



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Approve 3% Credit Card Convenience Fee for Master Fee Schedule Charges

MEETING DATE: August 26, 2026

PREPARED BY: General Counsel, Best Best & Krieger LLP

RECOMMENDED ACTION:

Approve an amendment to the District's Master Fee Schedule to include a 3% fee for the use of credit card payment for Master Fee Schedule charges.

DISCUSSION:

Truckee Tahoe Airport District (TTAD) accepts credit card as a form of payment for Master Fee Schedule items; including Aircraft Services, Fuel Sales, Hangar Reservations, and online payments. While this provides convenience to customers, it results in a cost to TTAD. Credit card companies charge TTAD a fee for processing these payments. In an effort to recover these costs, staff recommend the Board of Directors consider imposing a credit card convenience fee.

Credit card convenience or processing fees may be imposed by public agencies under Government Code section 6159. This section permits these fees up to our actual cost of using credit card as a payment method. Staff propose a 3% convenience fee on the use of credit cards for Master Fee Schedule items to recover fees charged to TTAD by issuers for accepting credit card payments.

FISCAL IMPACT: \$95,000 net revenue annually recovered from credit card processing fees.

PUBLIC COMMUNICATIONS: Publishing updated Master Fee Schedule, September 1, 2026.

SAMPLE MOTION(S): I move to amend the District's Master Fee Schedule, effective September 1, 2026, to include a 3% fee for the use of credit card payment.

ATTACHMENT:

Master Fee Schedule dated September 1, 2026.