

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS SPECIAL meeting held Tuesday, December 12, 2017 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 9:00 a.m.

**CALL MEETING TO ORDER:** 9:02 a.m.

**PLEDGE OF ALLEGIANCE**

**DIRECTORS PRESENT:** President Rick Stephens  
Vice President Jim Morrison  
Director Teresa O’Dette  
Director John B. Jones, Jr.

**DIRECTORS ABSENT:** Director Lisa Wallace

**ACAT PRESENT:** Chair Lisa Krueger  
Vice Chair Leigh Golden  
Member Joe Polverari (arrived at 9:16 AM)  
Member Paul Fast  
Member Kat Rohlf

**ACAT ABSENT:** Member Dan Lutkenhouse

**STAFF PRESENT:** Mr. Kevin Smith, General Manager  
Mr. Hardy Bullock, Director of Aviation and Community Services  
Mr. Mike Cooke, Manager of Aviation and Community Services  
Mr. Marc Lamb, Community Relations Manager  
Mr. Brent Collinson, District Legal Counsel  
Ms. Lauren Tapia, District Clerk

**PUBLIC COUNT:** 4

**SPECIAL ORDERS OF BUSINESS:** None

Mr. Smith informed the Board and ACAT members that the District was successful in collecting and submitting passenger enplanement numbers for 2016. The FAA accepted the data and the Airport was upgraded to a National Airport. This status will allow the District to receive a higher amount of FAA grant funds for projects on its ACIP project list. In order for the District to maintain its National Airport status, staff will have to continue to collect and submit passenger entitlement numbers on a yearly basis. This changed the District’s entitlement from \$150,000/year to \$1,000,000/year. This was a significant accomplishment.

Ms. Jill McClendon, project coordinator for TTAD, reviewed the current Executive hangar waiting list, as well as the T-Hanger waiting list.

**PUBLIC COMMENT:**

None.

## **STAFF/ACAT/BOARD INSTRUCTIONS:**

There was Board and ACAT member consensus that there was no need to do introductions.

**PUBLIC COMMENT:** None

## **EXISTING ACAT WORK PLAN INTRODUCTIONS & QUESTIONS**

- *Airport Trails Network (Krueger & Golden)*

Mr. Bullock reviewed the Airport Trails Network project description. The project will be entering its second phase of the District Trails Masterplan, which includes partnership building, exploring funding sources, grant applications and trail alignments. Potential partners for the trail system were discussed, as well as cost estimates of different class ratings of trails. Safety concerns were expressed by Member Fast regarding trail users and their interaction with the airfield. Mr. Smith informed the group that the proposed trail network around the airport would not be in violation with any existing FAA or TSA security rules. There was support for this project from all Board members, and encouragement for ACAT to start exploring grant funding options immediately.

Member Polverari entered meeting at 9:16 AM.

- *Mountain Top AWOS (Fast & Golden)*

The Mountain Top AWOS project involves placing a weather observation and reporting station atop a mountain peak near the Airport. The system must be certified and supported by the National Weather Service and the FAA. Mr. Cooke stated that the Mountain Top AWOS project has been active for the past three years, though the project has yet to gain support by the FAA. Mr. Cooke reviewed the reasons behind choosing Squaw VOR as the location for the AWOS station. Though, the ultimate reason comes down to having the ability for the station to be considered "certified". Discussion ensued regarding the difference between a weather observation and a weather forecast. There was support for this project from all Board members, and encouragement for District staff to start utilizing the Washington D.C. lobbyist to get the project in the hands of the right individuals at the FAA.

- *Pilot Incentives (Polverari & Fast)*

Ms. Katie Greenwood reviewed the two proposed Pilot Incentive programs: Mountain Flying Check-Out and the Touch and Go Incentive program. The Mountain Flying Check out is designed to incentivize pilots (\$50) to thoroughly understand our noise abatement programs by participating in a 30 minute education program with Ms. Greenwood and submitting log book entries indicating that their Mountain Check-out flight tracks complies with the District's NAP guidelines. Ms. Greenwood requested the Board's approval of this program as she starts her Roadshows in January and would like to promote the program. Discussion ensued amongst Board and ACAT members regarding the project and there was consensus that the program should be offered to pilots training locally as well as increasing the incentive to \$100 instead of \$50.

