



TRUCKEE TAHOE AIRPORT DISTRICT REQUEST FOR PUBLIC INFORMATION

DATE OF REQUEST: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

IMMEDIATE RELEASE INFORMATION (no management authorization required):

Policy Instruction #(s) _____

SPI #(s) _____

Hangar Waitlist _____

Job Description(s) _____

Rules and Regulations** _____

Budget** _____

Master Plan _____

CLUP** _____

**POSTED ON WWW.TRUCKEETAHOEAIRPORT.COM

REQUEST for RECORDS REQUIRING APPROVAL (other than those listed above):

Fees are due on receipt of documents. Appendix B for complete fee schedule. Master Plan is \$20; Budget is \$15; letter size copies \$.20 each. Releasable information may be read in Airport Terminal at no cost.

STAFF USE ONLY

TOTAL COST

COPIES MADE

GENERAL MANAGER APPROVAL

NOTIFIED REQUESTOR

DELIVERED TO REQUESTOR

RECEIPT OF PAYMENT

TO DISTRICT CLERK FOR FILE

DATE AND INITIAL

Other cost factors (eg. Staff time, postage, etc):

APPENDIX B - FEE SCHEDULE

The schedule of fees and/or deposits is hereby established as follows:

Airport Master Plan with soft cover	\$ 20.00
Operating and Capital Expenditure Budget	\$ 15.00
Audited Financial Statements (from outside auditors)	\$ 10.00
Board of Directors meeting agendas (not including postage)	no charge
Board of Directors meeting agenda packets: agenda, staff reports, supporting information and monthly financials (including postage):	
• Annual subscription	\$250.00
• Individual packet (one month only)	\$ 25.00
• Annual agenda only	\$ 12.00
Public records (letter size), per original page	\$ 0.20
Public records (legal size), per original page	\$ 0.25
Public records (11" by 17"), per original page	\$ 0.30
Oversized documents, including engineering drawings	at direct cost of duplication
Fax copies of public records, including telephone charges	\$ 1.00 first 5 pages \$ 1.00/add'l page
Postage or shipping charges (in addition to duplication charges)	at cost
Inspecting public records, listening to, or recording from meeting tapes (at Airport offices)	no charge
Duplicating meeting tapes	at cost
Special Reports	A fee equal to the direct cost of staff time required to meet the request for research of records, analysis, compilation, calculation or summarization and/or duplication of records. Such fees shall be estimated and fees paid prior to staff beginning work on the request. If estimated fee charged exceeds actual cost the overage will be refunded to the requestor.

State and local sales taxes shall be added to all fees when applicable.