



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

**AGENDA TITLE: Adoption of Revised Policy 311 – Community Sponsorships and Agency Partnerships**

**MEETING DATE: November 30, 2016**

**PREPARED BY: Lisa Wallace and Tom Van Berkem, Community Sponsorship Ad Hoc Committee with staff support from Kevin Smith, General Manager and Jill McClendon, Aviation & Community Services Program Coordinator**

**RECOMMENDED ACTION:** Adopt the revised draft of PI 311 – Community Sponsorships and Agency Partnerships.

**DISCUSSION:** At the July 2016 Budget Workshop, the Board received several Sponsorship requests. As a result of discussion, the Board directed the Ad Hoc Committee to revise the Community Sponsorship policy and to return it to the Board for consideration and adoption.

The Community Sponsorship (\$0 - \$3,000) portion of the policy remains unchanged. These submissions are reviewed and/or approved by the senior management team (General Manager, Director of Aviation & Community Services, Director of Operations & Maintenance, and Director of Finance & Administration).

The previous Level II (\$3,001 - \$50,000) and Level III (\$50,000 and above) Community Sponsorships have been streamlined into an Agency Partnership (\$3,001 and above). The Agency Partnership is aimed at forming active and mutually beneficial relationships between the airport and other public agencies and/or organizations. There are specific eligibility criteria for these submissions. The requesting organization must be or must partner with a public agency with an elected or appointed board. That public agency must also endorse the Agency Partnership request through a formal motion or resolution by their governing board. Requesting organizations will work with District staff to ensure that their proposal meets all

criteria as outlined in the policy. At that point, the Agency Partnership request will be brought to the Airport Board of Directors for review and/or approval.

**WHAT'S NEXT:** The Board may choose to adopt the revised policy with the changes as outlined or the Board may choose to make additional revisions.

If adopted, those organizations with pending requests of \$3,001 and higher will be notified about the new policy.. Upon meeting the revised eligibility criteria, they will be welcome to work with staff to submit an Agency Partnership request to the District.

**FISCAL IMPACT:** There is no fiscal impact in regards to adoption of the policy. The budget for Community Sponsorships is set by the Board each year during the annual budget process. The Board shall also determine the Agency Partnership fund balance during the budget process each year. The FY 2017 Budget has \$290,000 allocated to the program. As the policy outlines, the Board of Directors may, at their discretion, use Community Outreach Unrestricted Net Assets which has a \$1,000,000 allocation to fund Agency Partnerships.

**PUBLIC COMMUNICATIONS:** If adopted, the final policy will be posted on the District website and will be available for any interested organizations or groups to either apply for Community Sponsorships or submit a proposal for Agency Partnerships.

**SAMPLE MOTION(S):** I XXX move to adopt the revised PI 311 - Community Sponsorships and Agency Partnerships

**ATTACHMENTS:**

1. Revised PI 311 – Community Sponsorships and Agency Partnerships – Red Lined Copy
2. Revised PI 311 – Community Sponsorships and Agency Partnerships – Clean Copy