

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: PI 505 – Use of Truckee Tahoe Airport District
Community Room

Purpose	Information:	Guidance:	Decision: X
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Recommendation	<p>Revise Policy Instruction 505 as follows:</p> <ul style="list-style-type: none"> • Remove language regarding specific fees in PI 505 and list all fees in the Master Fee Schedule. • Further clarify authorized user language in policy instruction
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Last Action	<p>The current PI was approved at the September 22, 2011 Board Meeting. Our focus at this meeting was to amend the policy regarding authorized organizations or entities permitted to use the Community Rooms. It was decided to prohibit commercial use of the Community Rooms unless it is an aviation related business. The District consciously decided not to compete with local hotels and business for commercial related rentals. We did not amend the fee at that time. The current policy sets a fee of \$50.00 for the first hour plus \$2.00 for each additional hour. This was the fee charged in the old Administration Building.</p> <p>We currently do not charge for any non-profits or community groups to use the facility.</p>
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Discussion	<p>The fee previously noted on PI 505 was designated for use of the community room in the old building. New fees were put into place with the occupancy of the new Administration building through the Master Fee Schedule. Staff’s intention is to update the PI removing any specific reference to fees and referring readers of the policy to the Master Fee Schedule.</p> <p>Staff has set the rate for the Community Rooms as follows:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">Community Room – A</td> <td>\$160/hour</td> </tr> <tr> <td></td> <td>\$500/day</td> </tr> <tr> <td style="padding-right: 10px;">Community Room – B</td> <td>\$100/hour</td> </tr> <tr> <td></td> <td>\$400/day</td> </tr> <tr> <td style="padding-right: 10px;">Community Room – Full</td> <td>\$200/hour</td> </tr> <tr> <td></td> <td>\$600/day</td> </tr> </table> <p>Staff surveyed local hotels and conference centers and set this rate based on market rents for similar facilities. As is mentioned, this rate is only charged to aviation related businesses. For profit businesses which inquire about room usage are encouraged to contact the Hampton Inn, Larkspur or other local conference centers and hotels for this service.</p> <p>Currently requests for aviation and non-aviation commercial use of community rooms are infrequent.</p>	Community Room – A	\$160/hour		\$500/day	Community Room – B	\$100/hour		\$400/day	Community Room – Full	\$200/hour		\$600/day
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Fiscal Impact	None
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Communication Strategy	The updated policy will be distributed with the application to all interested parties seeking to rent the community room facilities.
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Attachments	<ul style="list-style-type: none">• Draft of PI 505• Policies and Procedures for Use of District Facilities• Master Fee Schedule – Facility Usage
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