

The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular meeting held Wednesday, February 27, 2019 in the Truckee Tahoe Airport District Community Room A, located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California

CALL MEETING TO ORDER: 4:31 PM

PLEDGE OF ALLEGIANCE

DIRECTORS PRESENT: President Rick Stephens
Vice President Teresa O’Dette
Director Lisa Wallace
Director Jim Morrison
Director Mary Hetherington

STAFF PRESENT: Mr. Kevin Smith, General Manager
Mr. Hardy Bullock, Director of Aviation and Community Services
Ms. Sally Lyon, Director of Finance and Administration
Mr. Dave Hoffman, Director of Operations and Maintenance
Mr. Brent Collinson, District Legal Counsel
Mr. Marc Lamb, Community Relations Manager
Mr. Mark Covey, Pilot and Passenger Outreach Coordinator
Ms. Lauren Tapia, HR Manager/District Clerk

VISITORS PRESENT: 85

SPECIAL ORDERS OF BUSINESS:

Mr. Smith stated that District Counsel Brent Collinson will be retiring from Law, effective May 1, 2019. District Counsel Collinson stated that he will still be around for special questions, and that his law firm has an attorney that has been assigned to the District on an interim basis until the District decided what to do.

PUBLIC COMMENT:

Mr. Troy Corlis, with Tahoe Nordic Search and Rescue (TNSAR) stated that the snow cat has been purchased and delivered. It is currently being stored at the Airport until the trailer is purchased. Mr. Corlis thanked the District for their Partnership with TNSAR.

Ms. Silke Pflueger, Truckee Resident, stated that she is one of six candidates running for CA Senate District 1. Ms. Pflueger requested the Board and Public to participate in the special election, and if elected, she would look forward to working with the Truckee Tahoe Airport down in Sacramento.

Mr. Leigh Golden, Truckee Resident and ACAT Chair, stated that he attended the EAA meeting where they discussed ADS-B. Mr. Golden expressed that it was the most informative meeting on the subject. Mr. Golden stated a correction to the Sierra Sun Article written on ADS-B falsely labeling ADS-B as a “radar system”.

CONSENT ITEMS

- Minutes: January 23, 2019 Regular Meeting ----- TAB 1
- Monthly Service Bills and Fees ----- TAB 2
- ACAT bylaws Amendment ----- TAB 3
- Easement for PC-3 Trail Access ----- TAB 4

Chair Stephens recused himself from the consent item vote due to his conflict of interest with Tab Item 4 on the Consent Calendar.

PUBLIC COMMENT: None.

MOTION #1 FEBRUARY-27-19: Director Hetherington motioned to approve Tab Items 1-4. Director Morrison seconded the motion. Vice President O’Dette, Directors Morrison, Wallace and Hetherington voted in favor. President Stephens recused himself from the vote. The motion passed.

AIM HIGH AGENCY PARTNERSHIP REQUEST AND ACTION (TAB 05)

Ms. Katie Jamison, Truckee Site Director, gave a brief overview of AIM High and their request for Partnership totaling \$100,000 per year for three (3) years. Mr. Smith presented the item and indicated that STEM education is a key topic in the aviation industry. All sectors are looking for ways to get children and young adults excited about STEM and to consider careers in aviation. The AIM High program helps youth retain STEM learning through the summer months. There was Board consensus to support this effort.

Discussion ensued amongst the Directors regarding different partnership funding amounts, year commitments, long term viability of AIM High (fundraising), as well as the pending review of District Policy Instruction 311.

PUBLIC COMMENT: None.

MOTION #2 FEBRUARY-27-19: President Stephens motioned to approve an Agency Partnership request between TTAD and AIM High in the amount of \$30,000 per year for three (3) years. Director Morrison seconded the motion. President Stephens, Vice President O’Dette, and Directors Morrison, Wallace and Hetherington voted in favor. The motion passed.

REVIEW OF NON-PROFIT WAREHOUSE TENANT APPLICATIONS (TAB 06)

Mr. Bullock reviewed the discussion history of Warehouse Space D2 which took place in 2018. Based on adoption of PI 507 *Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement and Lease Process*, the Board directed staff to develop a request for proposal (RFP) advertise, and collect responses from qualified organizations who wanted to use the space. The following organizations responded to the RFP: Truckee Community Theatre, Truckee Donner Land Trust, Truckee River United Futbol Club (TRUFC), Project MANA, Sierra Senior Services, and Tahoe Cross Country Ski Education Association. Though, Tahoe Cross Country Ski Education Association decided to pull their request from consideration.

Truckee Community Theatre, Truckee Donner Land Trust, Truckee River United Futbol Club (TRUFC), Project MANA, and Sierra Senior Services all gave a 6 minute presentation on their organization and how they would be the best fit for the space as well as the benefits their organization brings to the community.

