



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

**AGENDA TITLE:** Community Investment, Sponsorships, and Agency Partnerships Policy Discussion

**MEETING DATE:** September 25, 2019

**PREPARED BY:** Kevin Smith, General Manager

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**OBJECTIVE:** Board and Staff have discussed scheduling a policy check-in discussion item on the various District policies related to sponsorships, partnerships, community investment, and contracts for service with non-profit organizations and local public agencies. The objective of this discussion is to consider the following:

- 1) Have open discussion from the Board of Directors regarding ideas and insights on the current community investment, sponsorships and partnerships policies. Review performance of these Policy Instructions and provide recommendations on how to enhance or improve District policy.
- 2) Consider Staff and Airport Community Advisory Team (ACAT) recommendations regarding policies under consideration
- 3) Hear public comment on policy discussion
- 4) Give direction to staff regarding future modifications or revisions to policies if any.

This item was originally schedule for the July 2019 Board Workshop but was continued due to a full agenda in July and to allow ACAT additional time to provide recommendations on these policies. The objective of this discussion item is to have open dialogue regarding these District Policy Instructions and provide further direction to staff regarding any policy amendments.

To assist this policy check-in review, staff has provided an updated TTAD Investment in the Community Summary as well as a new document titled Historical Community Sponsorships/Partnerships by Funding Category which will inform the Board and public regarding general funding categories such as youth education, STEAM, events, environmental, etc. These summaries are both attached to this staff report.

**BACKGROUND INFORMATION:** Since its formal inception in 1958, the Truckee Tahoe Airport District has had a history of providing services and giving back to our local community. The District's initial formalized "Giving Back" program was born under Policy Instruction (PI) 220, titled "Community Sponsorship Policy" and became effective as of February 1, 2011. PI 220 provided guidelines on District sponsorships of up to \$500 per fiscal year to qualified organizations, programs and/or events.

As knowledge of the District's Community Sponsorship program grew, the Board of Directors and staff began hearing requests for greater District community involvement and of larger sponsorship and partnering collaboration needs.

At the February 25, 2015 Board meeting, a staff report was presented requesting District funding support from the Tahoe Donner Recreation and Parks District (TDRPD) for a proposed Aquatic Center. TDRPD claimed they were incurring increased construction costs due to the Aquatic Center being associated with the Airport's Compatibility Land Use Plan (CLUP) Zone D influence area. This proposed high occupancy building located under a low risk, but major runway departure path required design and building modifications. This Board meeting saw heavy community attendance in support of this project and strong support for additional funding to help TDRPD finish the building in its entirety. The Board motioned and approved District funding for \$405,000 in added CLUP construction costs, and an additional \$525,000 to be matched dollar for dollar to cover a funding shortfall to allow the TDRPD to fully complete the Aquatics Center construction. It was agreed that the Aquatic Center would benefit all District wide constituents with the same use fees. To facilitate the TDRPD request the District adopted PI 312 – Funding Assistance-Comprehensive Airport land use Plan on Dec. 4, 2014.

This agency partnership between TDRPD and the District also highlighted the need for additional clarification and guidance in an updated District Policy in the use of District Funds for Public Benefit.

After the formation of an ad hoc committee including Board members and staff, a revised Policy Instruction Number 311 titled "Community Sponsorships and Agency Partnerships" went into effect on December 2, 2015 and was formally approved on November 30, 2016. The new PI 311 replaced PI 220. It expanded program clarity, increased "Community Sponsorships" to \$3,000 or less, and added an entirely new "Agency Partnership" program for sponsorships over \$3,001. PI 311 provide enhanced guidance to the Airport Board and staff in the use of District funds for Public Benefit. The newly adopted policy also gave the public direction on eligibility requirements along with very specific application requirements.

PI 311 covers two specific programs, described in the current version as:

**Community Sponsorships:** A sponsorship in cash (\$0 to \$3,000) to the organization or public agency which may be used to offset the costs of specific programs, outreach, and events in return for benefit to District constituents and recognition of the District and its mission.

Community Sponsorships are primarily for non-profit entities.

**Agency Partnerships:** Public Agency and or taxing agency, town, county or local government where a specific defined airport benefit, improvement of District property, shared equipment and/or enhanced safety is realized. These partnerships are for items over \$3000.

A 5 year history using the 2016 revision of PI 311 to manage an eclectic mix of community requests for District Sponsorships and Partnerships highlighted the need to revisit PI 311 in early 2019 and adopt the various staff recommended changes to the policy.

