Minden-Tahoe Airport

CIVIL AIR PATROL CONFERENCE ROOM
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MINDEN, NV 89423
Office (775) 782-98-71 * Fax (775) 782-9872
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AIRPORT ADVISORY COMMITTEE MEETING NOTICE & AGENDA

Committee Members	Representing
Linda Mae Hivert	Community at Large
Steve Sliwa	Airport Commercial Community
Jim Lee	Business Community
Michael Bradford	Airport Powered Aircraft Community
Brian Dempsey	Business Community
Robert Trumbly	Airport Soaring Community
Tim Gardner	Community at Large

Copies of the finalized agenda and supporting material are online and can be obtained from the following locations: https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1 https://notice.nv.gov. Copies of supporting material for the agenda can be requested in person from Heather MacDonnell at 1146 Airport Road, Minden, Nevada or by calling 775-782-9871. The Notice and Agenda have also been posted at the Airport Administration Office, 1146 Airport Road, Minden, NV 89423 and the Minden Inn, 1594 Esmerelda Avenue, Minden, NV 89423.

Questions concerning the agenda should be referred to Heather MacDonnell at the Minden-Tahoe Airport at 775-782-9871.

The Airport Advisory Committee reserves the right to take agenda items out of order, to combine multiple agenda items for consideration, or to remove agenda items or delay discussions relating to an agenda item at any time. All items designated "for possible action" shall include discussion and possible action to approve, modify, deny, take "no action," or continue the item.

It is the intent of the Airport Advisory Committee (the "Committee") to protect the dignity of citizens who wish to comment before the Committee. It is also the Committee's wish to provide the citizens of Douglas County with an environment that upholds the highest professional standards. Citizens should have the ability to freely comment on items and/or projects that are brought before the Committee for action without interference.

If members of the public believe that their comments will exceed the three minutes offered during the meeting, they are encouraged to submit written public comments to supplement their verbal public comments. Written Public Comments may be submitted via email to: mindentahoeairport@douglasnv.us with the Subject Line of "AAC Public Comment." Written public comments that are received prior to 1:00 PM the first working day before the meeting will be compiled and will be added as supplemental material for the Committee and the public to review prior to the meeting.

Notice to Persons with Disabilities: We are pleased to make reasonable accommodations for members of the public who are disabled. If special arrangements are necessary, please contact Heather MacDonnell by calling 775-782-9871 at least 1 business day in advance of the meeting; alternatively, requests may be made in writing, addressed to the Minden Tahoe Airport, Post Office Box 218, Minden, Nevada 89423.

DOUGLAS COUNTY AIRPORT ADVISORY COMMITTEE

FINAL AGENDA

June 2, 2026

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Public Comment (No Action)**
   At this time, public comment will be taken on those items that are within the jurisdiction and control of the Committee. Public comment is limited to three minutes per speaker. Public comment will be taken at the beginning and end of the meeting and on the following items that are listed For Possible Action.

4. **For Possible Action. Approval of Agenda.**

5. **For Possible Action. Approval of Previous Minutes.**

   For Possible Action. Discussion to approve the draft minutes of the May 5, 2026, regular meeting of the Airport Advisory Committee

6. **For Presentation only. Airport staff update.**
   The following will be presented: Update by Airport management on work done and currently in process at the airport. (Heather MacDonnell, Airport Manager)

8. **For Presentation Only. Airport Advisory Committee Update.**
   a. Under this item committee members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the Airport. No action will be taken on any of these items.

9. **For Possible Action. Discussion and possible staff direction regarding topics or items that the Committee would like to include on future agendas for the Airport Advisory Committee Meetings.**

10. **Final Public Comment (No Action)**
    At this time, public comment will be taken on those items that are within the jurisdiction and control of the Committee. Public comment is limited to three minutes per speaker.

11. **Adjourn**

7. **For Possible Action:Â Strategic Plan Update**
   Review and discuss the Minden-Tahoe Airport draft Strategic Plan Update and provide direction to staff regarding revisions and finalization.

   For possible Action: Review and discuss the Minden-Tahoe Airport draft Strategic Plan update and provide direction to staff regarding revisions and finalization or recommend approval to the Board of County Commissioners.

