-year phase-in period; and lease terms (length) for both nonprofit and for-profit tenants.

There was Board consensus to direct staff to draft a universal policy governing nonprofit leases on the airfield based on facility class. The Board requested staff to provide a 60 percent rental discount for current nonprofit warehouse tenants and a 40 percent rental discount for future nonprofit warehouse tenants; waive CAM charges for current and future nonprofit tenants; establish a maximum five-year term for all lease renewals; and require for-profit tenants to pay market rent plus applicable CAM charges. No additional guidance was provided regarding other airport facilities at this time.

5-YEAR BUDGET PRO FORMA – UPDATED (TAB 3)

Mr. Etnyre and Ms. Liza Smith, Director of Finance and Administration, reviewed the updated Five-Year Budget Pro Forma with the Board of Directors. Mr. Etnyre noted that the Pavement Management Plan, including project prioritization and cost estimates, is currently being updated and will be reviewed during the budget process in September. Mr. Etnyre also reviewed the items highlighted in red and requested the Board's input and guidance on those items.

Discussion ensued regarding a proposed Hangar Row common area maintenance (CAM) rate to address snow removal costs; setting projected Nevada County property tax revenue growth at three percent; a potential employee housing allowance; a potential master services agreement with the Truckee Donner Public Utility District; the future of the Multi-Use Aviation Facility (MAF), including the cost-prohibitive nature of a full-time, long-term use permit; and potential alternative locations for the STEAM/CTE organization the MAF was intended to accommodate.

BREAK: 4:10 PM – 4:18 PM

Discussion resumed regarding the removal of an additional CalPERS unfunded liability payment from the Pro Forma; reserve data for the building, hangar, and fleet line items in 2027 and 2029; and projects included in the Pavement Management Plan Pro Forma.

PI 110 – PERSONNEL POLICIES – EMPLOYEE RECOGNITION AND AWARD PROGRAMS (TAB 4)

Discussion ensued regarding the background and history of the employee recognition and award provisions within Policy Instruction 110 – Personnel Policies; the distinction between one-time performance bonuses and the District's biannual performance evaluation program; the budgeting and Board reporting of performance bonuses; a potential framework for a more structured performance bonus program; the District's payroll budgeting methodology; the risks and benefits of using public funds for performance bonuses; and the uniqueness of one-time cash performance bonus programs in the public sector. There was Board consensus to direct staff to revise Policy Instruction 110 – Personnel Policies to remove the Exceptional Merit Cash Payment Program and to bring it back to the Board for review.

BOARD ANNOUNCEMENTS: None.

ADJOURN

PUBLIC COMMENT: None

<u>MOTION #1 JULY 29, 2026 S</u>: Director Hetherington motioned to adjourn the meeting. Vice President Horvath seconded. President Diamond, Vice-President Horvath, and Director Hetherington, O'Dette, and Rohlf voted in favor of the motion. Motion passed.

At 5:26 PM on July 29, 2026, a special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A <u>CONDENSED VERSION</u> OF THE JULY 29, 2026, SPECIAL BOARD MEETING. TO WATCH THE MEETING <u>IN ITS ENTIRETY</u>: https://www.youtube.com/watch?v=jeJV3w3NubI

Signed by:
David Diamond
48487DED61DD41E...
David Diamond, Board President

Signed by:
Robb Etnyre
4182B1535118477...
Robb Etnyre, Board Secretary