

## **TTAD Community Programs Policies**

### **Summary of ACAT Policy Recommendations to Board of Directors**

At the June 11, 2019 Airport Community Advisory Team Meeting, ACAT discussed the various Community Program policies in use by the District. ACAT is interested in providing comments, guidance, and recommendations to the Board in preparation for the Board of Director Review of these Policies. It is ACAT's hope that these recommendations may assist in Board deliberations, add additional clarity, and improve policy application.

ACAT recommendations and observations are summarized as follows:

1. Services, storage and lease spaces, funding opportunities and partnerships seem to blend together. Additional clarity would be helpful. ACAT mentioned that the public may lack clarity regarding the different policies in use by the District. Is there a way to combine all community program policies into one location? Refer to the Community Programs Fact Sheet for an outline of our current program policies.
2. Public process and timelines vs. due diligence. When do each apply? ACAT was curious as to how we conduct due diligence with non-profits. Are non-profits ready for assistance and funding? Who else are the non-profits working with for funding? Do we move to too quickly with some of our decisions without checking in on details? It is good to be nimble and not bogged down in elaborate processes but with nimbleness should come a level of carefulness.
3. There was some discussion of separating due diligence from the application process. Before an applicant goes through the process to prepare a partnership application with all its associated materials, is there a process they can go through to assure they do not waste their time and are eligible to qualify for the funding before they apply.
4. Reporting on impact of our funding, funding limits, pathways and types of funding opportunities needs to be clearly articulated. ACAT thought there may be some confusion related to how to get funding and when you can apply and if there is any type of priority the District puts on types of applications. Is it first come first serve?
5. Application process and requirements should be scaled based on funding requested.
6. Airport recognition and expectations should be clearly defined. While the policy has some guidelines and requirements for recognition and reporting, ACAT thought the

Board may want to look at that and assure there is equity in our recognition vs. the amount of funding provided.

7. The District may want to look at a storage policy. We currently have 16 non-profits with storage at the airport. There was some question as to how those are selected and if there is a process to petition the District for storage space. There were some comments regarding competition with the public sector for storage and if that is a concern. ACAT and staff then discussed that most non-profits would probably not use commercial storage anyway.
8. The Board may want to consider an annual strategic focus to our Agency Partnerships. Rather than a random application, the Board could say that we will accept applications in a given year for forest fuels reduction, search and rescue, STEM, etc. In that type of effort there may be some increased cooperation between Districts', counties, and the Town on partnerships.
9. Some clarity in the definitions section further defining what is an organization, agency, non-profit, business. An example would be does an "agency" have to be a "public agency"
10. ACAT did not feel the policy is clear on how much an organization can receive over time. Aside from the 0-\$3000 category which has a \$3000 limit per year, there were no other limits on funding. It might be good to discuss that and clarify if there is any type of limit to partnerships or other funding. Does the Board want a limit?
11. Some additional clarity might be in order related to a Contract for Service vs. an Agency Partnership. Constituents at times may be confused as to which is which.
12. ACAT inquired if the District is measuring the results of our programs and if we are achieving our goals and having the desired community impact. Periodic community surveys may be useful to measure effectiveness of our programs. Create some type of feedback loop for the District to understand how programs are working.
13. Assure there is clear oversight over our internal vetting and approval process. ACAT was not inferring they thought there were internal control problems but want to assure there are good internal controls as funds are distributed and accounted for.
14. There was some discussion regarding "right sizing" expectations. Whether it's an agency partnership or community sponsorship, are applicants aware of what type of funding request to apply for. Example would be a sponsorship of \$250 vs \$3000 or a partnership of \$50,000 vs. \$500,000.

15. Continue to use the Quarterly Outreach and Communication Report to outline and highlight to the Board and public the sponsorships and partnerships approved as well as impact of the programs in our community. Continuing the periodic reports from agency partners at Board Meetings is also encouraged.

Overall ACAT is supportive of the community programs the District is currently operating. These findings and recommendations are intended to assist the Board in their deliberations and discussions related to our community program polices. Hopefully these comments will be helpful as the Board works toward improve performance, transparency, and efficiency of the policies and programs.