Outside of clerical corrections to the document, nine significant staff recommended changes were approved by the Board on March 27, 2019. These were:

- 1) Additional Common Definitions, "Agency Partnerships" definition expanded for more detail;
- 2) New paragraph advocating District "STEM" educational program sponsorship support;
- 3) New paragraph explaining "Contracts For Service" and that they fall outside PI 311;
- 4) Community Sponsorship "Application Processing" changed from 30 days or less to 60 days or less;
- 5) Removed a portion of verbiage requiring "Major funding provided by..." postings for the smaller community Sponsorship requests;
- 6) New sentence adding District recognition and "Reporting Back Requirements" for Community Sponsorships;
- 7) Expanded process description for Agency Partnerships detailing applicant "Presentation" at an initial Board meeting, then a Board "Determination" at a future meeting;
- 8) Requiring the Partnering Agency to have a "Significant financial or in-kind investment" in direct support of a 3<sup>rd</sup> party applicant;
- 9) Added District recognition and "Reporting Back Requirements" for Agency Partnerships;

These revisions to PI 311 went into effect on March 27, 2019 and is the current Policy Instruction governing the District sponsorship and partnership programs.

There are various other District program Policy Instructions that relate to community programs and investment. All of these Policy Instructions and/or programs are open to discussion. These PIs are as follows:

- PI – 312 Funding Assistance – Comprehensive Airport Land Use Plan
- PI – 503 Temporary use of Truckee Tahoe Airport Land and Facilities
- PI – 505 Use of Truckee Tahoe Airport District Meeting Rooms

- PI – 507 Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement and Lease Process

**STAFF RECOMMENDATIONS:** Staff has prepared a Fact Sheet outlining these programs along with including a copy of the Policies for Board review. The Fact Sheet also has Staff recommendations for each Policy Instruction. Most of the staff recommended changes related to PI 311 were adopted in March of 2019.

**ACAT RECOMMENDATIONS:** ACAT has provided recommendations to the Board regarding the various policies included in this Staff Report. Please review their attached findings and recommendations. Their recommendations are intended to assist the Board in deliberations with the goal of providing additional clarity and improve policy application. ACAT formally approved this document to be forwarded to the Board of Directors at their Sept. 10, 2019 Meeting. ACAT will provide a brief presentation on these recommendations at the meeting.

**WHAT'S NEXT:** After discussion and public comment, provide direction to staff regarding any policy amendment recommendations or further information the Board would like to consider regarding any of these policies. It is staff's opinion that the District is not in a position where haste is required to make any needed amendments. Overall these policies function well but staff is in agreement that additional clarity and enhancements are welcomed if the Board of Directors deem them appropriate.

**ATTACHMENTS:**

- Review of District Community Programs Policies - FACT SHEET with staff recommendations
- Copies of Policy Instructions
- Summary of ACAT Policy Recommendations to Board of Directors.
- TTAD Community Investment Summary
- Historical Community Sponsorships/Partnerships by Funding Category

# Review of District Community Program Policies with Staff Recommendations

Fact Sheet – September 16, 2019

**Objective:** This is a review of the 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 and Staff Recommendations are copies of these policies for Board review. 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 of 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 Programs Recommendations.

Staff Recommendations: Staff recommends the Board review the attached summary of ACAT Findings and Recommendations on this policy. Staff has two recommendations on this Policy Instruction:

1. A clear definition of recency of public agency funding to qualify as a public agency contribution. An applicant has inquired if public agency funding contributed a few years

earlier on the same project would qualify under this requirement.

2. Staff suggests the Board consider making all agency partnerships directly with a local public agencies within the District. Working with non-profits would still be considered but only when that non-profit is working directly with another public agency. All agency partnership payments would go directly to the public agency working with the non-profit. Staff feels making payment directly to a second public agency insures a higher level of oversight and financial controls as well as fills the spirit of the agency partnership model much clearer. It also may help certify that our common constituents are benefiting from the contribution of public funds. Again, non-profits can still be active in this process but they would need to be coupled with a fellow public agency at a higher level than some are now.

- **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 public lobbying that can occur from non-profits competing for the space. Some felt the policy as written may create an unfair playing field if a given non-profit cannot muster large groups of people to attend meetings. Other Board Members commented that it was great to have all the non-profits and public 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 Agreements or Contracts. It has been

observed by some that our Contracts for Services can be confused with PI-311 sponsorships and partnerships. 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, ARFF, 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. In the last revision of PI-311 we did add some clarifying language explaining the difference between an agency partnership and contract for service.

**Summary:** There are essentially 5 current policies that encompass our community programs and policies. Staff feels overall these function pretty well and that we are having a positive impact on our community. There is no question that tweaks and modifications to these policies can help to improve the process. While staff feels the changes and clarifications made in March 2019 have assisted greatly we support the concept that additional clarity and organization may help the public understand our programs better.



