



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Review and Approval of Board Policy Instructions –
Maintenance and Operations Policies Update

MEETING DATE: June 28, 2023

PREPARED BY: Jeff Menasco, Director of Aviation
Dave Hoffman, Director of Operations and Maintenance
Lauren Tapia, Human Resources Manager/District Clerk

RECOMMENDED ACTION: Approve updated Policy Instructions 511 and 515. Staff recommends the Board dissolve Policy Instructions 401, 404, 501, 503, 504, and 509.

DISCUSSION: The District is working to review, update, and consolidate (where needed) its Board Policy Instructions. The District's policy instructions are separated into five sections: Administration (100's), Governance (200's), Finance (300's), Maintenance (400's), and Operations (500's). The project is primarily focused on updating policies that have not been reviewed in the past five years as well as consolidating policies if needed – if substantive updates are needed, those policies will be brought forth to the Board's attention in the form of Board approval via the Consent Calendar. The Maintenance and Operations Policy Instructions were reviewed over the last month, and staff have found six (6) Policy Instructions that should be permanently dissolved, four (4) of which will be transitioned to a Standard Procedure Instructions (SPI), while most other policies only needed minor readability updates made to them. Redlined versions of the reviewed policy instructions are attached as well as the policies Staff recommends dissolving. Policy Instructions 402, 403 and 507 are still under Staff review and will be brought to the Board for consideration at the July 26, 2023, regular Board meeting. Below is a summary review of proposed changes:

PI 401 Posting of Advertisements

- Staff recommends the Board dissolve this policy. It will be transitioned to a Standard Procedure Instruction (SPI) managed by staff.

PI 402 Project Planning – Construction Contract Management

- Under Review for July Board consideration

PI 403 Vehicle and Equipment Replacement

- Under Review for July Board consideration

PI 404 Snow Removal

- Staff recommends the Board dissolve this policy. It will be transitioned to a Standard Procedure Instruction (SPI) managed by staff.

PI 501 Technology Infrastructure

- Staff recommends the Board dissolve this policy. It will be transitioned to a Standard Procedure Instruction (SPI) managed by staff.

PI 503 Temporary Use of Truckee Tahoe Airport Land or Facilities

- Staff recommends the Board dissolve this policy. It will be transitioned to a Standard Procedure Instruction (SPI) managed by staff.

PI 504 The Minimum Standards Applicable to Specialized Aviation Service Operators Seeking to Provide Commercial Skydiving at the Airport

- Staff recommends the Board dissolve this policy as Minimum Standards for skydiving operation are captured within the District's Primary Management Compliance Documents (PMCD's)

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

- Under review for July Board consideration

PI 509 – Architectural and Engineering Consultant Selection Board Composition

- Staff recommends the Board dissolve this policy, it is addressed and updated by FAA Circular

PI 511 Airport Operations Monitoring Systems Data

- Minor Readability edits
- Added noise monitoring systems

PI 515 Community Annoyance Comment Processing Procedures

- Readability edits

WHAT'S NEXT: After the Board considers the remaining three Policy Instructions (PI 402, 403 and 507) this major review project will be complete. Staff will review policy instructions on an annual basis beginning January 2024. Any policy instruction that is 5 years or older will be reviewed. If substantive updates are needed to those policies, they will be brought forth to the Board's attention in the form of Board approval via the Consent Calendar.

SAMPLE MOTION:

I motion to approve updated Policy Instructions:

- PI 511 – Airport Operations Monitoring Systems Data
- PI 515 Community Annoyance Comment Processing Procedures

As presented by Staff.

I motion to permanently dissolve Policy Instructions:

- PI 401 – Posting of Advertisements
- PI 404 – Snow Removal
- PI 501 – Technology Infrastructure
- PI 503 – Temporary Use of Truckee Tahoe Airport Land or Facilities
- PI 504 – The Minimum Standards Applicable to Specialized Aviation Service Operators Seeking to Provide Commercial Skydiving at the Airport.
- PI 509 – Architectural and Engineering Consultant Selection Board Composition

As recommended by Staff.

ATTACHMENTS:

1. Policy Instruction 401 – Posting of Advertisements
2. Policy Instruction 404 – Snow Removal
3. Policy Instruction 501 – Technology Infrastructure
4. Policy Instruction 503 – Temporary Use of Truckee Tahoe Airport Land or Facilities
5. Policy Instruction 504 – The Minimum Standards Applicable to Specialized Aviation Service Operators Seeking to Provide Commercial Skydiving at the Airport
6. Policy Instruction 509 – Architectural and Engineering Consultant Selection Board Composition
7. Draft Policy Instruction 511 – Airport Operations Monitoring Systems Data – Redlined
8. Draft Policy Instruction 515 – Community Annoyance Comment Processing Procedures – Redlined
9. TTAD Policy Instruction Index