

Review of District Community Program Policies

Issue Fact Sheet – July 2, 2019

Objective: Review District's current community program policies related to sponsorships, partnerships, community engagement, land use related construction funding assistance, discounted rent for non-profits, public non-profit storage, use of meeting rooms, non-profit public events, and public agency use of airport property. Attached to this Fact Sheet are copies of these policies for Board Review along with a description and Staff Recommendation. ACAT has also provided some recommendations regarding these policies on a separate attachment.

- **Policy Instruction (PI) 311 – Community Sponsorships and Agency Partnerships.** Adopted Dec. 2, 2015, last revised March 27, 2019.
Description: This policy establishes guidelines and process for the Sponsoring local community events (usually less than \$3000) as well as partnerships with other public agencies and non-profits. (Typically more than \$3000). ACAT has provided some guidance and considerations for the Board on the Attached ACAT Community Program Summary.
Staff Recommendations: Staff recommends the Board review the attached summary of ACAT Findings and Recommendations on this policy. ACAT has some good Recommendations the Board may want to consider in a revision of this policy. Staff would like to discuss the recency of public agency funding to qualify as a contribution public agency contribution. (Page 7 of 9 item 2).
- **PI 312 – Funding Assistance – Comprehensive Airport Land Use Plan.** Adopted Dec. 4, 2014.

Description: This policy sets forth a procedure for the District to participate at the Districts discretion in funding public projects when the Airport Land use Compatibility Plan may affect construction costs. This was last implemented with the construction of the TDRPD swimming pool project.

Staff Recommendations: This policy is functioning well. Staff does not recommend any changes.

- **PI 503 – Temporary Use of Truckee Tahoe Airport Land and Facilities.** Adopted Nov. 15, 1984, last revised Sept. 2, 2011.

Description: This policy is used to permit non-profit and public agency use of District facilities primarily for emergency management however the District does allow other public agency use such as boat inspections, police and fire agency use, use by the school district, and some non-profit fundraising events.

Staff Recommendations: This policy is functioning well. Staff may want to look at adding language for non-profit fundraising events, storage, and other public agency gatherings as well as transit park and ride facilities.

- **PI 505 – Use of Truckee Tahoe Airport District Meeting Rooms.** Adopted Aug. 21, 1990, last revised Sept. 27, 2012.

Description: This policy allows non-profit and public agency use of District meetings rooms.

Staff Recommendations: This policy is functioning well. Staff does not recommend any changes.

- **PI 507 – Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement and Lease Process.** Adopted Oct. 26, 2018.

Description: This PI sets policy for the selection of appropriate community benefit uses for vacant warehouse space.

Staff Recommendations: This is a new policy and staff feels it functions as intended and does not recommend any modifications at this time. Staff did receive some Board input regarding concern over the very public process and associated lobbying that can occur from non-profits competing for the space. Other Board Members commented that it was great to have all the non-profits interacting with us as a result of this process. The Board may want to discuss public vetting and meeting process associated with this policy.

Contracts/Agreements for Service by Non-Profits: There is no specific Policy Instruction for this type of Agreement or Contract. Some of these can be confused with PI311 policies. Currently the District contracts with various public agencies and non-profits to provide specific services in return for a fee for programs like transit, airshow, Children and youth education programs, etc. Board and staff may want to discuss if a Policy Instruction is necessary for these types of contracts or agreements.

Summary: There are essentially 5 policies that encompass our community programs and policies. Staff feels overall these function pretty well and feel as a District we are having positive impact on our community District wide. There is no question that tweaks and modifications to these policies can help to improve and make this process and system better. We have received comments that additional clarity and organization may help the public understand our programs better.