

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Truckee Tahoe Air Fair and Family Festival – Budget Approval		
Purpose	Information:	Guidance:	Decision: X
Recommendation	Review and approve budget for the 2012 Air Fair and Family Festival as recommended by the Organizing Committee.		
Last Action	<p>At the December 1st 2011 Board Meeting, the Board officially recognized and consented to the formation of the Truckee Tahoe Air Fair Organizing Committee. At the meeting the Committee indicated that they would return in January 2012 with a proposed budget for Board review and potential approval.</p> <p>The event will take place on Saturday July 7, 2012 starting in the early AM hours to 4:00 PM. The early start to the event is to accommodate hot air balloons. The event will observe the District Fly Quiet program.</p>		
Discussion	<p>Since the Dec. 1, 2011 Board Meeting, the Air Fair Committee has met various times to formalize tasking and organization. Currently the Committee consists of three groups; the EAA which includes the Civil Air Patrol, 99's and other aviation interests, the Truckee Optimists Club, and the Kid Zone. All parties have agreed to divide sponsorship revenue equally between the three core groups. All sponsorship revenue will go directly to children and youth programs in our local community.</p> <p>The Committee has prepared the attached budget which they feel is somewhat aggressive. As this is the first year of the event, cost projections are difficult to predict on some items. As can be seen, there is a \$25,000 contingency fund to help offset unforeseen costs. The Committee indicates that they will work hard to keep costs down and produce the event closer to the line item expense costs.</p> <p>If approved by the Board, Staff proposes to process all expenditures through the regular Airport accounting process. The Committee will work on a purchase order system which will require signatures from the Committee Chair or Vice Chair and the Airport Senior Staff. The Committee will also be subject to PI 303 Expenditure Authorization – Procurement. Andrew Terry will serve as the Treasurer on the Committee and will track expenses along with Airport finance staff.</p> <p>Staff has had the pleasure of attending all Air Fair Committee meetings and is confident that this group is ready and capable of producing this event in the time line permitted. There is substantial community event experience within this group and all participants fully understand the requirements to produce the planned event. Airport management and staff strongly support this effort and are</p>		

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ready and committed to making the event a success.

This is planned as a free event for the community. There will be no fee for admission or parking. Food, activities, and souvenirs will be available for purchase at the event. Most of these services will be provided by local non-profits. All local non-profits will be welcome to have a fundraising booth at the event as coordinated by the Air Fair Committee.

Representatives of the Air Fair Committee will attend the Board meeting to provide information and answer questions.

Fiscal Impact

Staff recommends the Board allocate \$52,000 from the Annoyance Mitigation/Community Outreach unrestricted net asset budget line item. The Board has budgeted \$25,000 for an Air Show in the FY2012 Budget. This will bring the total projected event costs to \$77,000.

Communication Strategy

If approved, the Air Fair Budget includes \$8,800 for marketing and outreach. There will be a concentrated effort to publicize the event throughout the District.

Attachments

Event Budget and Budget Notes

Air Fair Responsibilities (This gives the Board a feel for their organization and structure)