## PI NUMBER 311

Formerly PI 220

Effective: Dec. 2, 2015

Approved: Nov. 30, 2016

Revised: March 27, 2019

### **SUBJECT: COMMUNITY SPONSORSHIPS AND AGENCY PARTNERSHIPS**

**PURPOSE:** To provide guidelines for the prudent and transparent management and administration of community sponsorships and public agency partnerships to ensure the best value of TTAD's investment and overall community benefit. The Policy will assure a fair and open process is used in the allocation of community sponsorship and public agency partnership funds.

### **SECTION I - POLICY OVERVIEW**

The Truckee Tahoe Airport District ("District") is furthering its mission, which is to provide a high level of benefit and value to all Airport District constituents. Based on available funds, the District may provide 1) sponsorships to non-profits and 2) partnerships with local public agencies that provide a high level of benefit to the constituents of the Airport District. To achieve the purpose of this policy, the following categories are established:

1. Community Sponsorship - \$0 to \$3,000. (See Section II of Policy)
2. Agency Partnership - \$3,001 or more. (See Section III of Policy)

The following definitions apply to all sponsorship and agency partnership categories. Each category of the policy has funding limits, processes, and eligibility criteria. The District funds specific programs, events or projects as opposed to organizations or public agencies in general. Therefore, requests for funding must be for programs operated by an organization or public agency as opposed to a contribution to general operating expenses. The intent is that the public will receive cultural, educational, entertainment or safety enhancements or value from the program enhancing the awareness of and goodwill towards the District.

#### **COMMON DEFINITIONS:**

Definitions in this section apply to all sponsorship/partnership categories:

- a. **District:** For the purposes of this policy, "District" shall refer to the Truckee Tahoe Airport District (TTAD).
- b. **Community Sponsorship:** A sponsorship in cash to the organization or public agency which may be used to offset the costs of specific programs, outreach, and events in return for benefit to District constituents and recognition of the District and its mission. Community Sponsorships are primarily for non-profit entities.
- c. **Agency Partnerships Funds:** Funds set aside to partner with another public agency and or taxing agency, town, county, or local government where a specific defined airport benefit to mutual District/agency constituents, direct airport benefits, improvement of District property, shared equipment, and/or enhanced safety is realized.

- d. **Community Sponsorship Fund:** Funds set aside by the District each year to provide sponsorship and support for community programs, outreach, and events.
- e. **In-Kind Sponsorship:** Any services requiring use of District property, equipment, or resources of any means other than cash. This includes, but is not limited to staffing for events, equipment, or events and projects that require multiple days/weeks/months to complete. Donation/trade of available hangar space for storage for non-profit or other public agencies is included.
- f. **Partnerships with Non-profits:** Common service that has district and public benefit as a result may involve education, recreation, and environment or services that can potentially offset District cost; may be used to offset the costs of specific programs, outreach, and events. Subject to board approval, the board can award increased funding at their discretion.
- g. **Organization:** Includes educational institutions, public agencies, service clubs or groups, for-profit entities, and not-for-profit agencies and corporations registered to do business in the State of California or Nevada. Nevada not-for-profit agencies and for-profit entities will be considered for sponsorships if they are significantly serving residents of the District.
- h. **Program:** A celebration, event, fundraiser, athletic, cultural, or educational activity that demonstrates a public benefit and/or community program held for the primary purpose of raising funds for a non-profit organization and for which other intrinsic cultural, athletic, entertainment, or educational value is provided for the benefit of constituents and the advancement of the District's mission.
- i. **Sphere of Influence:** All areas within the political boundaries of the Airport District. Sphere of Influence may also extend to areas outside District political boundaries where the District and communities are served and potentially impacted by airport operations.
- j. **Constituent:** A constituent of the District includes residents, property owners, community members, and voters within the District's political boundaries. Constituents may also include individuals and groups outside the District's political boundaries, but within its sphere of influence.

#### **IMPROVEMENTS TO DISTRICT ASSETS OR PROPERTY**

The Board of Directors, in partnership with other public agencies, may choose to fund improvements or enhancements to District assets, which is any interest in real property, or equipment that the District owns in full or in partnership through written agreements with other public agencies. The District reserves the right to fund improvements or enhancements to these District assets or interests to assure the continued viability, upkeep, and/or public benefit of those District assets and interests.

#### **SCIENCE TECHNOLOGY ENGINEERING ARTS AND MATH (STEAM) PROGRAMS AND EDUCATION**

There is currently (2019) and for the foreseeable future a well-documented shortage of aviation professionals to fill the labor needs in aerospace, airport management, aircraft mechanics, pilots, air traffic control as well as other aviation industry professions the District depends on for day to day operations of the Airport. All professional sectors of the aviation industry are encouraging and supporting advocacy of STEAM programs as a method to encourage young people at all educational levels to explore and consider careers in the aviation industry. To that end, the District will consider Community Sponsorships and Agency Partnerships, which advance STEAM themed education programs and endeavors, particularly those that advocate for profession necessary to sustain operation of the Truckee Tahoe Airport.