PUBLIC COMMENT:

- Ms. Kathy Manafold, expressed her support of the Truckee Community Theatre.
- Ms. Theresa Crimmins, expressed her support of Project MANA.
- Ms. Carmen Carr, expressed her support of Project MANA.
- Ms. Blakey Wilson, expressed her support of the Truckee Community Theatre.
- Ms. Andy Roast, expressed his support of Truckee River United Futbol Club (TRUFC)
- Ms. Karen Varkis, expressed her support of Project MANA.
- Mr. Craig Warner, expressed his support of Project MANA.
- Mr. Daniel Sneider, expressed his support to TRUFC.
- Mr. Chris Liedholm, expressed his support of Truckee Community Theatre.

Ms. Courtney Simpson, expressed her support of Truckee Community Theatre.

Ms. Kathy Longacre, expressed her support of TRUFC.

Mr. Peter Henry, expressed his support of the District's process to find a Non-Profit to utilize the available warehouse space.

Mr. Kerry Hains, expressed her support of the Truckee Community Theatre.

Director Wallace expressed concern about the CLUP compatibility with many of the groups who wish to use the space. As well as uncertainties regarding the amount tenant improvement costs the District should absorb.

President Stephens noted that Warehouse D2 was built for dry storage, in order to go outside of that intended use, there is a significant monetary impact to get it there.

Director Hetherington expressed concern regarding the agenda document and that it was incredibly long (224 pages). Director Hetherington requested the information be aggregated into a matrix format so the Directors can better compare the applicants. Director Hetherington also shared the same concerns with Director Wallace regarding CLUP compatibility.

There was Board consensus to have this brought back as an action item at a later meeting date.

MULTI-SITE PLANNING STUDY – PRESENTATION AND PLAN ACCEPTANCE (TAB 07)

Mr. Kevin Smith reviewed his comprehensive PowerPoint presentation on the Multi-Site Planning Study. The Public Agency Partnership Multiple Site Planning Study ("Study") is a collaboration between the Truckee Tahoe Airport District (TTAD), and Truckee Donner Recreation and Parks District (TDRPD) and the Town of Truckee (TOT) to study the feasibility of locating several new or expanded community uses on lands owned by the various public agencies. The Study determined that the primary proposed uses are feasible within the proposed land areas. These include the TDRPD corporation yard at the Riverview Site; Ice Pavilion and library/Community Building at Truckee River Regional Park; and Multi-Agency Fire Training Facility and AIS inspection station on the TTAD non-aviation site. Mr. Smith reviewed key findings for each site.

Director Wallace stated that when the Airport District and the Town of Truckee launched this study, it was not clear at the beginning that the multiple agencies listed would even agree to get this far. Director Wallace expressed appreciation toward Mead and Hunt as they really created the unity and consensus amongst the agencies.

Director Morrison expressed concern regarding the intended uses of the Town of Truckee Corp yard and heavy equipment being driving through residential communities.

Director Hetherington expressed appreciation for the study, and that many of the intended uses benefit the community as a whole.

PUBLIC COMMENT:

Ms. Carol Meagher, Executive Director of the KidsZone, commended the District and the commitment they have to the community. Ms. Meagher thanked the District for their participation in the study. And asked the District to advocate for the KidsZone to have a place within the multi-site facility plan.

The representative for the Friends of the Truckee Library expressed thanks to the District for their collaboration of the multi-site study which includes the Truckee Library as an "anchor" site for the proposed facilities.

Mr. Peter Henry, stated that it is wonderful to see interagency partnerships for this project. Mr. Henry inquired if the other Agencies had public support show up to their Board meetings regarding this project. Mr. Smith stated there was a large community showing at the Town council meeting supporting the study. There was Board consensus to accept the Multi-Site Study Plan and directed staff to continue pursuing the goals outlined in the study.

SIREN ARTS PRESENTATION

Ms. Renee Kojane, representing Siren Arts Tahoe City Arts & Cultural Center, reviewed her presentation regarding their endeavor to create an Arts & Cultural center in Tahoe City.

There was board consensus to have staff work further with Siren Arts to learn more about the project and to see if it would be a viable fit within an Agency Partnership.

PUBLIC COMMENT: None.

BREAK: 7:40 PM – 7:52 PM

POTENTIAL POLICY ON CAMPAIGN CONTRIBUTIONS (TAB 8)

District Counsel Brent Collinson reviewed his staff report on a potential policy regarding Board of Director Campaign Contributions. Discussion ensued regarding the nature of the request and it's over all validity, the difficulty the general public has accessing campaign contributions on the State/County website, as well as a request to have an FPPC Lawyer to come and discuss campaign disclosures. Some Directors indicated the current disclosures provided and required by the State of California are sufficient.

PUBLIC COMMENT:

Mr. Peter Henry, Truckee Resident, stated confusion regarding the subject, especially when all past candidates complied with state law.

