

The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS special meeting held Monday, March 27 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: 9:00 AM

PLEDGE OF ALLEGIANCE

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

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

VISITORS PRESENT: 4

SPECIAL ORDERS OF BUSINESS:

President Wallace stated that she would like everyone present to participate in today's workshop. Though, if it starts to become not manageable, she will put some parameters in place. Director Jones stated that he would like some parameters as it's important for the Board and staff to utilize today's time as much as possible.

PUBLIC COMMENT:

None.

WELCOME, AGENDA AND MEETING FRAMEWORK

Ms. Seana Doherty, FreshTracks Communications, introduced herself and suggested that the Board and Staff introduce themselves since there is members of the public present.

Ms. Doherty explained the goals of the workshop and reviewed the workshop agenda.

Ms. Doherty reviewed the Strength Finder 2.0 wheel and everyone's results. Ms. Doherty stated that she will construct a handout that has everyone's strengths listed and distribute it after the workshop.

NOISE AND ANNOYANCE PROGRAMS AND POLICY DISCUSSION (TAB 1)

MANAGED GROWTH RECAP (TAB 1a)

Mr. Smith reviewed the Managed Growth fact sheet as well as the Managed Growth infographics that have been updated from last year.

Director Morrison requested discussion regarding the relevancy of the District's Mission Statement, as two Board members last year held the opinion that it was not accurate anymore. Mr. Smith noted that from a staff's prospective, they feel the Mission Statement is still relevant and that they are in favor of leaving it the way it is. Discussion ensued regarding the relevancy of the Mission Statement, and there was Board consensus that Mission Statement should stay as is.

Mr. Smith noted that two Board members last year struggled with what “quality” means in regards to the District’s facilities, and asked for the current Board’s opinion on the subject. Discussion ensued on what “quality” means to them. There was Board consensus to change the Principles infographic to reflect that the District maintains “high quality” facilities.

AIRPORT TRENDS FOR NOISE AND ANNOYANCE (TAB 1b)

Mr. Bullock reviewed the Airport Trends for Noise and Annoyance Fact Sheet, the objective of this topic is to discuss the trends, models and examples of an Airport Noise Office response from other airports. Mr. Bullock noted that this topic is a product of the UC Davis Noise and Air Quality Symposium, and that some of the data came out of the Noise Officer’s meeting survey. Mr. Bullock highlighted two main responses from three specific questions from the survey: *How does your Organization measure the success of its noise program?* Mr. Bullock stated that the number one response was “I don’t know, there isn’t one” and number two was “the quality and timeliness of the response to complaints”. The second question: *What is the greatest strength of the Noise Office program?* Mr. Bullock noted that the number one response was “Transparency” and second was “The relationship with the community”. The third question: *What is the Greatest Weakness of the Noise Office Program?* Mr. Bullock noted that the number one response was “handling public expectation” and the second was “lack of control over aircraft”. Mr. Bullock continued on to review staff’s summary of the District’s noise office and each staff member’s specific roles within the department. Mr. Bullock then reviewed other components that the District currently does not participate in and why it doesn’t: Sound Insulation, Noise Monitors, and Part 150/161 studies. Mr. Smith stated that if the Board wants more information about Sound Insulation and the idea of property buy backs, he would want to get Mr. Peter Kirsch’s opinion on the subject, as we are not permitted to do ad hoc property acquisition programs. There was Board consensus for Mr. Smith to obtain Mr. Kirsch’s opinion on the subjects.

Mr. Bullock noted that from a noise reporting standpoint, the District is at the top of the heap. The District has the most robust noise office for an airport our size (or larger), especially how it responds to the community compared to other General Aviation Airports around the nation.

NOISE AND ANNOYANCE: DEFINING SUCCESS (TAB 1c)

Mr. Cook stated that the objective of this topic is to review and discuss the District’s metrics for success in noise and annoyance. And to possibly modify existing procedures or develop next steps to achieve success for noise and annoyance mitigation.

Mr. Cooke explained operator engagement, proactively and reactively, and that it happens daily. Mr. Cooke reviewed track compliance and how it could be a “possible” success, as well as the idea of tracking the number of comments received, though it was noted that fewer comments doesn’t necessarily mean that the District is achieving “success”. Mr. Cooke reviewed that the idea of controlling operations opens a legal Pandora’s box and may be impossible even if the District no longer receives federal funding. Mr. Smith opened up the discussion to Board members regarding their view points of measuring success. Board discussion ensued on the topic, and there was consensus that the Board would like have a holistic quality review (op’s and comment report) and that commenter statistics only be one part of the review.

PUBLIC COMMENT:

Mr. Chris Barbera, Mountain Lion Aviation, wished to make a comment regarding the topic of the District maintaining “quality” facilities. Mr. Barbera, stated that he observes the District has two standards in terms of “high quality” of its facilities; that it maintains a high quality standard of its terminal building, but in regards to hangars it does not.

Ms. Jessica Fay, Owner of Sierra Aero and Truckee resident, stated that the neighbors in her community used to submit a high volume of comments, but currently they do not. Ms. Fay believes it's due to the consistent community outreach the District provides. Educating the public is key.

BREAK: 12:10 PM – 12:15 PM

OPTIONS FOR TTAD FACILITIES AND RESOURCES TO REDUCE NOISE AND ANNOYANCE (TAB 1d)

- **TEMPORARY SEASONAL TOWER – EXPECTATIONS AND METRICS FOR SUCCESS (i)**

Mr. Bullock noted that exactly one year ago, the Board discussed the Temporary Tower project and today the District is cutting asphalt. Mr. Bullock stated that safety is the underlying driver for the Temporary Tower and safety will always be the central focus as a “success” metric. The Board and Staff came up and discussed other safety metrics for the temporary tower that are placed around the central metric of safety (please see FreshTracks notes regarding this visual). Mr. Bullock noted that in October of 2017, staff will analyze and compare track data, camera data, surveys, comments, pilot information and other data to compare the summer of 2017 experience from previous summer peak periods to gain insight on the Tower's performance.