## CONTRACTS FOR SERVICE WITH PUBLIC AGENCIES OR NON-PROFITS

In certain situations the District may contract for services with public agencies or non-profit organizations to provide services to the District and its constituents. These typically involve a specific task, function, job, program, or work product the District chooses not to provide itself but allow an agency or organization with expertise in that field to provide for the District . Often a nonprofit or public agency with specific experience in an identified subject area or industry can provide a higher quality product with greater efficiency and at reduced costs than the District could provide itself. Examples of these Contract for Services include some STEAM education programs, Aircraft Rescue and Fire Fighting, public transit, Airport Shuttles, etc. These Contract for Services typically fall outside of PI-311.

## **SECTION II - COMMUNITY SPONSORSHIP (\$0 - \$3,000)**

The District recognizes the importance of providing support for community events and programs that are held for the general benefit of the community. Support of non-profit organizations serving the District's constituents; such as, but not limited to: arts and humanities, cultural, athletic, health care, STEAM, human services, and educational enrichment and/or promotion of the Truckee Tahoe Airport District's mission of community enhancement. In order to expand awareness to the airport as well as a wide range of experiences and community connections for all its residents, the District provides limited assistance, if the budget allows, through in-kind and cash sponsorships to local organizations in support of community programs that serve a TTAD, community, and public purpose.

### **PROCESS**

A one-page application is available online on the District website or available at the District Office. Community sponsorship applications are approved by District Senior Staff. Cash sponsorships for eligible organizations, events, and programs will be considered upon filing a sponsorship application with the monetary and/or in-kind sponsorship requests no less than 30 days and no more than six months before the program or event date. Sponsorships will only be provided for services, programs, and organizations meeting the eligibility criteria stated in this Policy.

Cash and in-kind sponsorship applications will be processed as they are received. Cash sponsorship applications shall be reviewed for District benefit, eligibility, and financial impact by a Committee made up of the Director of Aviation and Community Services, Director of Operations and Maintenance, Director of Finance and Administration, and the General Manager. Application processing and approval timeline is typically 60 days or less.

The TTAD Director of Aviation and Community Services shall be responsible for accounting for the community sponsorship fund; shall keep a listing of all organizations, events, and programs receiving sponsorships through this program; and shall maintain a balance of funds available. Special event requirements and other requirements must be followed according to District policies and instructions. Failure to comply will result in the organization being ineligible for future sponsorships for a period of two years from written notice.

### **APPLICATION REQUIREMENTS**

Each applicant will be required to submit:

- 1) A community sponsorship application on a form detailing the organization, program or event including dates, times, and location, the local office/headquarters of the organization, the organization's purpose/mission, and how the proposed program, partnership or event will benefit residents of the Truckee Tahoe Airport District.
- 2) Current proof of 501(c)(3), and/or other non-profit status must be provided (if applicable as determined by the District).
- 3) A copy of the program's sponsorship criteria/guidelines that outlines the program's sponsorship categories and benefits of sponsorships at various levels.
- 4) Incomplete applications will be returned to the applicant and will not be processed.
- 5) The Truckee Tahoe Airport District may request additional information as necessary.

## FUNDING LIMITS

The Board of Directors shall determine the community sponsorship fund balance during the budget process each year. Community sponsorships may be provided to eligible organizations. Cash or in-kind donation sponsorships typically shall not exceed \$3,000 or two awards per organization, per fiscal year (whichever is met first) unless otherwise approved by the Application Review Committee or Board of Directors.

## ELIGIBILITY CRITERIA

- 1) The Truckee Tahoe Airport District will not award community sponsorships to any religion, church, creed or sectarian organization to promote religious purposes. Religious organizations are not excluded from sponsorships; however, the purpose of the program must be as described in the definitions section of this policy and shall not serve to promote a religious message as the primary purpose.
- 2) Political organizations and/or individual campaigns are not eligible for sponsorships for programs they conduct.
- 3) Programs that discriminate on the basis of age (40 and above), race, religion, gender, gender identity or gender expression, sexual orientation, genetic information, marital status, disability, ancestry or national origin are not eligible for sponsorship funds.
- 4) Individuals are not eligible for sponsorships.
- 5) For-profit organizations holding fundraiser programs must identify a 501(c)(3) or California not-for-profit corporation as a recipient of the program proceeds and provide acknowledgement of receipt of said proceeds from that non-profit organization.
- 6) For-profit organizations are not eligible for community sponsorships for promotional programs for which the organization/corporation or its employees or officers will gain personal financial benefit (i.e., a sales promotion).
- 7) All programs or events must provide a benefit to the Districts' constituents or those living in the Districts' sphere of influence; and the organizations programs or events must principally serve District constituents.
- 8) Programs must be open to the public and charge only nominal and reasonable participant fees where such fees and associated revenue are used to offset program costs or are part of the fundraising effort.
- 9) The sponsoring organization must also agree to do the following (failure to do so will result in future ineligibility for a period of two years from written notice):
  - a. Obtain all required permits, clearances, insurances, and program authorizations within time restraints and in compliance with local, State, and Federal laws and any applicable Truckee Tahoe Airport District policies and procedures.
  - b. Acknowledge the support of the Truckee Tahoe Airport District where appropriate, and include on all printed information and advertising related to the event for which sponsorship was provided.

