TRUCKEE TAHOE AIRPORT DISTRICT
POLICY INSTRUCTION

PI NUMBER 204
Formerly 130.2

Effective:	**July 26, 1996**
Revised:	**December 5, 1996**
	September 28, 2000
	September 28, 2006
	December 17, 2009
	July 22, 2015
Approved:	**August 25, 2011**
Reviewed:	**August 22, 2018**
Amended:	**October 28, 2020**
Reviewed:	**March 22, 2023**
Amended:	**October 21, 2026**

SUBJECT: **CONFLICT OF INTEREST CODE**

PURPOSE: To comply with the Political Reform Act

POLICY:

1. The Truckee Tahoe Airport District Board of Directors has established a Conflict of Interest Code, as attached, to comply with the Political Reform Act. The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate and up-to-date or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 01 of even-numbered years.

2. The Truckee Tahoe Airport District Conflict of Interest Code, Policy Instruction 204, is hereby amended as set forth in Appendices attached hereto and incorporated herein by reference.

3. This amendment shall be effective when it has been approved by the code reviewing body in accordance with Government Code Section 87303.

David Diamond, President

CONFLICT OF INTEREST CODE
FOR THE
TRUCKEE TAHOE AIRPORT DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix, designating positions and establishing disclosure requirements, shall constitute the conflict of interest code of the **Truckee Tahoe Airport District** (**District**).

Officials Who Manage Public Investments shall electronically file their statements of economic interests directly with the **Fair Political Practices Commission**. Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) All statements will be retained by the **District.**

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

TRUCKEE TAHOE AIRPORT DISTRICT

PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District officials who manage public investments, as defined by 2 California Code of Regulations section 18700.3(b), are NOT subject to the District's Code but must file disclosure statements under Government Code section 87200, et seq. [Regs. § 18730(b)(3)]. These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:[1]

- Members of the Board of Directors
- Alternate Members of the Board of Directors
- General Manager
- Controller
- Director, Finance and Administration
- Investment Consultants

[1] Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

Designated Positions	Assigned Disclosure Categories
Airport Safety, Security, and Community Engagement Manager	5
Aviation & Community Services Manager – Information Technology	5
Deputy Director of Airport Operations and Maintenance	2, 3, 5, 6
Deputy General Manager	1, 2
Director of Airport Operations & Maintenance	2, 3, 5, 6
Director of Aviation	2, 3, 5, 6
District Engineer	2, 3, 5
Facilities Maintenance Manager	5
General Counsel	1, 2
HR Manager/District Clerk	5
Operations & Maintenance Supervisor	2, 3, 5

Consultants/New Positions*

*Individuals providing services as a Consultant as defined in Regulation 18700.3, or in a new position created since this Code was last approved that makes or participates in making decisions as identified in Regulation 18734, shall disclose pursuant to the broadest disclosure requirements in this Code subject to the following limitation:

The General may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirements. A clear explanation of the duties and a statement of the extent of disclosure requirements must be in a written document. (Gov. Code § 82019; FPPC Regs 18219 and 18734.) The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

PART "B"

Disclosure Categories

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated position is assigned. Such economics interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments, business positions in business entities and sources of income (including receipt of gifts, loans and travel payments). Real property located within the jurisdiction as well as real property within two miles of the real property used or the potential site.

Category 2: All interests in real property located within the jurisdiction as well as real property within two miles of the real property owned or used by the agency or the potential site.

Category 3: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of the type purchased or leased by the District.

Category 5: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of the type purchased or leased by the designated position's department, unit or division.

Category 6: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that rent hangar space, or are on the waiting list to rent hangar space, from the District.

Category 7: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), including income from a non-profit or other organization, if the source is of the type to receive grants or other monies from or through the District or its subdivisions.