

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

## PI NUMBER 202

Formerly PI 202, 203, and 206

Effective: May 24, 1994  
Revised: February 16, 2005  
Approved: August 25, 2011  
Revised: September 26, 2013  
Revised:

**SUBJECT: BOARD OF DIRECTORS BASIS OF AUTHORITY, CODE OF ETHICS, AND MEETING MANAGEMENT**

**PURPOSE:** To define the authority of the Board of Directors, reinforces commitment to excellence in legislative leadership and meeting management

### **POLICY:**

#### **Basis of Authority:**

1. The Board of Directors is the unit of authority within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure, without prior authority of approval of the Board.
2. Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and act for the entire community.

#### **Code of Ethics:**

1. The dignity, style, values, and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. The needs of the District's constituents and aviation community should be the priority of the Board of Directors.
4. The primary responsibility of the Board of Directors is the formulation and evaluation of Policy. Routine matters concerning the procedures or operational aspects of the District are to be delegated to the professional staff members of the District.
5. Directors should conduct themselves in a professional manner, emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
6. Decisions should be based on objective criteria or data, not on subjective opinions or feelings. Directors should commit themselves to focusing on issues and not personalities.

The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.

7. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors acts, Directors should commit to supporting said action and not create barriers to the implementation of said action.
8. Directors should practice the following procedures:
  - a. In seeking clarification on informational items, individual Directors may directly approach the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve their legislative decision-making.
  - b. In handling complaints from residents, property owners and users of the District, said complaints should be referred directly to the General Manager and should not be handled by the individual Director.
  - c. In handling items related to safety, concerns for safety or hazards, said items should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
9. When approached by District personnel concerning specific district policy, Directors should direct such inquiries to the appropriate staff supervisor. The chain of command should be followed.
10. When responding to constituent and user requests and concerns, Directors should be courteous, responding to individuals in a positive manner and later following-up with the General Manager is desirable, as appropriate.
11. Directors should develop a working relationship with the General Manger wherein current issues, concerns and District projects can be discussed comfortably and openly.
12. Directors should function as a group decision making body.
13. Directors are responsible for establishing a strategic plan with appropriate goals and objectives for the District, with the General Manager routinely keeping the Board aware of progress towards established goals.
14. The Board shall bi-annually, or sooner as required, review and critique themselves with respect to the Code of Ethics, California Airport Act, Brown Act, and any other regulations or laws that apply including those of FAA and all policies of the district.

#### **Board Meeting Management:**

1. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meetings of the Board of Directors. The President shall control the flow of the meeting.
2. Director requests for agenda items:

- a. Any Director may call the General Manager or President and request any item to be placed on the agenda, no later than 12:00 noon, ten (10) business days prior to the meeting date.
  - b. Any item may be postponed at the discretion of the President or the General Manager.
3. Public requests for agenda items. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
  - a. The request must be in writing and be submitted to the General Manager or the Board President, together with supporting documents and information, if any, at least ten (10) business days prior to the date of the meeting.
  - b. The President and General Manager shall determine whether the public request is or is not a “matter directly related to District business”. Any item requiring background research may be postponed at the discretion of the President or the General Manager.
  - c. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
  - d. The Board President may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.
  - e. The person requesting the Agenda Item shall immediately be notified of any postponement.
4. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or act on such matters at that meeting.
5. Posting of the agenda.
  - a. At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes, but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District offices and on the world wide web at [www.truckeeatahoeairport.com](http://www.truckeeatahoeairport.com). Additionally, members of the public may, for a fee, can have the agenda mailed or register for free email.
  - b. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.
6. Question & Answer Document. To help facilitate feedback and clarifying questions on agenda items between the Board of Directors and Staff, a question & answer document will be formulated by the General Manager.
  - a. After the Board meeting agenda and Board book materials have been posted to the District’s website (the Friday before the Board Meeting), an email will be forwarded to all Board members requesting their clarifying questions on the posted Board materials.

- b. By Noon, the Monday before the Board meeting, all questions and feedback are due, via email, to the General Manager. In-person meetings may take place to capture Board of Director's clarifying questions, but we ask they take place as soon as both parties are able, to not delay the posting of the question & answer document.
- c. General Manager will review and then disseminate the Board of Director's clarifying questions to appropriate District Staff members and request responses.
- d. District staff will forward their responses to the General Manager within 24 hours of receipt.
- e. General Manager will formulate a question & answer document that will contain a list of responses to all questions, without mention of author.
- f. The question & answer document will be emailed (via BCC) to all Board of Directors ahead of the Board meeting, as well as posted to the District's website under the Meeting's Board materials page.
- g. Board member statements and commentary will be filtered out and not officially addressed in the question & answer document.

## 7. Meeting Protocols.

- a. Public Comment. Members of the public are invited to comment on any item relevant to District business that is not on the agenda for that meeting. Comments generally may be up to (3) minutes, however time limits may vary as established by the Board President for each meeting based on overall agenda management.
- b. Agenda item process.
  - i. The President may introduce the item with a short comment.
  - ii. The President may invite staff and/or the petitioner for the item to make any requested or necessary presentation.
  - iii. The Directors shall have the opportunity to question staff/petitioner and discuss the item.
  - iv. The public shall be invited to testify or comment on the item. Comments should be limited to three (3) minutes per member of the public unless otherwise adjusted by the Board President.
  - v. Normally, the Directors will deliberate on the input and, when necessary, render a decision.
  - vi. Prior to entering closed session, the public will be invited to comment on closed session items with no more than three (3) minutes per speaker, or as set by the Board President.
- c. General rules.
  - i. Directors, staff, and the public are requested to perform appropriate research on agenda items to focus and streamline comments. Directors and the public are welcome to question the General Manager on items before the meeting for mutual clarification.

- ii. All meeting participants should make points concisely, avoiding repetition that does not add value. The President shall monitor speakers in this regard.
- iii. Members of the public and staff shall not be permitted to enter Board discussions and deliberations, unless by invitation of the Board President.
- iv. Sidebar conversations between members of the public and the Directors or staff are discouraged. All speakers shall be recognized by the President before speaking, consistent with the procedures outlined above.
- v. Derogatory racial, sexual, ethnic, sexual orientation, or similar slurs or inflammatory language shall not be tolerated. Refer to the District's Policy Instruction Resolution 2022-01 – Justice, Equity, Diversity, and Inclusion (JEDI) Mission and Vision and Policy Instruction 320 Nondiscrimination by Vendors.

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**Kathryn Rohlf, Board President**

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