- c. Allow the District to have a sponsor booth at the program/event if the Truckee Tahoe Airport District so desires (at programs/events where a sponsorship booth is appropriate) for the purposes of distributing information regarding the programs and community services the District provides. This booth space, and admission to the event shall be provided at no cost to the District. If necessary the District can provide its own booth and setup.
  - d. Community Sponsorship recipients must agree to erect a banner (if appropriate) recognizing the District's support of the event or program. This banner shall be erected at the facility for the duration of the program or event. The verbiage of the banner shall be determined by the General Manager. The actual banner, if not provided as part of sponsorship, will be provided by the Truckee Tahoe Airport District in accordance with the size requirements of the event or program.
  - e. Provide the District with whatever benefits are afforded other sponsors of similar sponsorship levels (i.e., logo display, sponsor table, advertising benefits, etc.).
  - f. Reporting Requirement: After the event or program the applicant must provide to the District copies of materials, pictures, and collaterals where the District was recognized and/or highlighted per the requirements of this policy.
- 10) Individuals, organizations, or public agencies that have been named in a lawsuit involving the District or have pending litigation with the District are ineligible for sponsorship/donation, until such matters have been resolved.

### **SECTION III - AGENCY PARTNERSHIP (\$3,001 OR MORE)**

The District recognizes the importance of providing support for community events, programs, and projects held for the general benefit of the community. The District also realizes that some requests may require a significant financial commitment (\$3,001 or more) on behalf of the District. The Agency Partnership program is aimed at:

- Forming active and mutually beneficial relationships with organizations and/or public agencies
- Providing benefit and value to the common constituents of both the District and the partnering agency

In addition, Agency Partnerships will:

- Be responsive to community needs
- Build value for the Airport District; and
- Reflect the Truckee Tahoe Airport District's Mission

Funding for Agency Partnerships shall be established by the Board of Directors each year during the annual budget process. The District's fiscal year begins January 1<sup>st</sup> of each year and ends on December 31<sup>st</sup> of the year.

#### **PROCESS**

The District will carefully consider Agency Partnership requests that match its mission statement and goals while also providing an aviation benefit to the District and/or a mutual benefit to the District constituents and the partner public agency. Agency Partnership opportunities will be reviewed on a case by case basis as they are presented to the District. Agency Partnerships with the District will only be considered when endorsed through a formal motion or resolution with findings approved by the governing board of another local public agency with an elected or appointed board. Agency Partnerships will first be reviewed by District staff to ensure they meet all the eligibility criteria. Once this determination has been made, each request will be presented to the TTAD Board of Directors for their determination and/or approval. Typically applications are presented at a regularly scheduled Board Meeting by the applicant where the Board will ask clarifying questions, receive public comment and deliberate and discuss the application. Action on the application will then occur at a future Board meeting. The date of that meeting will be as directed by the Board of Directors with a recommendation from staff.

#### **FUNDING LIMITS**

The Board of Directors shall determine the Agency Partnership fund balance during the budget process each year. The Board of Directors may at their discretion use Community Outreach Unrestricted Net Assets to fund Agency Partnerships.

#### **ELIGIBILITY CRITERIA**

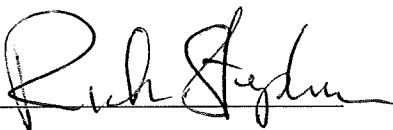
- 1) Agency Partnerships with the District will only be considered when endorsed, through a formal motion or resolution with findings approved by the governing board, by another local public agency with an elected or appointed board. Non-profit and community organizations are eligible when in partnership with a public agency, and are named as such in the formal motion or resolution.).
- 2) The partnering agency shall outline their direct investment, funding, or in-kind contribution being applied to the Agency Partnership request. Typically the District requires significant in-kind and/or direct cash contributions, or ongoing care and maintenance of a program or facility by the partnering public agency for an application to qualify for District funding under PI 311 – Agency Partnerships.
- 3) The motion approved by the public agency governing board should:

