



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

AGENDA TITLE: Consideration of Adoption of PI 317 - Agreements for Service with Public Agencies and Non-Profits
MEETING DATE: April 27, 2022
PREPARED BY: Kevin Smith, General Manager

RECOMMENDATION: Staff recommends adoption of PI 317 – Agreements for Service with Public Agencies and Non-Profits to define and establish policy for entrance into Agreements for service with other public agencies and/or non-profit groups.

DISCUSSION: As part of our discussions on February 23, 2022 and March 23, 2022 regarding updates to PI 311 – Community Sponsorships and Agency Partnerships, it was decided to consider a separate Policy Instruction to address agreements for service with public agencies and non-profits. The intent of this Policy is to provide additional clarity and flexibility for the District to enter into agreements for service for important service needs of the District. Previously, this item was covered in PI- 311. Based on Board and staff discussion, language on Agreements for Service was removed from PI 311 in favor of a standalone policy. Staff has prepared a draft Policy Instruction for Board review.

POLICY PURPOSE AND OVERVIEW (Exert from PI 317): In certain situations, the District may contract for services with public agencies or nonprofit organizations to provide service 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 Agreements for Service include some STEAM education programs, aircraft rescue and firefighting, air show production, public transit, airport shuttles, etc.

The attached PI provides direction and guidance on the use and implementation of these agreements by the District. In addition to the information above, PI 317 explains applicability

to PI 311 as well as how the District would seek an Agreement for Service or be solicited by another public agency or nonprofit organization for such an agreement.

FISCAL IMPACT: Annually the District enters into various Agreements for Service. Some examples of current and multi-year Agreements for Service are as follows:

- North Lake Tahoe Express Airport Shuttle (\$4900)
- Boys and Girls Club STEM Program (\$85,000)
- Airshow and Family Festival Service Agreement (\$66,000)
- Aircraft Rescue and Fire Fighting with Truckee Fire Protection District
- TTCF Services for PI-311 Application Vetting (various by year)

SAMPLE MOTION: I move to (approve, continue, deny) the request to adoption of PI 317 – Agreements for Service with Public Agencies and Non-Profits to define and establish policy for entrance into Agreements for service with other public agencies and/or non-profit groups.

ATTACHMENTS:

Draft PI-317 – Agreements for Service with Public Agencies and Non-Profits