



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

AGENDA TITLE: Adoption of Primary Management and Compliance Documents (PMCD)

MEETING DATE: October 26, 2016

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

RECOMMENDED ACTION: Review the final draft of the Development Standards and Leasing Rents/Fees Policy. Adopt the entire PMCD set which includes the Truckee Tahoe Airport District Minimum Standards, Rules and Regulations, Development Standards, and Leasing Rents/Fees Policy or direct staff to make modifications to the document(s).

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 federally obligated airports. Due to the fact that the Truckee Tahoe Airport receives annual federal funding allocations, the District is subject to Federal requirements related to the management and operation of the airport.

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 rate setting methodology and framework to adjust and evaluate rates and fees for aeronautical and non-aeronautical services such as hangar lease rates, office rents and the like.

Aviation Management Consulting Group (AMCG) was the selected vendor for the PMCD project. The project was awarded in January of 2015 and work began in September of 2015 following project completion of the Demand Drivers Study, Executive Hangar Study, and Hangar

Three study work. The process of developing and vetting these PMCD documents starts with existing District policy and established goals and objectives.

Staff applied many micro decisions based on direction within the adopted 2014 Airport Master Plan, District Strategic Plan, Demand Drivers Study, Executive Hangar Study, and other guiding documents. AMCG brought a wealth of experience related to airport best practices and guiding principles which collectively created the draft documents. Following the draft construction staff opened public comment on each document for a period of no less than thirty days.

Local elected and appointed officials were notified in late spring regarding this project. Additional advertisement to the general community, airport users, and alike was completed through our website, local newsprint, electronic mail, our District Connected Newsletter, and noticed public meetings.

Upon completion of the comment period, staff reviewed the documents with the Board of Directors and illustrated where public comment was incorporated or where it was addressed. During this process Board comments were also incorporated. Staff met with airport users over the course of the project several times to discuss pending changes and the ramification of certain items contained within the documents. The illustration below outlines the document construction process.



The first two documents, Minimum Standards and Rules & Regulations, were reviewed by the Board. The second two documents, Development Standards and Leasing Rents/Fees Policy were presented at the August Board meeting. At that time additional modifications were requested. These modifications have been made to the best ability of staff and the consultant. The requested modifications are highlighted in red.

Conceptual questions related to the function of each document are addressed through a memorandum from AMCG. Staff supported this approach to clarify questions that were asked repeatedly. Additionally each document has been reviewed by Kaplan Kirsch & Rockwell LLP for legal confidence along with Brent Collinson, District Counsel. Questions of any nature may be addressed to staff, Jeff Kohlman of Aviation Management Consulting Group, or Peter Kirsch Esq. with Kaplan Kirsch and Rockwell who will be present during the Board meeting.

FISCAL IMPACT: Handled under budgeted expenses for FY 2015/2016, approximately \$98,000.

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

SAMPLE MOTION(S): I move to adopt the following Primary Management and Compliance Documents, Development Standards, Leasing Rents & Fees Policy, Minimum Standards and Rules and Regulations.

ATTACHMENTS:

1. Memorandum from Jeff Kohlman with AMCG
2. Final Draft Development Standards
3. Final Leasing Rents/Fees Policy
4. Final Draft Rules and Regulations
5. Final Draft Minimum Standards