- a. Describe the public benefit of the request and/or partnership opportunity
  - b. Outline what the partnering agency intends to contribute to the request
  - c. Express support for the requested event, program, or project
  - d. If applicable, name the partnering non-profit organization.
- 4) State and Federal Agencies are not eligible for funding.
  - 5) The Truckee Tahoe Airport District will not award Agency Partnerships to any religion, church, creed or sectarian organization to promote religious purposes. Religious organizations are not excluded from Agency Partnerships; however, the purpose of the program must be as described in the definitions section of this policy and shall not serve to promote a religious message as the primary purpose.
  - 6) Political organizations and/or individual campaigns are not eligible for Agency Partnerships for programs they conduct.
  - 7) Programs that discriminate on the basis of age (40 and above), race, religion, gender, gender identity or gender expression, sexual orientation, genetic information, marital status, disability, ancestry or national origin are not eligible for Agency Partnership funds.
  - 8) Individuals are not eligible for funding.
  - 9) For-profit organizations holding fundraiser programs must identify a 501(c)(3) or California not-for-profit corporation as a recipient of the program proceeds and provide acknowledgement of receipt of said proceeds from that non-profit organization.
  - 10) For-profit organizations are not eligible for Agency Partnerships.
  - 11) All programs or events must provide a benefit to the Districts' constituents or those living in the Districts' sphere of influence; and the organizations programs or events must principally serve District constituents.
  - 12) Programs must be open to the public and charge only nominal and reasonable participant fees where such fees and associated revenue are used to offset program costs or are part of the fundraising effort.
  - 13) The public agency must also agree to do the following (failure to do so will result in future ineligibility for a period of two years from written notice):
    - a. Obtain all required permits, clearances, insurances, and program authorizations within time restraints and in compliance with local, State, and Federal laws and any applicable Truckee Tahoe Airport District policies and procedures.
    - b. Permanently acknowledge the support of the Truckee Tahoe Airport District where appropriate, and include on all printed information and advertising related to the event for which sponsorship was provided the following statement: ***"Major funding provided in part by the Truckee Tahoe Airport District"*** or other statement or logo approved by the General Manager.
    - c. Allow the District to have a sponsor booth at the program/event if the Truckee Tahoe Airport District so desires (at programs/events where a sponsorship booth is appropriate) for the purposes of distributing information regarding the programs and community services the



District provides. This booth shall be provided at no cost to the District. If necessary the District will provide its own booth and setup.

- d. Partnership recipients must agree to erect a banner (if appropriate) recognizing the District's support of the event or program. This banner shall be erected at the facility for the duration of the program, event, facility, or equipment. The verbiage of the banner shall be determined by the General Manager. The actual banner, if not provided as part of sponsorship, will be provided by the Truckee Tahoe Airport District in accordance with the size requirements of the event or program.
  - e. Provide the District with whatever benefits are afforded other sponsors of similar sponsorship or partnership levels (i.e., logo display, sponsor table, advertising benefits, etc.).
  - f. The public agency receiving such funds shall extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions.
  - g. Reporting Requirement. After the event, program or project is complete, the applicant must provide to the District copies of materials, pictures, and collateral where the District was recognized and/or highlighted as well as evidence the stated objective of the applications was realized per the requirements of this policy.
- 14) Individuals, organizations, or public agencies that have been named in a lawsuit involving the District or have pending litigation with the District are ineligible for sponsorship/donation, until such matters have been resolved.
- 15) Applicants must be of upstanding moral and public character. Applicants have a fiduciary responsibility to maintain a public image that corresponds with that of the District's mission and core values.
- 16) In cases of a significant financial partnership commitment, if funding is approved, the District shall require, as a condition of providing such funding assistance, all of the following:
- a. Permanent acknowledgement of the Airport District's participation to the District's satisfaction.
  - b. That the recipient of funds execute in favor of the District a Release and Covenant Not to Sue by the Aircraft utilizing that airport or the fund recipient's use of their real property, fund recipient as to:
    - i. Any claimed damages or adverse impacts of the Truckee Tahoe Airport,
    - ii. Aircraft utilizing that airport or the fund recipient's use of their real property,
    - iii. Any land use restrictions or increased structural requirements imposed by the Truckee Tahoe Land Use Commission's Compatible Land Use Plan, whether currently in effect or as may be later adopted.



Rick Stephens - Board President

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 312**

Effective: Dec. 3, 2014

**SUBJECT: FUNDING ASSISTANCE – COMPREHENSIVE AIRPORT LAND USE PLAN**

**PURPOSE:** To establish District policy regarding the consideration of funding to meet Truckee Tahoe Airport Land Use Commission requirements for new public buildings proposed in Compatible Land Use Plan (CLUP) Zones B1, C, and specified special use areas in the D, contingent on available funding.

