



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

**AGENDA TITLE: PI 515 - Community Annoyance Comment Processing
Procedures Language Amendment Proposal**

MEETING DATE: November 29, 2017

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

RECOMMENDED ACTION: Approve amendments to Policy Instruction 515 - Community Annoyance Comment Processing Procedures as recommended by Staff.

DISCUSSION: Policy 515 outlines the District's response to safety and annoyance comments. Minor semantic changes outlined in red include word choice, sentence structure, and unification of the term, "District" to describe the Truckee Tahoe Airport District, Airport, or Truckee Airport.

The substantive content changes are designed to clarify the policy allowing for Staff use of alternative methods of community comment resolution that may not require singular comment or flight track investigations. The most significant document change is in the protocol and summary sections. Use of the word, "may" has been substituted for the word, "shall".

Under most circumstances comment investigation protocol will not change. Staff is undertaking initiatives to understand household concerns at a more detailed level rather than the total number of comments received. This policy change supports staff and the General Manager in addressing specific household concerns and not focusing on volume of comments from a single household and/or flight track analysis and investigation as the only method to curb community annoyance.

MOTION(S): (by consent) I move to adopt the amendments to Policy 515-Community Annoyance Comment Processing Procedures as proposed by Staff.

ATTACHMENTS: Policy Instruction 515 - Community Annoyance Comment Processing Procedures.