

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION INDEX

**100 Administration**  
**200 Governance**  
**300 Finance**  
**400 Maintenance**  
**500 Operations**

<b><u>POLICY NUMBER</u></b>	<b><u>POLICY SUBJECT</u></b>	<b><u>EFFECTIVE DATE</u></b>
110	Personnel Policies <i>(Replaced PI 110.1, 110.4, 110.5 and 110.6)</i>	February 28, 1995 R April 13, 1993 R July 25, 1996 R May 27, 2004 R May 26, 2011
111	Employee Conduct <i>(Replaced PI 111.2, 111.3 and 111.4)</i>	May 26, 2011
112	General Manager <i>(Replaced PI 112.1 and 112.2)</i>	May 26, 2011
113	Organizational, Hiring and Pre-Employment Policies <i>(Replaced PI 110.3, 110.5 and 111.1)</i>	May 26, 2011
114	Employer paid CALPERS Member Contributions <i>(Renumbered only - Replaced PI 110.7)</i>	August 28, 2003 May 26, 2011
115	Public records - Inspection, duplication and purchase of District documents and fee schedule <i>(Renumbered only - Replaced PI 121.1)</i>	R December 20, 1994 R October 24, 1996 R March 27, 2003 August 25, 2011
116	Records Retention <i>(Renumbered only - Replaced PI 122.3)</i>	March 27, 2003 August 25, 2011
201	Board Operating Policy Book <i>(Renumbered - Replaced PI 100)</i>	January 24, 2007 R August 25, 2011
202	Code of Ethics <i>(Renumbered only - Replaced PI 130.0)</i>	May 24, 1994 R August 22, 1996 August 25, 2011
203	Board of Directors - Basis of Authority <i>(Renumbered only - Replaced PI 130.1)</i>	May 24, 1994 August 25, 2011
204	Conflict of Interest Code <i>(Renumbered only - Replaced PI 130.2)</i>	July 26, 1994 R December 5, 1996 R September 28, 2000 R September 28, 2006 R December 17, 2009 August 25, 2011
205	Proposed State and Federal Legislation, TTAD Position <i>(Renumbered only - Replaced PI 130.3)</i>	January 24, 1995 August 25, 2011

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<u>POLICY NUMBER</u>	<u>POLICY SUBJECT</u>	<u>EFFECTIVE DATE</u>
206	Board Meeting Agenda and agenda management <i>(Renumbered only - Replaced PI 131.1)</i>	May 24, 1994 R February 16, 2005 August 25, 2011
207	Board Meeting Date, Time and Location <i>(Renumbered - Replaced PI 131.2)</i>	R July 25, 1995 R August 25, 2011
208	Recording, retention, and dissemination of audio and video meeting records <i>(Renumbered only - Replaced PI 131.3)</i>	January 27, 2005 August 25, 2011
209	Assignment of Board President and Vice President <i>(Renumbered only - Replaced PI 132.1)</i>	R February 22, 1994 R November 18, 2004 August 25, 2011
210	Director Remuneration and Expenditure Reimbursement <i>(Renumbered - Replaced PI 132.2)</i>	February 22, 1994 R May 16, 2002 R June 22, 2006 R August 25, 2011
211	Recurrent ethics training, other training, education and conference attendance <i>(Renumbered - Replaced PI 132.3)</i>	September 6, 1995 R June 22, 2006 R August 25, 2011
212	Medical Insurance Benefits for Directors and Employees <i>(Renumbered only - Replaced PI 135.1)</i>	June 1, 2002 R March 27, 2003 R April 28, 2011 August 25, 2011
301	Distribution of Flyers in Monthly Hangar Bills <i>(Renumbered only - Replaced PI 122.1)</i>	November 22, 1994 January 26, 2012
302	Identity Theft Prevention Policy <i>(Renumbered only - Replaced PI 205)</i>	February 26, 2009 January 26, 2012
303	Expenditure Authorization <i>(Renumbered only - Replaced PI 210)</i>	September 6, 1995 R January 24, 2002 R March 27, 2003 R December 17, 2009 August 25, 2011 January 26, 2012