**PUBLIC COMMENT:**

None.

**ACAT MOTION #1 DEC-12-2017:** Member Fast motioned to approve the increase of the incentive fund to \$100 per student pilot and the total budget of the Mountain Flying Check-Out program to be \$10,000 with an option to increase if need be. Member Polverari seconded the motion. Members Krueger, Golden, Polverari, Fast and Rohlf voted in favor of the motion. Motion passed.

**BOARD MOTION #1 DEC-12-2017:** President Stephens motioned to approve the increase of the incentive fund to \$100 per student pilot and the total budget of the Mountain Flying Check-Out program to be \$10,000 with an option to increase if need be. Director Jones seconded the motion. President Stephens, and Directors Jones, O’Dette and Morrison voted in favor of the motion. Motion passed.

The Touch and Go Incentive Program is designed to incentive pilots to avoid flying repetitive touch and go operations at the Truckee Tahoe Airport. The program will not indicate which airport the pilots should do their Touch and Go’s at, but stated the airport must be in a radius of 50 NM of KTRK. This program also does not require pilots to fly at alternative airports. Member Krueger stated that this specific program had a lot of comments from ACAT member’s at the ACAT November meeting. Member Krueger expressed ACAT’s desire for Board comments on this program. President Stephens stated that he was under the impression that this program was backed off from due to the Board’s desire to purchase the diesel aircraft which will be used for training purposes at KTRK. There was Board consensus for ACAT to continue to fine tune this specific project as it is not ready to roll out in its current state.

Member Golden left meeting at 10:11 AM.

- *Pilot Messaging (Fast)*

Mr. Bullock stated that the Pilot Messaging project is designed to unify and standardize all of important pilot information related to outreach and annoyance reduction. From kiosks, to signs, print, website, and e-blasts this project will take a close look at messaging and unification of design principals, delivery, and messaging. Member Fast stated that this project was just adopted in November and more information will follow at a later date.

- *Non-Aeronautical Land Use (Rohlf & Polverari)*

District Council Collinson disclosed, for the sake of transparency, that he owns offices that is available for rent less than a mile away from the Airport. Mr. Smith reviewed the TTSA land swap that is currently in negotiation, and the potential rezoning of properties on Soaring Way. Mr. Smith also explained long term leasing rules that exist with the FAA. There was consensus to continue with the findings that were approved at the November 30<sup>th</sup> Board meeting.

Vice President Morrison left meeting at 10:30 AM

**PUBLIC COMMENT:** None

**ADDITIONAL ITEMS FOR ACAT 2018 WORK PLAN:**

Ms. Greenwood noted the bypass light project as a future potential project. Discussion followed regarding the painted arrow at the end of Runway 29. Staff stated that there has not been enough traffic to gauge its effectiveness yet. Director Jones expressed his desire for sound insulation and home acquisition to be explored. Mr. Smith indicated that home insulation and property acquisition will be discussed at the March 2018 Board workshop.

**PUBLIC COMMENT:** None.

**SUMMARY OF NEXT STEPS AND ACTION ITEMS**

The Board and ACAT Members indicated that direction and next steps was provided after each discussion item.

**PUBLIC COMMENT:**

None.

**BOARD MEMBER ANNOUNCEMENTS:** None.

**STAFF ANNOUNCEMENTS:**

Mr. Bullock stated that the Temporary Tower opens up on Friday, December 15<sup>th</sup>.

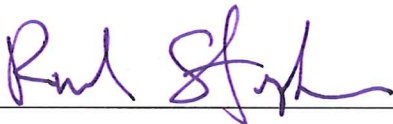
**ADJOURN**

**ACAT MOTION #2 DEC-12-2017:** Member Fast motioned to adjourn. Member Rohlf seconded the motion. Members Krueger, Polverari, Fast and Rohlf voted in favor of the motion. Motion passed.

**BOARD MOTION #2 DEC-12-2017:** Director O’Dette motioned to adjourn. President Stephens seconded the motion. President Stephens, and Directors Jones and O’Dette voted in favor of the motion. Motion passed.

At 10:42 AM the December 12, 2017 special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

Rick Stephens, President of the Board



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Kevin Smith, Secretary of the Board



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