

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 204

Formerly 130.2

Effective: July 26, 1996
Revised: December 5, 1996
September 28, 2000
September 28, 2006
December 17, 2009
July 22, 2015
Approved: August 25, 2011
Reviewed: August 22, 2018

SUBJECT: CONFLICT OF INTEREST CODE

PURPOSE: To comply with the Political Reform Act

POLICY:

1. The Truckee Tahoe Airport District Board of Directors has established a Conflict of Interest Code, as attached, to comply with the Political Reform Act. The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate and up-to-date or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 01 of even-numbered years.
2. The Truckee Tahoe Airport District Conflict of Interest Code, Policy Instruction 202, is hereby amended as set forth in Appendices attached hereto and incorporated herein by reference.
3. This amendment shall be effective when it has been approved by the code reviewing body in accordance with Government Code Section 87303.

Rick Stephens, President

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The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict of interest code, which may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, and the attached Appendices designating positions and establishing disclosure requirements, shall constitute the conflict of interest code of the **Truckee Tahoe Airport District (District)**.

Individuals holding designated positions shall file their statements with **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Statements for all designated positions shall be retained by the **District**.

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Appendix A-Designated Positions

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|---|------------------------------|
| Director of Aviation & Community Services | 1, 2 |
| Director of Operations & Maintenance | 1, 2 |
| General Counsel | 1, 2 |
| District Engineer | 1, 2 |
| Consultants/New Positions* | |

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The President of the District's Board of Directors may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The President's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only.

- Members of the Board of Directors
- Alternate Members of the Board of Directors
- General Manager
- Controller
- Director, Finance and Administration
- Consultants (Those involved in the investment of public funds)

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200

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Appendix B-Disclosure Categories

Category One

Interests in real property within 10 miles of the airport.

Category Two

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that:

- a) engage in land development, construction, or the acquisition or sale of real property;
- b) are contractors or subcontractors engaged in the performance of work or the provision of services of the type utilized by the District, including, but not limited to:
 - runway design
 - security management
 - environmental impact reports;
- c) provide, manufacture, or sell supplies, materials, machinery, or equipment of the type utilized by the District, including, but not limited to:
 - snow removal equipment
 - specialty lighting for runways
 - specialty vehicles for fuel operations;
- d) rent hangar space, or are on the waiting list to rent hangar space, from the agency.