Mr. Jan Zabriskie, Truckee Resident, read his letter to the Board, expressing his support to have District candidates disclose their contributions and to enact a campaign contribution cap of \$250.

Mr. John Ryan, Truckee Resident, questioned why Directors wouldn't want to have an FPPC Lawyer meet with them to provide clarity on the topic.

Discussion ensued on various options regarding Board Direction given to staff regarding campaign contribution disclosures. Ultimately, there was no clear Board consensus on the subject and no direction was given.

ACAT MEETING REPORT (TAB 11)

Mr. Bullock reviewed the ACAT meeting for the Board of Directors.

Director Wallace inquired about the Communications Subcommittee. Mr. Bullock provided a brief update on the current status of the subcommittee and their communications plan project.

PUBLIC COMMENT: None.

MONTHLY OPERATIONS AND COMMENT REPORT (TAB 10)

Mr. Covey reviewed the January Operations and Comment Report. Operations by Aircraft type, Comments by Zone & Aircraft Type and Comments vs. Households were discussed. Mr. Covey noted that there was one new household that commented in January, that household resides in Proseer, and three new households in Olympic Heights. Mr. Covey also stated that MLK weekend coincided with a major storm system, the airport did not open up until Friday afternoon, and in a three hour window, the airport had 172 operations.

PUBLIC COMMENT: None.

MONTHLY FINANCIAL REPORT (TAB 14)

Ms. Lyon reviewed the draft year-end financial report for 2018.

PUBLIC COMMENT: None.

There was Board consensus to accept the draft year-end financial report as presented.

GENERAL MANAGER REPORT (TAB 16)

- Upcoming Training and Conference Opportunities

Mr. Smith reviewed the upcoming training and conference opportunities for the Board and District staff.

- Hangar 2 Design & Programming

Per CMAR discussion at last Board Meeting, staff is moving forward with schematic (30%) design. The full Board will have its next check in on this project when Schematic Design is complete to decide whether to proceed or table the project. Staff anticipates the design documents will be ready for review in April or May of 2019.

- Mountain Housing Council

President Stephens provided an update on the Mountain Housing Council.

- New Director of Finance and Administration – Selection Process Update

Senior Staff and Director Stephens interviewed 5 candidates on February 6th, 8th, and 11th. In addition a Staff panel also interviewed the candidates. Second interviews were conducted on February 18th with 3 candidates. The interview committee is pleased with the great applicants as well as finalists for this position. We hope to announce the new Director of Finance and Administration within the next 5 to 7 days pending offer acceptance and successful completion of pre-employment screening requirements. Its Staffs desire to have the new Director begin employment by late March or sooner.

- Discussion on Annual Board Strategy Workshop

Mr. Smith reviewed the topics staff was able to drum up for discussion at a possible Spring Board Strategy Workshop. There was consensus from the Board that they would like to go forward with a workshop. Staff will issue a Doodle to finalize a date.

- Annual ACAT/Board Workshop

There was consensus from the Board to have the Joint meeting in May on ACAT's regularly scheduled meeting day. President Stephens noted that he will be out of the country on May 14th, but expressed that a joint workshop still take place in his absence.

- Upcoming Board Meeting Schedule

Mr. Smith reviewed the Board meeting schedule which includes winter and spring dates. Mr. Smith requested that the October 23rd Board meeting be shifted to November 6th so staff and Board members can attend the NBAA Annual Conference which is being held in Las Vegas, NV.

PUBLIC COMMENT: None

MOTION #3 FEBRUARY-27-19: Director Morrison motioned to move the October 23rd Board meeting to November 6th. President Stephens seconded the motion. President Stephens, Vice President O'Dette, and Directors Morrison, and Wallace voted in favor. Director Hetherington abstained. The motion passed.

- Rolling Agenda

Mr. Smith reviewed upcoming items and planned agendas for future meetings as reflected in the Rolling Agenda.

PUBLIC COMMENT: None

BOARD MEMBER REPORTS

Director Hetherington requested one of the District staff attend the Transit Center Public Advisory council meeting. Mr. Smith stated that he is already scheduled to attend.

PUBLIC COMMENT: None

ADJOURN

PUBLIC COMMENT: None

MOTION #4 JANUARY-23-19: Vice President O’Dette motioned to adjourn the meeting. President Stephens seconded the motion. President Stephens, Vice President O’Dette, Directors Morrison, Wallace and Hetherington voted in favor. The motion passed.

At 9:17 PM the February 27, 2019 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

THIS SET OF MINUTES IS A CONDENSED VERSION OF THE FEBRUARY 27, 2019 REGULAR BOARD MEETING. TO WATCH THE MEETING IN ITS ENTIRTY, IT CAN BE FOUND HERE UNDER “BOARD MEETING ARCHIVES”: <http://ktrk-live.s3-website-us-west-2.amazonaws.com/>

Rick Stephens, President of the Board



Kevin Smith, Secretary of the Board


