

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS special meeting held Friday, January 6, 2017 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California at 1:00 p.m.

**CALL MEETING TO ORDER:** 1:03 p.m.

**PLEDGE OF ALLEGIANCE**

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

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

**VISITORS PRESENT:** 4

**SPECIAL ORDERS OF BUSINESS:**

**PUBLIC COMMENT:** None

**ADMINISTRATION OF OATH OF OFFICE**

Mr. Smith conducted the Oath of Office for Directors Wallace, O’Dette and Stephens.

Newly elected Directors made a short statement about themselves and their goals for the future. President Wallace distributed appreciation gifts to each Board member and thanked them for their service.

Mr. Smith noted that since January 1958, this year marks the 29<sup>th</sup> time there has been a change in the Board make-up. Mr. Smith stated that staff is looking forward to working with the new Directors and accomplishing the goals that will be set forth soon.

**PUBLIC COMMENT:** None

President Wallace noted that today’s meeting is not typical, as Board business is not usually conducted during swearing in meetings. President Wallace apologized for last minute meeting material additions and revisions that were made to the agenda leading up to today’s meeting.

**ANNUAL SELECTION OF NEW BOARD PRESIDENT AND VICE PRESIDENT (TAB 1)**

**PUBLIC COMMENT:** None

**MOTION #1 JANUARY-06-17:** Director Jones motioned to reappoint President Wallace as Board President for 2017 and Director Stephens as Vice President. Director Stephens seconded the motion. President Wallace, Vice President Morrison, and Directors Jones, O’Dette, and Stephens voted in favor of the motion. The motion passed.

**CURRENT AD HOC COMMITTEES AND ASSIGN NEW AD HOC MEMBERS TO VACANT SEATS (TAB 2)**

- Community Sponsorship

Mr. Smith inquired if the Board was in agreement that the Community Sponsorship Ad Hoc committee has sunset. There was Board consensus that the Community Sponsorship Ad Hoc committee had accomplished its goals, and that it can sunset.

**PUBLIC COMMENT:** None

**MOTION #2 JANUARY-06-17:** Director Jones motioned to sunset the Community Sponsorship Ad Hoc committee. Vice President Stephens seconded the motion. President Wallace, Vice President Stephens, and Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

- Warehouse Office Building (WOB)

Director Jones stated that he would like to remain on the Ad Hoc committee, and that in approximately two months, the committee will end. Director Morrison stated that he would like to fill the vacant seat on the committee.

- Economic Impact Study

President Wallace stated that the Economic Impact Study has two vacant seats, and that there is approximately 6 months until it’s completed. President Wallace noted that the Directors that would fill the vacancies should keep in mind that their involvement would be considered “actively engaged.” There were multiple Directors that stated they were interested in participating in the Ad Hoc Committee. After Board consensus President Wallace and Director O’Dette will be the new Ad Hoc committee members.

- Regional Housing Council

Director Jones stated that the Directors should create a Regional Housing Council Ad Hoc committee on top of appointing a Director to sit on the Regional Housing Council. District Council Collinson stated that the Board would need a motion to create a new Ad Hoc committee.

**PUBLIC COMMENT:** None

**MOTION #3 JANUARY-06-17:** Director Jones motioned to create a Regional Housing Ad Hoc committee. President Wallace seconded the motion. President Wallace, Vice President Stephens, and Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

- Greenhouse Gas Inventory Study

President Wallace stated that there is one vacant seat that would serve alongside of her. Director Morrison stated that he would fill the vacancy.

- Five Year AirShow Check-in

**PUBLIC COMMENT:** None

**MOTION #4 JANUARY-06-17:** Director Jones motioned to create the Five Year AirShow Check-in Committee. Director O’Dette seconded the motion. President Wallace, Vice President Stephens, and Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

Directors Jones and O’Dette stated that they would like sit on the Five Year AirShow Check-in Committee.

President Wallace read off the assigned Directors to their appropriate Ad Hoc Committees:

- Warehouse Office Building (WOB): Morrison and Jones
- Economic Impact Study: Wallace and O’Dette
- Regional Housing: Stephens and Morrison
- Greenhouse Gas Inventory: Wallace and Morrison
- Five Year AirShow Check-in: Jones and O’Dette

It is noted that Director Stephens was appointed to sit on the Regional Housing Council as the District’s representative, with Director Morrison filling in if Director Stephens is absent.

**MOTION #4 JANUARY-06-17:** President Wallace motioned to appoint the above members to their assigned Ad Hoc Committees. Director Jones seconded the motion. President Wallace, Vice President Stephens, and Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

### **BOARD PRACTICES AND METHODS (TAB 3)**

Mr. Smith stated that the majority of the remaining topics are housekeeping items. Director Jones presented some best practices that were highlighted in the Special District Leadership Academy booklet (which Director Jones received by his attendance at the Leadership Academy three years ago). Director Jones reviewed the District’s Mission Statement.

Director Jones discussed ways to which the Board could streamline its Board meetings, as over the last year, the meetings average approximately 4.5 hours long. Director Jones noted that he would like to set a goal of paring down the meetings to 1.5 – 2 hours in length. Vice President Stephens stated that he is in support of streamlining the meetings. Vice President Stephens noted that long meetings drain enthusiasm and passion, for both the public and District staff. Director Jones shared an idea about tailoring the meetings to the people who show up; allowing for the agenda to be adjustable. Director O’Dette stated that during her tenure on the North Tahoe Fire District Board they readjusted their meetings to accommodate the public who attended to hear specific items. President Wallace stated that she is in agreement to have a flexible agenda, allowing for movement based on public attendance, and noted having timed agenda items. Though, President Wallace she is not in favor of setting a time limit on the Board meetings length. Director Jones expressed that it should be a goal to make the meetings shorter.

