

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS special meeting held Friday, September 4, 2015 at the Truckee Tahoe Airport District Community Room, 10356 Truckee Airport Road, Truckee, California at 10:00 a.m.

**CALL MEETING TO ORDER:** 10:02 am

**DIRECTORS PRESENT:** President John B. Jones Jr.  
Vice President Lisa Wallace  
Director Mary Hetherington  
Director Tom Van Berkem (via Teleconference at 10:05 am)

**DIRECTORS ABSENT:** Director Jim Morrison

**STAFF PRESENT:** Mr. Kevin Smith, General Manager  
Mr. Phred Stoner, Director of Operations & Maintenance  
Mr. Hardy Bullock, Director of Aviation and Community Services  
Ms. Sally Lyon, Director of Finance and Administration  
Mr. Mike Cooke, Manager of Aviation and Community Services  
Mr. Brent Collinson, District Legal Counsel  
Ms. Lauren Tapia, District Clerk

**VISITORS PRESENT:** 1

**SPECIAL ORDERS OF BUSINESS:** Mr. Bullock stated that the Board will be receiving an email later today regarding ACAT selection process (it will include the submissions, name and contact information, as well as notes of each submission). Mr. Smith stated that the Managed Growth Discussion will be taking place November 12<sup>th</sup> from 8:00 am – 12:00 pm.

**PUBLIC COMMENT:** None.

#### **AIRPORT SPONSOR ASSURANCES**

Mr. Bullock stated that he and Director Hetherington both attended a conference on the subject of Primary Control Documents and Minimum Standards. Mr. Bullock stated that almost 130 airports have gone through this process and this morning's goal is to take a 60,000 foot view of the process itself. Mr. Bullock expressed that there will not be enough time to get too deep with questions. Mr. Smith stated that the Board needs to manage its expectations of today's meeting, policies will not be discussed, but the Board will have a chance to ask questions and gather comments.

Mr. Jeff Kohlman, Principal of Aviation Management Consulting Group (AMCG), expressed his appreciation of the opportunity and thanked the Board for picking his firm to work with the District on this project. These documents will help the Board manage the airport as well as maintain compliance with the FAA Airport Sponsor Assurances. Mr. Kohlman stated that there are three parts of today's discussion, the sponsor assurances (which are the foundation of the project), the four primary documents (leasing rents and fees policy, minimum standards, rules and regulations, and development standards), and finally the development process that will be utilized for this project. Mr. Kohlman stated that they welcome interaction and discussion today, but that they are not trying to get into the weeds of the project. President Jones inquired about the deliverables at the end of the project. Mr. Kohlman stated the airport will adopt the four primary documents: Leasing Rents and Fees Policy, Minimum Standards, Rules and Regulations and Development Standards. Mr. Smith stated that it will replace much of the District's policy instructions.

Mr. Kohlman gave a background on what the FAA Sponsor Assurances are and stated that today they will focus on 3 sponsor assurances out of the 39 sponsor assurances (Sponsor Assurances 22-24). Sponsor Assurance 22 is the Economic Non-Discrimination Assurance, Assurance 23 is Exclusive Rights, and Assurance 24 is Fee and Rental

Structure. Mr. Kohlman stated that 9 times out of 10 these three assurances are almost always identified in a Part 13 or 16 complaint made to the FAA. Mr. Kohlman went on to explain and give a background on Sponsor Assurances 22-24; for additional information please refer to the attached presentation.

**PUBLIC COMMENT:** None.

## **PRIMARY MANAGEMENT AND COMPLIANCE DOCUMENTS**

Mr. Bob Trimborn, AMCG Consultant and previous GM of Santa Monica Airport, stated that he will be giving a general view of the Primary Management and Compliance Documents and how they function and how they interact amongst themselves. They are documents that govern the operation, management and development of an airport. The four documents that the Airport will be adopting at the end of the project are the Leasing Rents and Fees Policy, Minimum Standards, Rules and Regulations and Development Standards.

Mr. Trimborn stated that the purpose (in combination) of these documents will help contribute to the financial health of the airport, facilitate orderly development, promote the provision of quality products, protect the health, safety interest and general welfare of the public, and to reduce the potential for conflict with lessees, consumers and users (which will reduce the potential Part 13 or 16 complaints with the FAA). The roll of the documents set the stage for the way an airport does business, plan an important role in the operation and management of an airport. Mr. Trimborn stated that while these documents are interrelated, they can also function independently of each other.

