



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

AGENDA TITLE: Primary Management and Compliance Documents (PMCD)

MEETING DATE: August 24, 2021

PREPARED BY: Hardy S. Bullock, Director of Aviation & Community Services

RECOMMENDED OBJECTIVE: Review the Truckee Tahoe Airport District Minimum Standards, Rules and Regulations, Development Standards, and Leasing Rents/Fees Policy and direct staff on any potential next steps related to these guiding documents. At the July 12th workshop, Director Hetherington requested a Board discussion regarding the District's PMCDs. This is a review item to understand Board interest in future revisions or amendments.

DISCUSSION - What are PMCD'S: Primary Management & Compliance Documents or PMCDs as they are referred to in the airport management industry are compendium of governing documents that create a framework for airport operation, management, and compliance with Federal Standards. PMCD's are considered the best practice for operating an airport. PMCD's are derived through policy making at the Board level, they are a living guide and may be changed, within the legal boundaries of federal, state and local regulation by any Board.

How the Airport PMCD were developed and Adopted: Primary Management and Compliance documents (PMCD) are a set of adopted, governing documents that integrate airport best practices and legally acceptable guidance on a wide range of airport subjects. These documents comply with requirements for federally obligated airports. Due to the fact that the Truckee Tahoe Airport receives annual federal funding allocations, the District is subject to Federal requirements related to the management and operation of the airport.

Minimum Standards designate the acceptable conduct of parties engaged in commercial activities on the airport. *Rules and Regulations* are the guidelines for acceptable conduct for anyone on the airfield, public, private, operator, tenant or staff. *Development Standards* establish the rules governing airfield development, if approved by the Board, for a wide range of aeronautical and non-aeronautical construction scenarios. *Leasing Rents/Fees Policy* is the guiding document outlining the proper rate setting methodology and framework to adjust and

evaluate rates and fees for aeronautical and non-aeronautical services such as hangar lease rates, office rents and the like.

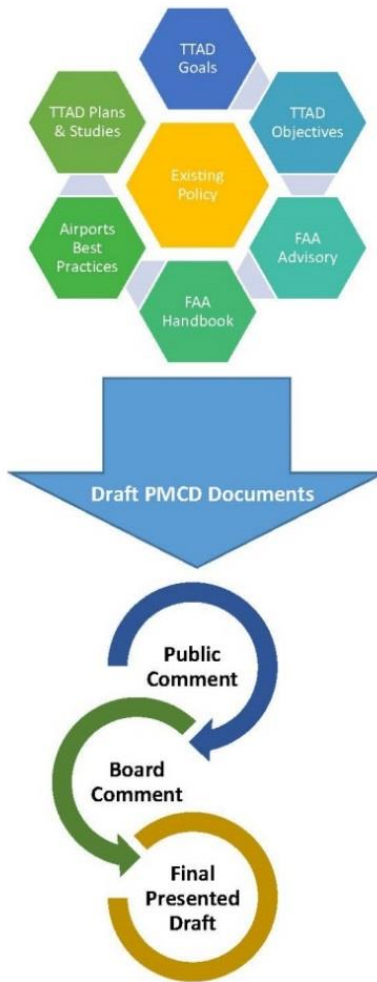
Aviation Management Consulting Group (AMCG) was the selected vendor for the original PMCD creation. The project was awarded in January of 2015 and adopted by the Board on January 25, 2017. The last major revision to our PMCD was May 23, 2018, (https://truckeeatahoeairport.com/board_meetings/201/view_file?file=tab+03+-+repeal+of+outdated+policy+instructions+-+staff+report.pdf).

The process of developing and vetting these PMCD documents started with existing District policy and established goals and objectives. Staff applied many micro decisions based on direction within the adopted 2014 Airport Master Plan, District Strategic Plan, Demand Drivers Study, Executive Hangar Study, and other guiding documents. AMCG brought a wealth of experience related to airport best practices and guiding principles which collectively created the draft documents. Following the draft construction staff opened public comment on each document for a period of no less than thirty days.

Local elected and appointed officials were notified regarding this project. Additional advertisement to the general community, airport users, and alike was completed through our website, local newsprint, electronic mail, our District Connected Newsletter, and noticed public meetings.

Upon completion of the comment period, staff reviewed the documents with the Board of Directors and illustrated where public comment was incorporated or where it was addressed. During this process Board comments were also incorporated. Staff met with airport users over the course of the project several times to discuss pending changes and the ramification of certain items contained within the documents. The illustration below outlines the document construction process.

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Additionally, each document has been reviewed by Kaplan Kirsch & Rockwell LLP for legal confidence along with District Counsel at the time, Brent Collinson.

PUBLIC COMMUNICATIONS: The public input process for the development of the PMCD’s was comprehensive. Over the 18 months period the District advertised details of the process through multiple media channels. The District made available meeting and contact points, web based comment portals, newspaper advertisements and e-blasts.

ATTACHMENTS:

A current copy of the PMCD’s is located here: <https://trucketahoeairport.com/publications/5-airport-policies-fees>.