**PUBLIC COMMENT:**

Mr. Andrew Terry, Truckee Resident, stated that there were times where past Directors spent too much time “in the weeds” on certain topics, which made for long meetings. Though, on certain topics, Mr. Terry believes it’s acceptable to spend hours discussing them.

Director Jones expressed a desire for the Board to be more focused and as a way to facilitate that, Mr. Jones stated that he would like District staff to utilize the Consent Calendar more frequently. Vice President Stephens stated that he is in support on this, and that the Board, as well as staff or the public have the right to pull any consent item for further discussion. Director O’Dette stated that she was in favor of utilizing the consent calendar more frequently. Director Morrison stated that he is in favor as well, and noted that the District has great staff and that the Board should trust them. President Wallace stated that she is in favor of the idea, but that she only notes of a few times certain items could have been on consent; she doesn’t believe this will produce any significant change.

**PUBLIC COMMENT:** None

Director Jones expressed his desire to defer the annual offsite retreat, and suggested tacking on a few hours quarterly to a regular meeting to discuss the items normally brought up at Offsite meetings. There was not a consensus from the Board to have hours added to a regular meeting quarterly. There was consensus, however, to find an alternative date for the Annual Retreat, and that it didn’t need to be held offsite. A doodle will be sent to the Board members to field an alternative date.

Director Jones stated that the Board meeting minutes have been increasing in length over the past several years, and that it has evolved into a dictation rather than a condensed summary. Ms. Lauren Tapia, District Clerk, agreed with Director Jones statement. Ms. Tapia provided examples of the minutes produced by other District’s in the area. Ms. Tapia noted that in her training she has received, the best practice for minute taking is not for them to be a transcription of the meeting, but to note what action had taken place with abbreviated commentary. Ms. Tapia stated the best example of what she described would be the Squaw Valley PSD meeting minutes. There was Board consensus to pare down the minutes away from the dictation style currently being done.

Vice President Stephens stated he would like to propose the April Board meeting be moved from April 26, 2017 to April 19, 2017 to accommodate Board and Staff participation at the Special Districts Leadership Academy.

**PUBLIC COMMENT:**

Mr. Terry stated that the rescheduling of the April Board meeting should take place at the regular January meeting, as it has not been properly agendaized. Mr. Terry’s statement was noted, and the subject will be discussed at the regular January Board meeting. There was consensus from the Board to put this as a consent item on the January regular Board meeting agenda.

**2017 NOISE AND ANNOYANCE INITIATIVES (TAB 4)**

Director Jones reviewed that the District, twelve years ago, invested a lot into programs to reduce Noise and Annoyance (radar, runway cameras, ad campaigns, community meetings, hiring employees) while spending approximately \$1million annually. However, over the last six years (2009-2016) jet traffic is up 123%, Turbo Prop is up 117%, Piston is up 20% at yet the Airport has not built anything new during those six years to attract traffic. Director Jones noted the Demand Drive Survey that stated traffic is coming due to the lake, mountains and skiing; the only item that would discourage traffic is a recession. Director Jones

stated that he would to evaluate the increased operations from repositioned due to lack of hangar space, lack of de-icing, and the impact of maintenance availability.

Director Jones moved on to discussing Noise and Annoyance reporting metrics. Director Jones stated that he would like staff to transition to reporting the number of households being annoyed instead of reporting the specific number of complaints. Director Jones referenced the Mercatus Center Article, the Aviation Noise Management Report – Port of Portland, and Australia’s AirServices note on Noise Complaints. Director Jones expressed if someone who submits 60 comments/complaints more deserving than the individual that submits two?

President Wallace left meeting at 2:35 PM

Vice President Stephens stated that he would like to explore the reporting metrics further, as what has been done in the past is not working. Director Morrison stated that he is in agreement with Director Jones about transitioning to a household metric. Mr. Smith stated that this is a good topic to discuss at a Board annual workshop, because it’s a trend the industry is going towards. Director Jones stated a desire for staff to focus their reporting metrics towards households. There was Board consensus for staff to do so.

**PUBLIC COMMENT:**

Mr. Terry stated that the individual that submits multiple complaints have been triggered by aviation events, and that the Board needs to accept their complaints, reducing their complaints to a household is unfortunate. Mr. Terry stated that those individuals are engaged and now the Board doesn’t want their interest.

Vice President Stephens stated that if a person is submitting 60 complaints staff needs to spend some one-on-one time with them. Though the likelihood of making that individual “happy” or solving his problem is probably slim. More one-on-one contact is better than making them feel as though they have to keep submitting the same complaint.

**BOARD MEMBER ANNOUNCEMENTS**

Director Jones expressed his desire for staff to bid 6 additional hangars on top of the original 6 for a total of twelve hangars. Three of the additional six would be utilized by the District to effectively mitigate noise and annoyance by reducing repositioning. Staff stated that this will be discussed further at the January 25, 2017 regular meeting.

**MOTION #5 JANUARY-06-17:** Vice President Stephens motioned to adjourn the meeting. Director Jones seconded the motion. Vice President Stephens, and Directors Jones, Morrison, and O’Dette voted in favor of the motion. The motion passed.

The meeting adjourned at 2:54 p.m.

Lisa Wallace, President of the Board



Kevin Smith, Secretary of the Board



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