

Elected Board of Directors Expectations

Truckee Tahoe Airport District (TTAD)

Overview

The Board of Directors of the Truckee Tahoe Airport District is comprised of five locally elected officials who govern the District in accordance with California state law and the mission of TTAD: The Truckee Tahoe Airport aims to provide safe, high-quality services and facilities, reduce impact on our airport neighbors and the environment, and invest in opportunities that increase community safety and provide sustained benefit to the entire Truckee Tahoe region.

Board Members are elected at large and serve staggered four-year terms. Board Members serve as part of a collective body and hold no individual authority to commit to the District to policies, actions, or expenditures outside of duly authorized Board actions, as outlined in Policy Instruction 202.

This document sets forth the expectations for the position as determined by the Board.

Key Responsibilities

- Provide policy direction and governance for the Truckee Tahoe Airport District.
- Ensure fiscal responsibility and compliance with applicable laws, including the Brown Act, FAA regulations, FPPC Guidelines, and TTAD Board policies.
- Promote transparency, accountability, and meaningful public engagement in all District matters.
- Collaborate with the General Manager to set the strategic vision and priorities for the District.
- Represent the District in a unified manner, advocating for the collective interests of the District's residents, stakeholders, and airport users – not personal, political, or constituent factions.
- Maintain professional conduct and respect for differing opinions, consistent with the District's Code of Ethics (Policy Instruction 202).

Meeting Attendance Expectations

- Attend a minimum of 95% of regularly scheduled monthly board meetings (typically held the 4th Wednesday of each month).
- Attend special meetings, annual workshops, and joint meetings with other agencies when scheduled.
- Provide advance notice to the Board President and General Manager if unable to attend any meeting.

Meeting Preparation Expectations

To support informed decision-making and responsible governance:

- Individual Review:
 - Read and analyze the full Board agenda packet in advance of each meeting.
 - Identify areas requiring clarification or additional background prior to the meeting.
- Pre-Meeting Briefings:
 - Schedule time for direct communication with the General Manager, either in person or via phone/email, to ask clarifying questions or seek briefings on complex agenda items.
 - Submit questions by the established deadline noted in the Board Materials publishing notification email.

Public Meeting Process & Best Practices

District Board meetings are conducted in compliance with the Ralph M. Brown Act, ensuring transparency and public trust. The District generally follows the format below for its regular meeting agendas.

- Meeting Format:
 1. Call to Order and Roll Call
 2. Pledge of Allegiance
 3. Public Comment (Non-agenda items)
 4. Consent Calendar
 5. Presentations & Reports
 6. Discussion and Action Items
 7. General Manager Report

8. Board Member Announcements
9. Adjournment

Communication Style & Conduct Expectations

- Be Courteous and Respectful: Listen actively and attentively to staff, fellow board members, and the public. Speak in a calm, constructive, and professional tone—even when in disagreement.
- Avoid Surprises: Refrain from raising new or controversial topics during meetings without prior communication with staff or fellow Board Members.
- Maintain Neutrality and Focus: Stay on topic. Avoid personalizing discussions. Address policy-level issues, deferring operational concerns to the General Manager and staff.
- Promote Constructive Dialogue: Encourage open public comment and stakeholder engagement. Ask clarifying questions rather than making assumptions.
- Avoid electronic communication or sidebar discussion during meetings.
- Transparency & Ethical Standards: Disclose conflicts of interest and recuse yourself where appropriate. Abide by the TTAD Code of Ethics and comply with all legal requirements.

Additional Duties

- Represent the District at community, regional, or aviation-related industry events, if requested by a quorum of the Board.
- Attend required trainings (e.g., ethics, governance, Brown Act, harassment prevention).
- Participate in the Board's formal self-evaluation process, which is conducted at least biannually in accordance with Policy Instruction 202.
- Participate in annual goal setting and performance review of the General Manager.

Time Commitment

Estimated time commitment is 10–15 hours per month, including:

- Monthly board meetings

- Committee work
- Preparation and communication
- Required training or public engagements

Compensation and Benefits

Board members receive a stipend as established by the District in accordance with California Government Code §53208. Board Members may be eligible for CalPERS Health Insurance benefits or expense reimbursements per Board policy.

Reference Documents

- Policy Instruction 202 – Board of Directors Basis of Authority, Code of Ethics, and Meeting Management
- Policy Instruction 210 – Board of Directors Remuneration and Expenditure Reimbursement
- Policy Instruction 212 – Medical Insurance for Directors and Employees
- 2025 BROWN ACT TELECONFERENCE FLOWCHART