



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

AGENDA TITLE: Review of Board of Director Signing and Signature Authority regarding District Agreements, Contracts, Purchases, and Documents.

MEETING DATE: October 24, 2018

PREPARED BY: Kevin Smith, General Manager

RECOMMENDED ACTION: This is a review item. Please review this staff report and the associated Policy Instructions (PIs) and Primary Management and Compliance Documents (PMCDs) related to Board of Director Signing and Signature Authority regarding District Agreements, Contracts, Purchases, and Documents.

DISCUSSION: Director Wallace requested an agenda item to review policy and procedure for signing and signature authority for staff and the Board of Directors. Staff agrees that this is a relevant topic and worthy of periodic Board of Director and Staff review. Below is a summary of relevant signing and signatory requirements found in various District PIs. These PIs are available for review at <https://truckeetahoeairport.com/administration/publications>. They are summarized as follows:

All Policy Instructions (PI) are approved by the Board signed by the Board President. Standard Procedure Instructions (SPI) are signed by the General Manager. PMCDs are signed, amended, and/or approved by the Board of Directors.

PI 112 – General Manager: The Board President signs all employment Contracts between General Manager and TTAD with consent and approval of Board majority.

PI 113 – Organization Hiring and Pre-Employment Policies: The General Manger is responsible to hire and sign all employment agreements with District staff.

PI303 – Expenditure Authorization – Procurement:

Goods and Services:

- Small Purchases under \$5,000 signed by GM or Senior Airport Staff
- Minor Purchases from \$5001 to \$50,000 are signed by General Manager or Senior Airport staff as approved in the annual budget
- Major Purchases over \$50,000 are signed by General Manger when procuring goods materials and services per approved contract with vendor. They typically applies to Purchase Orders. All payment are signed by GM and a member of the Board of Directors.

Contract Items

- Small Contracts/Purchase Orders of under \$5000 are signed by GM.
- Minor Contracts of \$5001 to \$50,000 are signed by GM if included in the annual approved Budget.
- Major Contracts of over \$50,000 must be signed by Board President and included in the District annual Budget.

Credit Cards

- Board must approve issuance of Credit Cards.

Payments

- All checks over \$5000 must be signed by a member of the Board of Directors and a staff member with signing authority. All Checks under \$5000 are signed by two staff members with signing authority. Current Staff authorized to sign checks include, General Manager, Director of Operations and Maintenance, Director of Aviation and Community Services, and both Operations and Maintenance Supervisors.

PI 315 – Debt Issuance and Management Policy: The Board of Directors must approve the issuance of all District debt. The Board President signs all loan/debt notes, contracts, or agreements.

PI 402 – Project Planning – Construction Contract Management: The Board shall approve construction contracts and the Board President shall sign all contracts.

PMCDs - Lease/Rents and Fees Policy: (Section 2.7) All commercial operating agreements longer than 1 year, use or lease of airport property over 1 year, as well as options to extend an agreement beyond 1 year, are to be approved by the Board and signed by Board President. Agreements of less than 1 year are approved by the General Manager.

Staff will provide an overview and brief explanation of this information at the Board Meeting.

FISCAL IMPACT: There is no specific fiscal impact related to this agenda item.

SAMPLE MOTION(S): No motion required.

ATTACHMENTS:

To review the Policy Instructions or PMCDs discussed in this staff report, go to Truckee Tahoe Airport.com, click Administration then Publications.
<https://truckee-tahoe-airport.com/administration/publications>