



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

AGENDA TITLE: Open Public Comment Period for *Leasing/Rents and Fees Policy and Development Standards* as components within the Primary Management & Compliance Document Project

MEETING DATE: June 22, 2016

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

RECOMMENDED ACTION: Open public comment for a period of 30 days for *Leasing/Rents and Fees Policy and Development Standards* as components within the Primary Management & Compliance Document Project.

DISCUSSION: Primary Management and Compliance Documents (PMCD's) are a set of documents including Minimum Standards, Rules and Regulations, Leasing/Rents Fees Policy, and Development Standards and other related governing documents that outline acceptable airport practices. These documents are being constructed by our consultant, Airports Management Consulting Group (AMCG), reviewed by staff, and then reviewed by our aviation attorney Mr. Peter Kirsch with Kaplan Kirsch & Rockwell. Following this process the Board will be provided with a draft document for review. The Board and all other interested parties may comment on the proposed documents for a period of 30 days. At this time public comment closes and staff reviews submitted comments, makes changes if deemed appropriate in conjunction with legal and professional counsel, and completes a final draft for Board approval.

The attached presentation outlines the milestones associated with this project.

WHAT'S NEXT: Following public comment staff reviews submitted comments, makes changes if deemed appropriate in conjunction with legal and professional counsel, and completes a final draft for Board approval.

FISCAL IMPACT: The specific action of opening public comment has no fiscal impact. The project as a whole is budgeted and approved for an amount estimated between \$75,000 and \$100,000.

PUBLIC COMMUNICATIONS: This PMCD project has been advertised in our Connected News, pilot e-blast, newsprint, radio, and website. These documents will be placed on the website where concerned parties may leave comments. Advertising has also promoted the fact that staff is present to discuss any portion of the project through direct contact.

SAMPLE MOTION(S): I move to open public comment for a period of 30 days, ending July 20, 2016 for *Leasing/Rents and Fees Policy* and *Development Standards* as components within the Primary Management & Compliance Document Project.

ATTACHMENTS: Leasing/Rents and Fees Policy, Development Standards, presentation.