Mr. Trimborn explained the definition of Leasing/Rents and Fees Policy (sets forth the parameters for leasing airport land and improvements, and outlines the process for establishing and adjusting rents and fees) and its role/purpose on the airport (conveys the airports leasing policies/practices of entities who want to occupy/use airport property). Mr. Trimborn also explained the definition of Minimum Standards sets the requirements that need to be met to engage in commercial aeronautical activities at an airport. The role of Minimum Standards establishes a consistent threshold of requirements, which levels the playing field and promotes fair competition among operators. Mr. Trimborn gave an example of mobile mechanics and their relationship with Minimum Standards set by an Airport. Mr. Trimborn stated that an Airport would want to make sure the mobile mechanic is insured, has proper licensing, and doing their work at a facility that is appropriate for their use, which would all be outlined in the Minimum Standards. Director Hetherington inquired about Mr. Trimborn's experience with Mobile mechanics at Santa Monica Airport and staff time involved. Mr. Trimborn stated that security staff was always on site (24 hour a day operations) and they had all of the Primary Management Control Documents in hand. If they approached a mobile mechanic and they did not have a permit to be on the field, the mechanic was then escorted off site. Mr. Trimborn also stated that Santa Monica Airport had a badge system, so in order to get on and off the field you had to have a badge. Mr. Trimborn stated that it took a fair amount of time to get everyone up to speed, it's all about education and awareness. Mr. Kohlman stated that if the Board is not prepared to enforce the items they are adopting it's better to not adopt. Mr. Kohlman expressed that the Board and Staff should be cautious and thoughtful as they go through the process of developing the documents/policies for this project.

Mr. Trimborn stated that the Rules and Regulations provides for the safe, orderly and efficient use of an airport. The role and purpose of the Rules and Regulations is to protect the public health, safety, interest and welfare on the airport (applies to all persons using the airport – at all times – for any purpose). Mr. Trimborn stated that Rules and Regulation should emphasize those areas that are unique to the airport (i.e.: operations or activities), complement (not duplicate) other Primary Management and Compliance Documents or any “applicable” regulatory measures, and must be a separate (stand-alone) document. Mr. Kohlman stated that the Rules and Regulations document will only apply to activities on the field, it cannot apply to activities in the airspace; as airspace is governed by the FAA. Director Hetherington inquired how new rules and regulations would affect current hangar leases. District Counsel Collinson stated that the leases currently state that the leasees have to comply with all rules and regulations and federal/state regulations that now or may periodically be adopted or promulgated. Mr. Smith stated that they are signing onto a lease with an understanding that rules and regulations might be updated or changed. Mr. Kohlman stated that this process is not designed to drastically change (huge

directional shifts) the operation of the Airport. It is designed to incorporate/bring together a cohesive document(s) to run an Airport.

Mr. Trimborn stated that the definition of Development Standards set forth the parameters governing the design, development, and/or modification of general aviation improvements at an airport. The role/purpose is to promote consistent, attractive and compatible high quality general aviation development at an airport (applies to any entity who wants to develop and/or modify improvements at the airport). Mr. Trimborn stated that making up rules as you go, or managing by lease are both highly problematic, as it increases the potential for conflict, complaints and/or disputes.

**PUBLIC COMMENT:** None.

#### **PRIMARY MANAGMENT & CONTROL DOCUMENTS (PMCD) DEVELOPMENT REVIEW PROCESS**

Mr. Trimborn stated that the basic overview of the Development Review Process (of PMCD Documents) is to identify and understand influencing factors (internal and external), solicit stakeholder input (an outreach program), consult resources and references, utilize a structured development/review process and to conduct a comprehensive assessment (land and improvements, operators). Mr. Trimborn indicated that there are several internal influencing factors, such as managerial, existing guiding documents, the airport profile, planning and development (Master Plan [ALP]/Land Use Plan), and financial and economic factors (rents, fees, and other charges). There are also external factors of the review process, which are political, community, national, regional and local marketplace. Vice President Wallace inquired how the CLUP factors into the "external factors" of the development review process. Mr. Smith stated, most likely, not a lot. Mr. Smith stated the Master Plan is more of a key component of these documents; as they affect what is happening on the Airport, not necessarily around the airport. Mr. Kohlman stated that the important perspective to take on this project is ownership of the process.

Director Hetherington inquired if Rates and Fees will be developed by the consulting group. Mr. Trimborn stated that the policy for rates and fees will be developed, but the specific rates will be handled at staff level. Mr. Trimborn went on to give an overview of the review process, from an internal level and an external level. Mr. Trimborn stated that the final work products will be self-contained, easy to read and follow, and complement one another (not duplicated). He also noted that once the documents are developed, they should be reviewed on a periodic basis and updated as needed.

Concluding thoughts are that the process can be more important (and more beneficial) than the final work product (final documents). And if they are consistent with the Airport Sponsor Assurances and other compliance related directives issued by the FAA, the PMCD's will reduce the potential for conflicts, complaints and disputes. Mr. Kohlman stated that they want to prepare the Airport (and Board) of what is next to come, i.e.: Where the industry is going, what are other GA Airports are doing. Mr. Kohlman stated that Surf Air is an example, you will see more of that type of operation happening in the future.

**PUBLIC COMMENT:** None.

#### **ADJOURN**

**MOTION #1 SEPTEMBER-4-2015:** Vice President Wallace motioned to adjourn. Director Hetherington seconded the motion. President Jones, Vice President Wallace, Directors Hetherington and Van Berkem voted in favor of the motion. The motion passed.

At 11:48 a.m. the September 4, 2015 special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

John B. Jones, Jr., President of the Board

A handwritten signature in blue ink, appearing to be 'John B. Jones, Jr.', written over a horizontal line.

Kevin Smith, Secretary of the Board

A handwritten signature in blue ink, appearing to be 'Kevin Smith', written over a horizontal line.