

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 special meeting held Wednesday, March 7, 2018 in the Truckee Tahoe Airport District Community Room
3 A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

4 **CALL MEETING TO ORDER: 9:00 AM**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Rick Stephens
7 Director Teresa O’Dette
8 Director Lisa Wallace
9 Director John B. Jones, Jr.

10 **DIRECTORS ABSENT:** Vice President Jim Morrison

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Mr. Hardy Bullock, Director of Aviation and Community Services
13 Ms. Sally Lyon, Director of Finance and Administration
14 Mr. Dave Hoffman, Director of Operations and Maintenance
15 Mr. Mike Cooke, Manager of Aviation and Community Services
16 Mr. Brent Collinson, District Legal Counsel
17 Mr. Marc Lamb, Community Relations Manager
18 Ms. Lauren Tapia, District Clerk

19 **VISITORS PRESENT:** 3

20 **SPECIAL ORDERS OF BUSINESS:** None.

21 **PUBLIC COMMENT:** None.

22 **WELCOME AND REVIEW OF AGENDA ITEMS (TAB 1)**

23 Mr. Smith reviewed the agenda and gave a brief overview of each agenda item topic.

24 **PUBLIC COMMENT:** None.

25 **REVIEW OF DISTRICT GUIDING DOCUMENTS (TAB 2)**

26 • **DISTRICT STRATEGIC PLAN**

27 Mr. Smith requested a brief discussion regarding the District’s draft strategic plan and any suggested
28 changes the Board of Directors may have. Director Jones noted that the District’s strategic plan is twice
29 as long as SFO, DFW and Reno’s strategic plan. Mr. Smith reviewed how the District’s strategic plan was
30 compiled by the previous Board of Directors. Mr. Smith then reviewed SFO and DFW’s strategic plans.
31 There was Board consensus to have a meeting to update the strategic plan, and suggested staff pull
32 together ideas and craft an outline so the workshop isn’t a “start from scratch” type of meeting, as they
33 wanted to do it a part of regular Board meetings.

34 • **OTHER DISTRICT GUIDING DOCUMENTS**

35 Mr. Smith reviewed the following guiding documents for the Board of Directors: TTAD Master Plan, Airport
36 Land Use Compatibility Plan, Facility Maintenance Plan, Pavement Maintenance Plan, Forest Management
37 Plan, Trails Master Plan, Noise and Annoyance Handbook, Demand Driver Study, and the Godbe Surveys.
38 There was consensus that all plans are relevant. There was agreement to update the facilities
39 maintenance plan and forest management plan.

40 **PUBLIC COMMENT:** None.

41 **FIVE YEAR FINANCIAL FORECAST (TAB 3)**

42 Ms. Catherine Hansford, of Hansford Economic Consulting, presented the revenue and expenditures
43 forecast for the next five fiscal years (through December 2023) for the Truckee Tahoe Airport District. Ms.
44 Hansford reviewed several tables regarding the District's projected unrestricted cash balances, and
45 projection of revenues and expenses under four scenarios (base projection, projection without Hangar 2,
46 projection without the air traffic control tower, and a projection without both hangar 2 and the air traffic
47 control tower). Ms. Hansford then reviewed the projected types of expenditures and revenues, as well as
48 a historical and projected property tax revenue for the District. Ms. Hansford noted that, in general, it is
49 difficult to project property tax revenues because most projections are on the conservative side, but often
50 times entities receive more revenue than what was estimated.

51 President Stephens requested to have figure 7 (Historical and Projected Property Tax Revenue Table)
52 emailed to him.

53 Mr. Smith reviewed the Dow Jones Average vs. TTAD Operation counts and noted how similar both stats
54 are.

55 There was discussion related to future revenue. Director Jones noted that it is likely that District revenues
56 will out perform the projection. Director Stephens noted that the district does not have enough cash to
57 do both the Tower and Hangar 2 currently. Mr. Smith noted that this presentation is just a forecast and is
58 intended to help guide discussion.

59 **PUBLIC COMMENT:** None.

60 **NOISE AND ANNOYANCE DISCUSSION – 3 LEGGED STOOL (TAB 4)**

61 • **AIRSPACE AND PROCEDURES**

62 Mr. Bullock stated that the goal of airspace and procedures is to enhance safety, optimize
63 airspace/procedures to reduce track miles, reduce environmental and community impacts from aircraft
64 arrival and departure. Mr. Bullock reviewed the Fact Sheet that was provided to the Board on the subject.
65 Board discussion ensued regarding community meetings which should be held the summer of 2018 to
66 discuss the updates with the community regarding airspace and procedures. Director O'Dette suggested
67 the economic driver study be interwoven in the community meetings, as the community needs to be made
68 aware of the massive economic impact it has to the community. There was board consensus to have the
69 economic driver study be discussed at the community meetings.

70 • **ADS-B SURVEILLANCE**

71 Mr. Bullock stated that the goal of establishing an ADS-B site near the Airport is to provide certified
72 surveillance of aircraft to enhance safety, meet demand, and to reduce impact. Mr. Bullock reviewed the
73 Fact Sheet that was provided to the Board on the subject. Discussion ensued regarding the timeline of the
74 station going live, and the ground station cost estimates.

