

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

## POLICY INSTRUCTION – 317

Effective: April 27, 2022

**SUBJECT: AGREEMENTS FOR SERVICE WITH PUBLIC AGENCIES OR NON-PROFITS**

**PURPOSE:** To define and establish policy for entrance into Agreements for service with other public agencies and/or non-profit groups to provide services to the Truckee Tahoe Airport District (TTAD) which the District chooses not to self-provide. The Goal of this Policy Instruction (PI) is to assist the District in furthering its Mission and provide benefit and value to the constituents of the District. This Policy Instruction will aim do the following:

- Create efficiencies by allowing other public agencies or non-profits with special expertise or resources to provide services to District constitutes on behalf of the District.
- To provide new or additional services with greater benefit and value to airport users and constituents.
- Use District financial resources most effectively to provide services to the public.

**POLICY:** In certain situations, the District may contract for a service with public agencies or nonprofit organizations to provide services 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 Agreement for Services include some STEAM education programs, aircraft rescue and firefighting, air show production, public transit, airport shuttles, etc.

**APPLICABILITY TO PI 311- COMMUNITY SPONSORSHIPS AND AGENCY PARTNERSHIPS:** Organizations are permitted to apply for and receive only one District funding or benefit program annually unless the “other” District provided funding or benefit program is valued at no more than \$1,000.

**IMPLEMENTATION:** Agencies or Non-Profits may be approached by the District to determine interest in entering into an Agreement for Services if the District feels the objectives and goals of this program can be met through the product or service they provide. If so, the District will engage with an agency or Non-Profit to prepare an Agreement for Services. Agreements for Services of one year or less and less than \$5000 can be approved by the General Manager. Agreements for Services for \$5001 or more, or for more then one year must be approved by the TTAD Board of Directors.

Agencies and/or Non-profits may propose an Agreement for Service to the District in response to a stated specific task, function, job, program, or work product where the District expressed a desire to provide such service or has a stated Guiding Principle or Goal to provide the product or service but has chosen not to self-provide the product or service. Agencies or Non-profit organizations may submit a

written proposal to the District for review and consideration by the General Manager and/or Board of Directors. In the case of Agreements for Services of one year or less and for \$5000 or less, the General Manager, with advice and counsel from Senior Staff will decide if the Agreement for Service will further establish Goals and Policies of the District. The General Manager may approve Agreements that meet these standards. Agreements for more than 1 year and for \$5001 or more shall meet the same standard but must be approved by the TTAD Board of Directors in a regular or special meeting of the Board. All Agreements for Service will be reviewed by District legal counsel before they are ratified.

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**Kat Rohlf, Board President**