AIRPORT ADVISORY COMMITTEE AGENDA ITEM
COVER PAGE

MEETING DATE: June 2, 2026

TIME REQUIRED:

AGENDA: **For Possible Action. Approval of Previous Minutes**.

TITLE:
For Possible Action. Discussion to approve the draft minutes of the May 5, 2026, regular meeting of the Airport Advisory Committee

RECOMMENDED MOTION:
Approve the minutes of the May 5, 2026, regular meeting of the Airport Advisory Committee, as presented

FINANCIAL IMPACT:
No Financial Impact

BACKGROUND:

ATTACHMENTS:
Draft Minutes 05.05.26.pdf

DRAFT

May 5, 2026 - Airport Advisory Committee Minutes
The Airport Advisory Committee meeting was held on Tuesday, May 5, 2026, beginning at 6:00 p.m. at Douglas County, 1616 Eighth Street, Minden, Nevada 89423**.** The following members of the Airport Advisory Committee were present for the meeting:

Committee Members	**Representing**
Linda Mae Hivert	Community at Large
Steve Sliwa	Airport Commercial Community
Jim Lee	Business Community
Michael Bradford	Airport Powered Aircraft Community
Brian Dempsey	Business Community
Robert Trumbly	Airport Soaring Community
Tim Gardner	Community at Large

1. Call to Order
Call to order at 6:00 p.m.

2. Pledge of Allegiance
Pledge of Allegiance led by Jim Lee

3. Public Comment (No Action)
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Committee. Public comment is limited to three minutes per speaker. Public comment will only be taken at the beginning and end of the meeting; the Chair also has discretion to open public comment on items listed for possible action.

- **No Public Comment**

4. For Possible Action – Approval of Agenda
Approval of Agenda.

Motion to approve the agenda as presented, carried.
Vote: Pass 7-0

5. For Possible Action
Approval of Previous Minutes

A) March 4, 2026

Motion to approve previous minutes
Vote: Pass 7-0

DRAFT

6. Administrative Agenda – For Presentation Only.

6.1 *– Update by airport management on work done and currently in process at the airport. (Heather MacDonnell)*

Heather MacDonnell

- Working on two grants through FAA; to rehab the transient apron and to rehab P51 taxi lanes.
- Provided an update on the Master Plan process.
- Next Master Plan meeting will be on June 25, 2026, open to the public.
- Stated that JUB will also attend tenant barbecue on 06/25/26, to provide information and obtain feedback from Airport tenants.
- Reported on the Strategic Plan meeting. She'll compile the information and bring the document to the Airport Advisory Committee for review and comments.
- Provided update regarding the upcoming airport airshow planning.
- Noted that tickets went on sale 05/01/26.
- Airshow website is mindentahoeskyfest.net

6.2 *– Presentation of the Minden-Tahoe Airport Fiscal Year 2026-2027 budget, as previously presented to the Board of County Commissioners. (Heather MacDonnell)*

Heather MacDonnell

- Provided a re-cap of the FY 26-27 budget workshop presentation.
- Responded to Michael Bradford's question regarding staffing resources for airshow planning.
- Presenting to BOCC on Thursday regarding the airshow.

7. For Presentation Only. Airport Advisory Committee Update.

Under this item, committee members will briefly identify relevant communications received before the meeting, meetings attended, or potential airport business. No action will be taken on any of these items. (Chair)

Robert Trumbly

- Reported that he's been in contact with National Transportation Safety Board (NTSB) and Reno Flight Standards District Office (FSDO) regarding a recent incident.
- FSDO Safety representative suggested adding a safety brief to an upcoming agenda.

Tim Gardner

- Commended Steve Sliwa for a successful event at UNR.
- Discussed hangar rent increases happening at other nearby regional airports.

Steve Sliwa

- Mentioned that he submitted a form with comments regarding the upcoming stormwater utility fee.
- Discussed starting conversations and getting sample materials for an alternate runway. Will provide more information for Airport management.

Michael Bradford

- Thanked Steve Sliwa for making a presentation at the Sports Aviation Foundation annual membership meeting.
- Reported that he spoke to Mark Guerrero of the Confederate Airforce out of Stead. They want to put together an air show and Michael Bradford referred them to Heather MacDonnell.

Jim Lee

- Discussed successful Wave Camp attended by 28 pilots.
- Utilized runway 21 on wave days due to wind velocity and direction.