Mr. Bullock stated that Tower personnel will be on the field in May as they will be getting the tower certified during that period. Ms. Doherty inquired about the outreach plan for the community. Mr. Lamb reviewed the community outreach timeline, and that it will be updated again and presented at the April Board meeting.

- **RUNWAY MODIFICATIONS (ii)**

Mr. Bullock reviewed past efforts the District has completed regarding runway modification ideas. Mr. Bullock stated that those ideas are located in the District's Master Plan. Mr. Bullock explained the various ways the runways could be modified (i.e.: extending, displacing, etc.). Director Morrison expressed that he would like to have an extensive campaign conducted on whether operators will use Runway 02/20 if it were widened or lengthened; it's a very expensive project and wouldn't want it done unless there would be a dramatic increase in usage. Director Jones stated that it would be worthwhile to understand how many operators refuse Runway 02/20 if directed by the Tower.

- **HANGAR A9 AND EXECUTIVE HANGERS TO POTENTIALLY REDUCE OPERATIONS (iii)**

Mr. Bullock stated that there has always been a legacy discussion on if the District has a larger hanger, would it incentivize increased operations. Mr. Bullock noted that it is known that aircraft reposition to Reno to avoid snow, ice and freezing temps. Hangars offer the maintenance provider additional capacity that may prevent some aircraft from leaving the airport to receive maintenance. Mr. Bullock stated that Hanger A9 is the only “free and open” space the District has right now for any aeronautical storage. Mr. Bullock reviewed Sierra Aero's letter regarding the local Cirrus Pilots and their need for larger hangar space. Mr. Bullock expressed that having open hangar space will reduce repositioning, but noted that it's a very difficult metric to measure.

PUBLIC COMMENT:

Mr. Dan Lutkenhouse, Truckee resident, stated that he agrees with Director Morrison regarding the District conducting a Runway 02/20 usage campaign before it entertains the idea of spending money on modifying the runway. Mr. Lutkenhouse noted items in the Demand Driver that would increase operations and larger hangar space was one of the drivers for increased operations. Mr. Bullock clarified that the study differentiated the difference between a demand driver and a demand influencer and that larger hangar space was not considered a driver.

Ms. Fay, Sierra Aero owner, noted that she had looked back in her records for Annuals conducted on aircraft, in the past five (5) years, Sierra Aero only had one customer have an annual conducted on their

aircraft that was not based here or didn't have a second home in the area. Director Jones stated that since Sierra Aero has been on the field, he has reduced his number of reposition flights for maintenance by half.

- SIGNATORY AGREEMENTS (iiii)

Mr. Bullock noted that The District can enhance the use of Signatory Agreements with Charter and 91K Operators to contractually agree to comply with District NAPs, curfews, and safety programs. District currently has one Signatory Agreement with Surf Air.

Ms. Doherty stated that the next steps on Options for TTAD Facilities and Resources to Reduce Community Annoyance is to use Tower data that is collected this past summer, to bring back more data as to what extending Runway 02/20 would do (benefits and impacts), and for Mr. Peter Kirsch to provide legal information regarding sound insulation and property buy back.

WORKFORCE HOUSING (TAB 3)

Vice President Stephens stated that the objective of the Workforce housing topic is to review the District's interest and involvement in regional workforce housing development including advocacy, housing council participation, project development, and potential "next steps" for the District. Vice President Stephens discussed possible workforce housing development options in the Old Greenwood/Grey's Crossing properties. There was Board consensus to continue to research the options discussed by Vice President Stephens and to report back as needed.

DISTRICT ROLES AND OPPORTUNITIES REGARDING REGIONAL TRANSIT (TAB 4)

District Counsel Collinson stated that Mr. Smith a non-salaried member of TNT-TMA which is a 501c3 organization. Vice President Stephens stated that he would like the District to become a more involved player to help create a transit center in Truckee. Board members discussed the District's current role in its partnerships with regional transit and came to the consensus that its level of involvement is appropriate and that there is not a need to be involved more than it already is.

HANGAR 2 REPLACEMENT BUILDING DISCUSSION (TAB 2)

Mr. Smith reviewed the list of aeronautical needs for Hangar 2 as well as the site plan, floor plans (one building and two building option) and elevations for the potential replacement building.

PUBLIC COMMENT:

Mr. Barbera, Mountain Lion Aviation, stated that he is in favor of the renderings of the potential replacement building. Mr. Barbera noted that the Airport is a public airport and that the rise in operations is out of everyone's control. Mr. Barbera expressed that the airport has two ways to respond: harness it, or fight it.

There was Board consensus to have staff bring additional information to an upcoming Board meeting regarding the two different floor plans for Hangar 2.

ADJOURN

MOTION #4 MARCH-27-17: Vice President Stephens motioned to adjourn the meeting. Director O'Dette seconded the motion. President Wallace, Vice President Stephens, Directors Jones, Morrison and O'Dette voted in favor of the motion. The motion passed.

At 2:00 p.m. the March 27, 2017 special meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE MARCH 27, 2017 SPECIAL BOARD MEETING. PLEASE ALSO REFER TO THE ATTACHED FRESHTRACK COMMUNICATION'S MEETING NOTES FOR ADDITIONAL INFORMATION.

Lisa Wallace, President of the Board



Kevin Smith, Secretary of the Board


