



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

**AGENDA TITLE: Board Consideration of Agency Partnership Program
Temporary Hold and Policy Discussion**

MEETING DATE: February 26, 2020

PREPARED BY: Kevin Smith, General Manager

RECOMMENDATION: Staff recommends the Board of Directors place a temporary hold on the Policy Instruction 311 Agency Partnership program to consider new and enhanced processing guidelines as well as receive advice and council from the District’s Attorney Josh Nelson regarding policy provisions. The objective of this temporary hold is as follows:

- 1) Review the merits of a funding cycle rather than the current open application process.
- 2) Receive advice and recommendations from the District Legal Counsel Josh Nelson regarding policy provisions and the legal framework for policy implementation.
- 3) Hear public comment on policy discussion
- 4) Decide a plan of action for the four 2019 Agency Partnership Applications reviewed before the program hold.
- 5) Give direction to staff regarding future modifications or revisions to policies if any.

The objective of this discussion is to seek a formal hold on Agency Partnership Applications to allow staff to bring various policy recommendations back to the Board for consideration and approval. While Board of Director advice and ideas are welcome on any of the four items above, staff intends to bring back specific policy recommendations at a future meeting.

Special Note: Staff is not proposing changes or a hold to the Community Sponsorship Program.

BACKGROUND INFORMATION: This item was last considered at the November 6, 2019 Board of Directors meeting (see Attached Staff Report). At that meeting the Board reviewed various recommendations from Staff and the Airport Community Advisory Team. Consensus at that meeting was that Staff should review all the provided information and recommendations and when appropriate

and/or necessary, bring amendments and edits of Policy Instruction (PI) 311 back to the Board for review and consideration at a future date.

Since 2016 the Agency Partnership Program has operated effectively and efficiently in staff's opinion. We have made a few policy modifications over time to improve the process but due to the volume of applications we received over the first three years of the program, dramatic changes did not seem warranted. In addition, budgeted funds met program needs in years past. As we began the 2020 Budget Year, we have experienced a higher volume of agency partnership program interest than past years along with a reduced program budget. Due to this strong interest and tighter budget, the Board and Staff at the Jan. 22nd Board Meeting discussed an application funding cycle rather than an open application cycle. This can assist in assuring the Board is considering all funding request at the same time and can weigh pros and cons and applicability to the District's Mission one time per year. This was also a recommendation of ACAT as they provided advice and counsel on the program in Nov. 2019. Staff has some ideas along with ideas presented by ACAT they feel can enhance the program and assure its future viability. Staff proposes to bring these changes back to the Board at the May 2020 Board Meeting for review and consideration. Staff anticipates six months to complete the PI review and revision work.

In addition to the revision work discussed, District Legal Counsel Josh Nelson would like to provide an updated legal opinion and recommendations regarding this program and its implementation. This will also be part of the proposed PI review.

WHAT'S NEXT: After discussion and public comment, provide direction to staff regarding the concepts outlined in this staff report. If the Board agrees on a PI-311 program hold, staff will prepare policy recommendations and bring them back likely to the May 2020 Board Meeting. District Legal Counsel will also provide advice and counsel on this policy. Staff proposes to have this process complete in 6 months. The Board should also consider and decide course of action on the four 2019 applications pending before the District. Staff recommends the Board complete the review and make final funding decisions on these applications as they were applied for in 2019 before the temporary hold was proposed. If this is the Board's desire, staff will prepare these for funding consideration at the March or April Board Meeting.

SAMPLE MOTION: I move to place a temporary hold on the Policy Instruction 311 Agency Partnership program to consider new and enhanced processing guidelines as well as receive advice and council from the District's Attorney regarding policy provisions in preparation for a May 2020 Board discussion and possible action item.

ATTACHMENTS:

- PI-311 Community Sponsorships and Agency Partnerships
- November 6, 2019 Board Meeting Staff Report Specific to PI-311 which includes ACAT and Staff Recommendations