DRAFT

8. For Possible Action.

Discussion and possible staff direction regarding topics or items that the Committee would like to include on future agendas for the Airport Advisory Committee Meetings. (Chair)

Steve Sliwa

- Stated the Strategic Planning process has been modified and suggested the Airport Advisory Committee review and come back ideas regarding the Strategic Plan.
- Wants to discuss revenue sources.

Heather MacDonnell

- Reported that the June Airport Advisory Committee meeting will be held at the Civil Air Patrol conference room or a room at the Community Center.

Steve Sliwa

- Discussed a Master Planning meeting on June 25, 2026. This is an opportunity to collect more information from Airport tenants and the community.
- Suggested the committee discuss Strategic Planning notes at the next AAC meeting to prepare for the June 25th meeting. May be able to finalize the Strategic Plan at the July or August meeting.

Tim Gardner

- Requested a future discussion regarding the airport capital improvement plan.

Heather MacDonnell

- Stated the capital improvement plan gets updated and submitted to the FAA every February.

Linda Mae Hivert

- Asked if the group needs to suggest disclosure language for upcoming housing contracts.

9. Final Public Comment (No Action).

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Committee. Public comment is limited to three minutes per speaker.

No Public Comment

10. Adjourn

Vote: Pass 7-0

7:23 p.m.

DRAFT

AIRPORT ADVISORY COMMITTEE AGENDA ITEM
COVER PAGE

MEETING DATE: June 2, 2026

TIME REQUIRED:

AGENDA: For Possible Action:Â Strategic Plan Update

TITLE:
For possible Action: Review and discuss the Minden-Tahoe Airport draft Strategic Plan update and provide direction to staff regarding revisions and finalization or recommend approval to the Board of County Commissioners.

RECOMMENDED MOTION:
Review and discuss the Minden-Tahoe Airport draft Strategic Plan update and provide direction to staff regarding revisions and finalization or recommend approval to the Board of County Commissioners.

FINANCIAL IMPACT:
N/A

BACKGROUND:
The Airport Advisory Committee is asked to review and provide recommendations on the updated draft Strategic Plan and recommended approval to the Board of County Commissioners. The previous comprehensive airport strategic plan was adopted in 2012. Since that time, significant changes in tenant needs, operational priorities, and long-term opportunities have shaped the airports direction and future planning efforts.

This updated Strategic Plan reflects a renewed vision for the future and establishes the airports strategic priorities, goals, and guiding principles for the years ahead. The plan is intended to provide a framework for the current Master Plan update, guiding decision-making, operational planning and organizational development while aligning with the evolving needs of the community and stakeholders.

Development of the updated plan included an evaluation of current conditions, assessment of emerging trends and challenges, and input from leadership, staff, and key stakeholders. The resulting document outlines the organization's long-term vision and strategic focus area to guide future initiatives and ensure continued sustainability, operational effectiveness, and community impact.

ATTACHMENTS:
Draft -Strategic Plan 2026.pdf

Minden-Tahoe Airport Strategic Plan

MINDEN-TAHOE AIRPORT
DOUGLAS COUNTY NEVADA

GATEWAY TO THE CARSON VALLEY



MINDEN-TAHOE AIRPORT
DOUGLAS COUNTY NEVADA

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CORE PURPOSE & VALUES

about us

The Minden-Tahoe Airport (KMEV) is a vital regional general aviation airport serving Douglas County, Nevada, and the surrounding Sierra Nevada region. Located near world-renowned Lake Tahoe, the airport is widely recognized for its exceptional soaring and glider operations, favorable flying conditions, and strong aviation community.

The airport is also recognized as a preferred aviation destination due to its solid infrastructure, and published RNAV instrument approaches that support IFR operations and enhance accessibility throughout the year.





business

The airport supports a diverse mix of aviation-related businesses and services, including Fixed Base Operators (FBOs), Civil Air Patrol operations, skydiving, avionics services, aircraft maintenance, flight instruction, charter operations, agriculturally based aviation, and a restaurant that serves both visitors and the local community. The airport currently consists of approximately 78 county-owned hangars and more than 70 land leases supporting aviation and aviation-related businesses.