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304	Reimbursable Expenses <i>(Replaced PI 210.1)</i>	August 23, 1994 R March 24, 2005 R January 26, 2012
<b>305</b> (210.2)	Travel by Privately Owned Vehicles	May 28, 1998 R August 26, 1999 R January 23, 2004 R April 24, 2008
<b>306</b> (210.3)	Reimbursement of employee expenses: travel, lodging, and meals in conjunction with seminars, conference, or meeting attendance	June 22, 2006
<b>307</b> (211)	Capitalization Policy	June 22, 2006
<b>308</b> (212)	Investment Policy	July 1, 1992 R March 26, 1998 R October 22, 2009
<b>309</b> (213)	Designating Unrestricted Net Assets	July 23, 1998 R March 27, 2003 R October 26, 2006 R October 25, 2007 R September 25, 2008 R August 27, 2009 R September 23, 2010 R September 22, 2011
<b>310</b> (214)	Marketing the District	August 28, 2003 R July 26, 2007
<b>311</b> (226)	User Fee Standardization <i>Rescinded</i>	R November 7, 1985 <b>January 26, 2012</b>
<b>312</b> (812)	Request for Credit Services <i>Rescinded</i>	August 18, 1987 <b>January 26, 2012</b>
<b>313</b> (220)	Community Sponsorship	February 1, 2011
401	Posting of Advertisements <i>(Renumbered only – Replaced PI 122.2)</i>	October 26, 2006 September 22, 2011
402	Project Planning - Construction Contract Management	February 16, 2005

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	<i>(Renumbered – Replaced PI 541)</i>	R September 22, 2011
403	Capital Equipment Replacement Policy <i>(Renumbered only – Replaced PI 701)</i>	May 25, 2006 September 22, 2011
404	Snow Removal <i>(Renumbered only – Replaced PI 813)</i>	March 1, 1980 R October 27, 2005 September 22, 2011
405	Categorical Exemptions for Environmental Review <i>(Renumbered only – Replaced PI 2100)</i>	June 25, 1998 September 22, 2011
501	Technology Infrastructure <i>(Renumbered only – Replaced PI 212.1)</i>	May 25, 2006 September 22, 2011
502	Commercial Activity Proposals <i>(Renumbered only – Replaced PI 511)</i>	September 22, 1983 September 22, 2011
503	Temporary Use of Airport Land or Facilities <i>(Renumbered – Replaced PI 600)</i>	R November 15, 1984 September 22, 2011
504	Property management policies and procedures for leases, rentals, use agreements, concession contracts, licenses, permits, rates, fees, charges <i>(Renumbered only – Replaced PI 621.1)</i>	R September 24, 1990 R November 23, 1999 R August 22, 2002 R September 27, 2007 R February 28, 2008 September 22, 2011
505	Use of TTAD Board Room <i>(Renumbered – Replaced PI 641)</i>	R August 21, 1990 September 22, 2011
506	Assignments, Transfers and Use of Aircraft Hangars <i>(Renumbered – Replaced PI 645)</i>	R March 23, 1993 R August 22, 2002 R June 19, 2003 R June 28, 2007 R September 22, 2011
507	Access Control of the Airport Operations Area (AOA) <i>(Renumbered – Replaced PI 819)</i>	R October 28, 2010 September 22, 2011
508	Airport Emergency Plan <i>(Renumbered only – Replaced PI 910)</i>	May 24, 1994 September 22, 2011

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509	Architectural and Engineering (A&E) Consultant Selection Board Composition <i>(Renumbered only – Replaced PI 3100)</i>	December 15, 1992 September 22, 2011
510	Hot Air Balloon Operations <i>(Renumbered only – Replaced PI 8251)</i>	December 18, 1986 September 22, 2011
511	Airport Operations Monitoring Systems	October 27, 2011