



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

**AGENDA TITLE: Review of Public Comment and Draft of Rates Fees & Charges and Development Standards**

**MEETING DATE: August 24, 2016**

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

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**RECOMMENDED ACTION:** Review public comment on two of the four documents contained within the Primary Management and Compliance document set; *Leasing Rents/Fees Policy* and *Development Standards*. Provide direction and comments to staff regarding the draft document in preparation for final draft approval at the September 2016 Board meeting.

**DISCUSSION:** Primary Management and Compliance documents (PMCD) are a set of adopted, governing documents that integrate airport best practices and legally acceptable guidance on a wide range of airport subjects. These documents comply with requirements for a federally entitled airport subject to FAA grant assurances such as KTRK.

*Minimum Standards* designate the acceptable conduct of parties engaged in commercial activities on the airport. *Rules and Regulations* are the guidelines for acceptable conduct for anyone on the airfield, public, private, operator, tenant or staff. *Development Standards* establish the rules governing airfield development, if approved by the Board, for a wide range of aeronautical and non-aeronautical construction scenarios. *Leasing Rents/Fees Policy* is the guiding document outlining the proper method to adjust, evaluate, and set rates and fees for aeronautical and non-aeronautical services such as hangar lease rates, office rents and alike; it does not include the actual rates/fees for things such as fuel or FBO services.

The process of constructing PMCD documents includes several components. The document skeleton is developed as directed by the FAA in support of federal grant assurances. District policies, objectives, and goals are integrated by staff and our consultant - Airport Management Consulting Group. District Counsel reviews the draft for legal confidence; modifications are made in support of those recommendations. Following this, public input is received including specific meetings with stakeholders. All comments receive a response from the staff and some of these comments modify the final document.

The final two PMCD documents are functionally complete and are included within this report. They include incorporation of all public comment where applicable. Not all comments will affect modification to the document. The documents are a collection of hundreds of micro-decisions in support of our current policy, objectives, strategic goals, and Board directives. The attached documents are the final drafts for Board review. Minor changes will be incorporated and the documents will be modified as directed by the Board. Final adoption of all PMCD's is scheduled for September 2016.

**WHAT'S NEXT:** Final review and adoption of the PMCD set is scheduled for the September 28, 2016 Board meeting.

**FISCAL IMPACT:** Handled under budgeted expense for FY 2015/2016, approximately \$90,000.

**PUBLIC COMMUNICATIONS:** The public input process for the development of the PMCD's is comprehensive. Over the past 18 months the District has advertised through multiple media channels the details of the process. The District has made available meeting and contact points, web based comment portals, news print advertisements and e-blasts.

**SAMPLE MOTION(S):** No motion necessary for this agenda item.

**ATTACHMENTS:**

1. Timeline Summary
2. Final Draft Leasing Rents/Fees Policy
3. Final Draft Development Standards