Minden-Tahoe Airport plays an important role in supporting tourism, economic development, emergency response, recreation, and aviation education throughout the region. Through strong community partnerships and strategic investment, the airport continues to evolve as one of Nevada's premier rural aviation facilities.

MISSION STATEMENT

What is our core purpose?

Douglas County Mission Statement: *Working together with integrity and accountability, Douglas County provides cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors.*

Minden-Tahoe Airport Mission Statement: *A welcoming rural airport providing safe, high-quality, and high-value general aviation services and facilities that bring substantial benefits to local residents and businesses.*

VISION STATEMENT

What will we look like in 10-20 years?

Douglas County Vision Statement: *To foster constructive and respectful conversation, elevate the quality of life, preserve our rural legacy and natural resources, deliver exceptional service, and support a thriving and sustainable community.*

Minden-Tahoe Airport Vision Statement: *To be the best rural airport in Nevada*



MINDEN-TAHOE AIRPORT
DOUGLAS COUNTY NEVADA

GUIDING PRINCIPLES

Safety First:

Infrastructure and operational improvements that reduce risk and enhance reliability in challenging wind, weather, and terrain conditions.

Financial Stability:

Ensuring that operating and capital funds generate future returns by prioritizing self-generated revenue over the long term to support operations, maintenance, and capital improvements, while continually pursuing additional revenue opportunities through outside funding sources and non-aeronautical development.

Strategic Differentiation:

Investing in facilities and activities that reinforce what makes Minden unique rather than competing directly with larger regional or commercial airports.

Community Partnership:

Managing growth in a manner that respects noise, traffic, and quality-of-life concerns while strengthening public trust and serving aviation needs.

Phased & Disciplined Development:

Aligning projects with realistic funding, tenant demand, regulatory approvals, and demonstrated community support.

Environmental & Operational Responsibility

Pursuing efficiency, cost-reduction, and grant-eligible sustainability initiatives that support aviation operations without imposing undue operational constraints.

ORGANIZATIONAL VALUES

MINDEN-TAHOE AIRPORT
DOUGLAS COUNTY NEVADA

INTEGRITY	We demonstrate honest and ethical conduct through our actions.
ACCOUNTABILITY	We accept responsibility for our actions.
CUSTOMER SERVICE	We deliver efficient and effective service with an attitude of respect and fairness.
LEADERSHIP	We establish the tone and direction for success, motivating and inspiring others to accomplish a shared vision.
COMMUNICATION	We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community.
TEAMWORK	We work together to achieve shared goals.
RESPECT	We will treat all citizens, employees, and visitors with respect.



SWOT ANALYSIS

Strengths

- Long runway system capable of supporting diverse aircraft operations
- Published RNAV instrument approaches supporting IFR access
- Internationally recognized soaring and glider activity
- Strong aviation community and tenant base
- Proximity to Lake Tahoe and regional tourism destinations
- Existing aviation business diversity
- Significant county-owned hangar inventory and leased development areas
- Strong emergency response and regional support capabilities
- Highly engaged aviation community supported by proactive Airport Management, AAC, and BOCC
- Low taxes, workable local regulations, high quality workforce, and low-cost structures
- Partnerships with community

Weaknesses

- No precision instrument approach (ILS)
- Aging infrastructure and deferred maintenance needs
- Lack of available hangar space with a large County waiting list.
- Seasonal operational impacts from winter weather and high winds
- Dependence on FAA and grant funding for capital improvements
- Limited staffing resources relative to operational demands
- Airport revenues are disproportionately low compared to facility size and maintenance burden
- No resident aviation school
- Fuel prices are comparatively higher than competing airports, which may impact tenant retention and transient aircraft activity.

Opportunities

- Growth in corporate and recreational aviation
- Expansion of aviation-related businesses and services
- Increased tourism activity in the Sierra Nevada region
- FAA Airport Improvement Program (AIP) funding opportunities
- Development of additional hangars and aviation industrial space
- Enhanced emergency response and wildfire support operations
- Increased aviation education and workforce development partnerships
- Marketing the airport as a preferred rural aviation destination
- Community interest in airport events

Threats

- Economic downturns affecting aviation activity
- Rising construction and infrastructure costs
- Environmental and regulatory restrictions
- Wildfire smoke impacts and severe weather events
- Competition from other regional airports
- Changes in FAA funding priorities
- Fuel price volatility impacting flight activity
- Community concerns regarding noise or development
- Potential land zoning encroachment
- Growth could impact potential escalation of aircraft accidents or safety incidents

Strategic PRIORITIES & OBJECTIVES

1 **Revenue Development & Financial Sustainability:** Strengthen the long-term financial sustainability of the airport through diversified revenue generation, strategic partnerships, and responsible development. Develop reliable and diversified funding sources that support airport operations, maintenance, and future growth.

