

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Policy Instruction Revision and Update Section 300 (Finance)		
Purpose	Information:	Guidance:	Decision: X
Recommendation	Approve revised Policy Instructions – Section 300 (Finance).		
Last Action	Policy Instruction Section 100 (Administration) was approved by the Board at the May 26, 2011 Board meeting. Policy Instruction Section 200 (Governance) was approved by the Board at the August 25, 2011 Board meeting. Policy Instruction Section 400 (Maintenance) and 500 (Operations) were approved by the Board at the September 22, 2011 Board meeting. Prior to that, Policy Instructions were approved individually as needed.		
Discussion	<p>There are no substantive revisions to the policies in this section – many of them are reviewed by the Board of Directors on a yearly basis. Other than changing titles (Controller to Director of Finance) in certain places, the only addition is the mention of how out-of-area auto travel is to be handled if an employee has an auto allowance (see paragraph 6 of PI 305). Two PIs have been rescinded:</p> <ul style="list-style-type: none"> • 311 – User Fee Standardization (to provide standard and equitable charges for the various categories of rental facilities available at the Truckee Tahoe Airport – last revised 1985) is not necessary as fee determination is covered in PI 504. • 312 – Request for Credit Services (to establish a policy upon which credit for aviation fuels and other goods/services may be established – last revised 1987) is not necessary as the District only allows purchases on credit to commercial tenants, the terms of which are covered in their leases. 		
Fiscal Impact	None		
Communication Strategy	Staff as well as airport consultants and partners will be informed of the revision effort and as appropriate will receive a copy of the policies.		
Attachments	<p>Revised Policy Instruction Index</p> <p><u>Finance</u></p> <p>301 – Distribution of Flyers in Monthly Hangar Bills 302 – Identity Theft Prevention Policy 303 – Expenditure Authorization 304 – Reimbursable Expenses 305 – Travel by Privately Owned Vehicles 306 – Reimbursement of employee expenses: travel, lodging and meals in conjunction with seminars, conference or meeting attendance.</p>		

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BOARD OF DIRECTORS AGENDA ITEM SUMMARY

- 307 – Capitalization Policy
- 308 - Investment Policy
- 309 – Designating Unrestricted Net Assets
- 310 – Marketing the District
- 313 – Community Sponsorship