**POLICY:**

The Truckee Tahoe Airport Land Use Commission (TTALUC) is a separate and distinct entity from the Truckee Tahoe Airport District (TTAD). TTALUC's primary role is to protect public health, safety and welfare, promote orderly airport development, minimize airport land use compatibility conflicts, adopt an Airport Land Use Compatibility Plan, and review local agency actions and review land use proposals within the airport influence area. TTALUC is staffed by the Nevada County Transportation Commission. TTALUC is regulated by the State of California and follows State statutes. As such TTAD is not involved in the requirements mandated by TTALUC nor does it influence its decisions, other than designating two of the seven Commissioners. The Airport does recognize that the Airport Master Plan created and adopted by TTAD may affect and influence the ALUCP as adopted by TTALUC. As such TTALUC in certain instances recommends specific occupancy and construction requirements to local land use review agencies to meet TTALUC requirements.

It is therefore the Policy of the TTAD Board of Directors that in certain instances related to the construction of public buildings paid for by tax payers and constituents common to both the public agency and TTAD, to consider funding TTALUC required construction upgrades when funding is available.

If such funding is approved, TTAD shall require, as a condition of providing such funding assistance, all of the following:

- 1) That the public agency receiving such funds shall extend any and all benefits, discounts or access to the facilities that are extended to residents of the public agency to all residents of TTAD on the same terms and conditions.
- 2) Permanent acknowledgement of the Airport District's participation.
- 3) That the recipient of funds execute in favor of the District a Release and Covenant Not to Sue by that fund recipient as to
  - A. any claimed damages or adverse impacts of the Truckee Tahoe Airport,
  - B. aircraft utilizing that airport or the fund recipient's use of their real property,
  - C. any land use restrictions or increased structural requirements imposed by the Truckee Tahoe Airport Land Use Commission's Compatible Land Use Plan, whether currently in effect or as may be later adopted.

## FUNDING REVIEW REQUIREMENTS AND CRITERIA:

1. Structure is located in the B1, C, or Special Use Area 1 of the D CLUP Zones. (see attached Map)
2. Funding will only be provided for public buildings owned and operated by a public agency.
3. Funding of the construction upgrades will be considered only when TTAD has available funding.
4. TTAD will determine the amount it will offer, if any, based on the Airport District Engineer's opinion based on actual bid costs.
5. Structure is designed for large gatherings of people per the CLUP definition and not for storage of property, i.e. Sand, salt, or vehicles.
6. Funding consideration will be extended only to local public agencies, municipalities, and local special districts, not state or federal agencies.
7. Significant public benefit will be realized by construction of proposed project and that TTADs participation in such project will provide benefits to constituents of TTAD.
8. Permanent public acknowledgement of the Airport District's participation in cost sharing shall also be required.
9. TTAD may consider other requirements and criteria at its discretion in considering funding proposals.



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John Jones, President

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 503**

Formerly PI 600

Effective: November 15, 1984


Revised: September 22, 2011

**SUBJECT: TEMPORARY USE OF TRUCKEE TAHOE AIRPORT LAND OR FACILITIES**

**PURPOSE:** To establish the policy for granting temporary use of the Truckee Tahoe Airport District land or facilities

**POLICY:**

1. New requests for temporary use of Airport land or facilities shall be directed to the Airport Manager.
2. The Airport Manager shall provide the requestor with a copy of this Policy Instruction, the related Standard Procedure Instruction, a copy of all other applicable TTAD directives, and determine the requirements for presentation to the District Board. Single small event or minor usage of airport land and facilities may be approved by the General Manager.
3. Previously approved regularly scheduled events or community meetings, ground school classes, and other small gatherings that do not present any financial or safety problems to the District may be approved by the Airport Manager without prior Board approval.
4. The District supports the use of airport land and facilities for emergency management and public safety training and readiness. Where possible, the District will accommodate local public safety, emergency management and other public service district request to utilize airport property for training and readiness purposes.
5. Approval for the temporary use of Airport land or facilities shall be granted by a majority decision of the TTAD Board of Directors prior to the commencement of the requested use. Fees, if any, will be included in the conditions of approval.



