



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: Primary Management and Compliance Documents (PMCD) –  
Presentation of PMCD and Begin Public Comment Period**

**MEETING DATE: April 27<sup>th</sup>, 2016**

**PREPARED BY: Hardy S. Bullock, Director of Aviation & Community Services**

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**RECOMMENDED ACTION:** AMCG will present the new draft of the District Rules and Regulations and Minimum Standards to the Board of Directors and Public. Staff recommends the Board open public comment for a period of 45 days (Until June 15, 2016).

**ALTERNATIVE ACTION:** The Board may request additional time to review the documents prior to the opening of the public comment period. The Board may also request changes to the documents prior to release for public review.

**DISCUSSION:** On September 4, 2015 the Board held a special workshop on the Primary Management and Compliance Documents (PMCD) update process. Jeff Kohlman, Principal with Airport Management Consulting Group (AMCG) led an informative dialogue and answered questions regarding the process of updating our PMCD documents.

AMCG and Staff have completed the first two of five major components of our PMCD project. The five PMCD documents are: Minimum Standards, Rules and Regulations, Leasing/Rents & Fees Policy, Development Standards, and General Provisions. Collectively these documents are known as Primary Management and Compliance Documents (PMCD). The outline for this project deliverable is attached. The final draft of the first two components (Rules and Regs and Minimum Standards) have been completed.

The work of creating comprehensive PMCD documents has required staff to make many judgements based on knowledge of existing policy, airport best practices, and professional guidance from AMCG. Staff welcomes the Board and public insight in this effort.

## **Rules and Regulations**

Rules and Regulations set the acceptable and unacceptable conduct for those persons using the airport. They also describe the authority of the General Manager and the Board of Directors. Rules and Regulations also set thresholds of significance and formality on topics ranging from vehicular access to signage and advertising. This document is significant for the daily operation of the airfield because many of the protocols which drive operations, maintenance, and UNICOM respond to these rules and regulations through daily procedures.

## **Minimum Standards**

Minimum Standards set the acceptable and unacceptable conduct for those persons or businesses desiring to conduct commercial operations on airport property. Essentially, if a person or business wants to offer services, whether aeronautical or non-aeronautical, the Minimum Standards set the acceptable levels of financial commitment, outlines level of service, and develops thresholds by which successful businesses will be held accountable. If requirements for commercial aeronautical uses are not outlined in your minimum standards, the FAA presumes the use is permitted at your facility if the facility can support such use.

## **Legal Review**

Peter Kirsch and his team at Kaplan Kirsch and Rockwell completed their legal review of both documents. The comments identified in the legal reviews **have been incorporated** in the documents. Each document within the PMCD set will receive legal review prior to Board acceptance.

**WHAT'S NEXT:** The District is soliciting Board and Public comment on the draft Truckee Tahoe Airport Minimum Standards and Rules & Regulations. AMCG will continue work on the remaining components of the PMCD's. Staff will return in July with results from the comment period.

**FISCAL IMPACT:** This project is on budget programed in the FY 2015/2016. No additional fiscal impact is expected.

**PUBLIC COMMUNICATIONS:** Staff has been promoting this PMCD Project over the past year through our e-blasts, Connected Newsletters, Pilot Newsletters and web postings. This project along with other business process projects has been highlighted under the tagline, "The Business of the Airport is Your Business". Additionally to this the District has had several agenda items on the projects posted for community response. The District has provided copies to both the EAA Chapter and our AOPA Airport Support Network Volunteer.

## **ATTACHMENTS:**

Minimum Standards Draft

Rules and Regulations Draft