

# TRUCKEE TAHOE AIRPORT DISTRICT

## POLICY INSTRUCTION

### PI NUMBER 301

Formerly PI 122.1

Effective: November 22, 1994

Approved: January 26, 2012

**SUBJECT: DISTRIBUTION OF FLYERS IN MONTHLY HANGAR BILLS**

**PURPOSE:** To establish a policy for not for profit aviation related organizations to distribute flyers in the District's monthly hangar bills. A legitimate public purpose must be served.

### **POLICY:**

1. The District will permit only not-for-profit, aviation related organizations to distribute information, which serves a public purpose, via the monthly hangar billings. Flyers shall not be in excess of one page of 8 1/2" by 14" standard weight paper. Not more than one organization each month will be allowed to place flyers in the monthly hangar billings. Requests will be taken on a first come, first served basis. Such determination shall be made by the District's General Manager. If the flyer increases the rate of postage, the requesting organization must pay the additional postage.
2. Requests must be presented to the General Manager with a sample of the flyer to be distributed. Requests must be submitted by the 15th of the month for distribution in the following month's invoices.
3. Such organizations shall provide the necessary copies, and the manpower to stuff empty envelopes with flyers before the hangar bills are inserted. This must be complete by the last working day of the month.
4. Only those hangar tenants who are sent a monthly statement will be sent the flyer. In the event the requesting organization wants all hangar tenants to receive the flyer, the organization shall pay the applicable postage for those flyers mailed to the "annual payers" of hangar rent and those who pay monthly by credit card.

**William C. Chilcott, President**