Kathleen Eagan, President

# TRUCKEE-TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 505**

Formerly PI 641

Effective: August 21, 1990

Revised: September 22, 2011

September 27, 2012

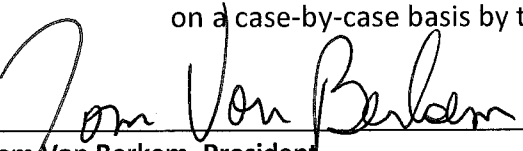
**SUBJECT: USE OF TRUCKEE TAHOE AIRPORT DISTRICT COMMUNITY ROOM**

**PURPOSE:** To establish a policy stating what organizations or individuals may use the Truckee Tahoe Airport District Community Room and what fees, if any, will be charged for use of the room

**POLICY:**

The Truckee Tahoe Airport District Community Room is maintained for the use of the Truckee Tahoe Airport District Board of Directors to hold monthly regular and periodic special meetings. During those periods that the Truckee Tahoe Airport District Community Room is not being used by the Airport Board, it may under certain circumstances, be used by others. Outlined below are those entities or individuals authorized to use the Community Room. All entities or individuals must reserve the Community Room a minimum of one week in advance.

1. Entities authorized use of the Truckee Tahoe Airport Community Room without fees:
  - a. Non-profit Public Entities.
  - b. Non-profit Committees or groups which are Aviation Oriented.
  - c. Non-profit Social Clubs, Local Homeowners' Associations, Organizations, etc. .
  - d. Other Public Entities or Non-profit Organizations as Approved by the Airport Manager.
  
2. Entities, Organizations or Individuals authorized to use the Truckee Tahoe Airport District Community Room for a Fee.
  - a. For Profit Entities or Organizations which are Aviation Oriented.
  - b. Individual Instructors who wish to hold Aviation Oriented Schools, Classes or other Instructional Type Classes.
  - c. Other requests for use of the Truckee Tahoe Airport Community Room will be addressed on a case-by-case basis by the Manager and/or the Board.

  
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Tom Van Berkem, President

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 507**

Effective: October 26, 2018

**SUBJECT:** Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement and Lease Process

**PURPOSE:** To establish District policy for selection of appropriate community benefit uses for vacant warehouse spaces. To establish District policy for criteria related to leases and agreements that accept community benefit in exchange for graduated or modified rent.

**BACKGROUND:** On occasion the District has vacancies in Non-Aeronautical building and facilities. The Board of Director's at its discretion may deem space within the warehouse or other non-aeronautical buildings or facilities as available at discounted rent/lease rates to public agencies or non-profit groups or other groups deemed appropriate, based on their services to the constituents of the District. The District will use the following criteria and process for the consideration and selection of potential tenants:

1. Criteria for Selection of Appropriate Community Benefit Organizations

- A. The services provided by an organization widely benefit the constituents of the Truckee Tahoe Airport District.
- B. The mission of an organization supports the mission, vision, and strategic direction of the Truckee Tahoe Airport District.
- C. The services provided by an organization do not pose a hazard to the operation of the airport, the public, its tenants or staff members.
- D. The readiness of an organization to take possession of the space, make and fund needed improvements, sign agreements, and complete required planning and permit activity outlined within existing Development Standards.
- E. The organization has verifiable financial stability and reasonable access to capital required to complete tenant improvements in a timely and workmanship like manner.

2. Criteria for Selection of Appropriate Community Benefit Uses

- A. The operation and service offering of the organization does not exceed a maximum occupancy of 25 persons aside from occasional special events.
- B. The operation and service offering of the organization does not primarily serve those listed as prohibited use within the Truckee Tahoe Airport Land Use Compatibility Plan including but not limited to children's schools or training centers, libraries, nursing care facilities, or medical centers.
- C. The use of the space is not prohibited by local building code, regulations, fire code, or the Truckee Tahoe Airport Land Use Compatibility Plan.

D. The use of the space does not require significant modification, structural improvement, or capital investment on the part of the District.

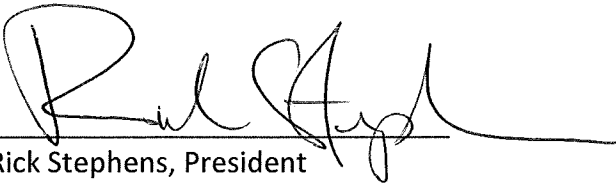
3. District Process for Selection of Appropriate Community Benefit Organizations

A. The District will advertise through local media channels the size, dimensions, and location of available space. District Staff will issues written guidance regarding this policy, the Districts PMCD guidance and any restrictions to potential organizations and make available dates and times for organizations to inspect the premises.

B. Following a minimum 30 day period of advertisement the District will accept proposal submissions from qualified applicants that meet the requirements herein. Staff will hold a meeting describing District requirements for occupancy, required minimum development standards, lease and legal requirements for interested parties. Staff will forward to the Board through the posted agenda process all qualified applicants for consideration.

C. The Board may or may not choose to accept one or more submitted proposals, award a graduated lease or decline any and all proposals for use of District property.

D. Following required verification of financial requirements Staff will complete a lease agreement and other required agreements such as development agreements or partnership agreements.



Rick Stephens, President