Objectives

- Revenue generation through land development and county-owned hangar development
- Pursuit of FAA, State, and infrastructure grant funding opportunities
- Development of partnerships tied to education, aviation programs, and community events
- Long-term leasing opportunities for compatible non-aeronautical uses
- Expansion of fuel sales and aviation-related business opportunities

2 **Economic Vitality and Workforce Development:** Promote economic growth and regional tourism by supporting aviation businesses, attracting new investments, and strengthening the airport's role as a regional economic driver. Strengthen the airport's contribution to the regional economy through business development, tourism, and aviation workforce opportunities

Objectives

- *Promote aviation tourism and outdoor recreation opportunities*
- *Support expansion of airport-related businesses and services*
- *Encourage aviation entrepreneurship and workforce development*
- *Increase regional visitation tied to Lake Tahoe and Sierra recreation*
- *Support future aviation education and technical training opportunities*
- *Explore partnerships for aviation schools and training programs*
- *Increase awareness of airport economic benefits*

3 **Balanced Growth and Infrastructure:** Support responsible airport growth through strategic infrastructure investment and phased development, in a way that balances operational efficiency, community benefit, and long-term sustainability.

Objectives

- *Development of additional county-owned rental hangars*
- *Installation of a county-owned self-service fuel station*
- *Development of the southwest quadrant of the airport*
- *Reinstatement of Crosswind Runway 21, for operations support*
- *Southeast soaring development area improvements*
- *Development of a backcountry and bush plane operational area*
- *Exploration of park and RV area development opportunities*
- *Construction of additional public restrooms and pilot facilities*
- *Development of an aircraft wash rack facility*
- *Maintain airport pavement, infrastructure, and utility systems*
- *Improve operational efficiency and long-term maintenance planning*

Strategic PRIORITIES & OBJECTIVES

4 **Public Safety and Emergency Preparedness:** Ensure the airport remains a critical asset for emergency response, public safety, and regional resilience.

Objectives

- *Strengthen interagency firefighting partnerships and capabilities*
- *Support emergency response and disaster relief operations*
- *Improve operational readiness for emergency aircraft*
- *Enhance coordination with local, state, and federal agencies*
- *Support public safety aviation operations and staging capabilities*

5 **Visitor-Oriented and Educational Enhancements:** Enhance the airport experience for visitors while promoting aviation education and community engagement.

Objectives

- *Support STEM-based aviation education programs*
- *Expand public aviation events and community outreach*
- *Develop multi-use aviation and community facilities*
- *Improve visitor amenities and airport accessibility*
- *Increase public awareness of aviation opportunities and airport benefits*
- *Strengthen youth engagement and aviation career pathways*

MINDEN-TAHOE AIRPORT
DOUGLAS COUNTY NEVADA



STRATEGIC FRAMEWORK & PLAN ALIGNMENT

the strategic plan

is organized to align long-term vision with measurable implementation priorities and operational initiatives. The framework is designed to ensure that all airport projects, partnerships, and investments support the airport's core mission and long-term strategic direction.

The plan cascades from the overarching Vision and Mission Statements (the "Where") into Strategic Goals and Priorities, followed by implementation-focused objectives and initiatives (the "What" and "How").

Strategic Level	Purpose	Focus
Vision Statement	*Defines the long-term aspiration of the airport*	WHERE the airport is headed
Mission Statement	*Defines the airport's purpose and value to the community*	WHY the airport exists
Strategic Priorities	*Establish broad focus areas for airport leadership and investment*	WHAT areas matter most
Strategic Objectives	*Translate priorities into actionable outcomes*	HOW goals will be achieved
Projects and Initiatives	*Specific infrastructure, partnerships, and operational improvements*	IMPLEMENTATION