75 **BREAK: 10:30 AM – 10:36 AM**

76 • **AIR TRAFFIC CONTROL TOWER – LONG TERM PLANNING, METRICS AND EXPECTATIONS FOR**
77 **SUMMER OF 2018**

78 Mr. Bullock stated that the goal of an Air Traffic Control Tower is to provide positive control of aircraft
79 within 4.2 nautical miles to enhance safety, respond to aeronautical demand, and to reduce impact on
80 the community. Mr. Bullock reviewed the Fact Sheet that was provided to the Board on the subject.
81 Discussion ensued regarding the cost drivers of the tower, and 1-3 year staffing contract projections with
82 Mid-West ATC. There was Board consensus to have staffing contract projections (1 – 3 years) brought

83 back to the board so they can make a potential decision regarding signing a longer term staffing contract
84 with Mid-West ATC.

85 Mr. Bullock reviewed both the federal contract tower program guidelines and the airport sponsor tower
86 program responsibilities through 2023. Staff reviewed the potential permanent control tower building
87 elevations as well as its potential costs. Mr. Smith noted that he has a meeting with the FAA ADO office in
88 March to discuss how, and if there is any AIP money available to help fund the construction costs of a
89 permanent tower.

90 There was Board consensus to have staff leverage AIP money for construction, if available, and for staff
91 to move forward in the application process for the federal contract tower program. As well as to have Mr.
92 Bullock bring back feedback from other airports regarding their relationships they have with contract ATC
93 staff.

94 **PUBLIC COMMENT:** None.

95 **PROPERTY ACQUISITION AND HOME SOUND INSULATION PROGRAM DISCUSSION (TAB 5)**

96 • **REVIEW OF MR. PETER KIRSCH'S MEMO**

97 District Counsel Collinson stated that although Mr. Kirsch's letter indicates that it contains privileged
98 attorney work product and attorney-client communications, the fact that we are making this available to
99 the public should not be construed as a waiver of any other work product or attorney-client
100 communications. Mr. Smith noted that Mr. Kirsch did a great job outlining the funding mechanisms
101 regarding the two projects. Mr. Smith stated that with property tax revenue the District does have the
102 flexibility to do either program. Mr. Smith referred to the last paragraph in Mr. Kirsch's memo regarding
103 unrestricted revenue to fund the programs. Though, if the District creates a program, it will need to be
104 just as robust as what you would have outlined with a Part 150 program, specifically which homes qualify
105 to participate and which ones that do not. There was Board consensus to use Mr. Kirsch's memo as valid
106 information to fall back on if community members were to approach the District regarding either program.

107 **PUBLIC COMMENT:** None.

108 **CLIMATE ACTION PLAN (TAB 6)**

109 Mr. Smith informed the Board that staff met with Liberty Utilities last week regarding a potential 10
110 megawatt commercial solar field (with tracking panels) project with the. But due to snow loading and the
111 amount of steel they would need for the tracking panels, they had to take our site off of their project list.
112 It is simply just too costly for a commercial solar project. Mr. Smith noted that there is still potential for a
113 small scale solar field the airport can put in itself that can go on the same site. Discussion ensued regarding
114 multiple potential sites the airport has for installing a solar field.

115 Mr. Smith reviewed the Town of Truckee's resolution and suggested the District craft its own resolution
116 regarding its goals with the GHG reduction plan. There was Board consensus to have staff craft its own
117 resolution to be brought forth to future Board meeting for approval.

118 **PUBLIC COMMENT:** None.

119 **BREAK FOR LUNCH: 12:06 PM – 12:22 PM**

120 **DISTRICT GOALS - 2018 (TAB 7)**

121 Mr. Smith reviewed the potential nine District goals for 2018. President Stephens stated that he is
122 agreement with all of the goals except for goal #3, suggested it be retooled. Director Wallace suggested
123 adding the verbiage "reduce annoyance and enhance safety" to goal #2. Director Jones suggested
124 replacing the term "assure" with "strive" to goal #7.

125 **PUBLIC COMMENT:** None.

126 **BOARD MEMBER ANNOUNCEMENTS:** None.

127 **ADJOURN**

128 **MOTION #1 MARCH-7-18:** Director O'Dette motioned to adjourn the meeting. Director Jones seconded
129 the motion. President Stephens, Directors Jones, Wallace and O'Dette voted in favor of the motion. The
130 motion passed.

131 At 12:35 p.m. the March 7, 2018 special meeting of the Truckee Tahoe Airport Board of Directors
132 adjourned.

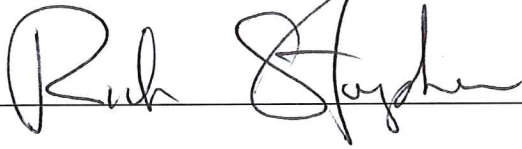
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134 Rick Stephens, President of the Board

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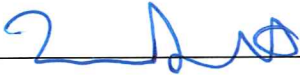
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138 Kevin Smith, Secretary of the Board

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