



TRUCKEE TAHOE AIRPORT DISTRICT - INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: KEVIN SMITH - GENERAL MANAGER
SUBJECT: ACAT COMBINED MEETING AND BUDGET GOAL SETTING WORKSHOP
DATE: 9/17/2014

In preparation for the ACAT combined meeting and the Budget Workshop on April 18, 20011, staff and ACAT are providing copies of our presentations to the Board for your consideration prior to the meeting. Attached to this memo you will find the ACAT Accomplishments and Annoyance Abatement Policy Options along with the Tentative Strategic Plan with FY2013 Budget Goals. We will be meeting with ACAT from 9:00 AM to 12:00 PM and will reconvene at 12:30 PM to begin the Budget workshop. We anticipate a 3 hour discussion on the budget but can meet for longer if desired. Below is a summary of what we hope to accomplish.

ACAT Combined Meeting:

ACAT and staff have been meeting for the past month to organize thoughts and prepare a presentation for consideration and review with the Board of Directors. ACAT Chair Andrew Terry will begin the meeting reviewing where ACAT has been and what they have accomplished. You will find an outline of this information in the attached ACAT Accomplishments Presentation. Andrew will give more information in the meeting. Jack Ellis will then present the Annoyance Abatement Policy Options. A sub-committee of ACAT has prepared this information to guide a discussion. The main objective of this discussion will be to define issues we are trying to address and ascertain what we as an organization are trying to accomplish through the ACAT process. Our intent is not necessarily to find solutions but to define the issues ACAT should focus on and align ACAT, the Board of Directors, and Staff as we move forward. Please review the last page of the Annoyance Abatement Policy Options. ACAT proposes some interesting questions which they would like to discuss with the Board.

Goal Setting Budget Workshop:

Attached to this memo you will find a copy of the Tentative Strategic Plan. Staff has reviewed this in detail and has outlined FY2013 goals to consider. We have reviewed each Strategy Area, Strategic Directives, and Objectives and considered the various budget issues coming up for FY2013. At the beginning of each section we have outlined what we as staff feel are the important issues, projects, and initiatives for this coming fiscal year. As we consider and discuss each of these goals, staff will then use this information to build the FY2013 Budget. Many of the goals are specific and will require a specific amount of funding to accomplish; however you will also see that some of the goals may be more akin to advice or counsel, or can be accomplished without a budget allocation. Other goals will be ancillary to specific line items in the new budget. In total there are around 60 Budget Goals to consider. Some will require little if any discussion while others may require considerable discussion. We are very interested in goals the Board of Directors will identify whether they be new goals or modifications of staff prepared goals.

This is the first meeting in the Budget Process for FY2013. After our discussion today the following will occur:

May 24, 2012 – Board Meeting: Staff will present budget assumptions for revenue and expenditure categories. For operating expenses, the factors affecting the budget process and the applicable strategic initiative will be highlighted. Capital expenditures will be detailed with references to the strategic plan and preliminary cost estimates.

June 26, 2012 - The “Historical Percentage of Annual Property Tax Revenues Used by Area/Program” table will be updated. Guidance from the Board will be sought regarding the application of data on the FY2013 budget.

August 2012 – Based on the budget goals discussed at today’s meeting, the guidance obtained at the May and June meetings, and the results for the twelve-month period ended July 31, 2012, staff will begin to prepare the budget. A draft will be circulated among staff, discussion will occur and changes will be made. The final draft budget will be completed before Labor Day weekend, and it will be provided to the Board so they have plenty of time to review it before the Budget Workshop.

September 6, 2012 - Board and Staff will meet together in a special budget workshop to discuss the final draft of the budget in preparation for adoption at the September 27, 2012 Board Meeting.

September 27, 2012 – Final budget adoption.