

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Policy Instruction Revision and Update Section 400 (Maintenance) and 500 (Operations)		
Purpose	Information:	Guidance:	Decision: X
Recommendation	<p>Approve revised Policy Instructions – Section 400 (Maintenance) and 500 (Operations), with substantive revisions to the following Policy Instructions:</p> <ul style="list-style-type: none"> • 402 – Project Planning: Construction Contract Management • 503 – Temporary Use of Truckee Tahoe Airport Land or Facilities • 505 – Use of Truckee Tahoe Airport District Board Room • 506 – Assignments, Transfers and Use of Truckee Tahoe Airport District Aircraft Storage Hangars 		
Last Action	<p>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. Prior to that Policy Instructions were approved individually as needed.</p>		
Discussion	<p>The District is continuing to update the Policy Instructions (PIs) and Standard Procedure Instructions (SPIs). The third phase tackles some of the issues related to airport maintenance and operations. The main objective is to update the wording based on changes that reflect current practices – substantive changes will be brought to the Board’s attention. For this phase, no policies were consolidated however they were renumbered to coincide with the new numbering system. The attached Revised Policy Instruction Index summarizes the realignment/renumbering of the policy instructions. The following are the substantive changes to the policies listed above:</p> <ul style="list-style-type: none"> • PI 402 (formerly PI 541) The approval authority for preliminary review of plans and specifications was changed allowing the General Manager to release documents for bidding instead of the Board of Directors. The Board still approves and accepts bids once they come in. For contracts, a reference was added for the Board President and Vice President to have signing authority, and under funding, the reference in regards to the “Controller” was changed to reflect Ms. Dykstra’s new position as “Director of Finance”. • PI 503 (formerly PI 600) A sentence was added allowing the General Manager to approve single small events or minor usage of the airport land and facilities. A paragraph was also added with regards to public safety services. • PI 505 (formerly PI 641) Local Homeowners’ Associations were added to the list of nonprofit entities allowed to use the Board room without fees. In addition, the rental fee has been increased from ten dollars to fifty dollars for the first hour and 		

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from one dollar to two dollars for each additional hour for for-profit groups. This fee increase will take effect January 1, 2012.

- **PI 506 (formerly PI 645)** Reference added for leasing hangars to aircraft used for hourly (timed) rentals.

Aside from the identified changes, everything else in the revised policies is consistent with the current policies approved by the Board of Directors; staff has not made changes other than renumbering for these sections. If there are additional changes the Board of Directors wishes to make, please bring the issues to staff's attention, and the appropriate revisions will be made.

Policy Instruction Section 300 (Finance) will be reviewed for accuracy and scheduled for approval at the December 1, 2011 Board meeting. A complete updated copy of the Policy Instruction Book will be presented to the Board at the January 26, 2012 Board meeting.

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>Maintenance</u></p> <p>401 – Posting of Advertisements</p> <p>402 – Project Planning: Construction Contract Management</p> <p>403 – Capital Equipment Replacement Policy</p> <p>404 – Snow Removal</p> <p>405 – Categorical Exemptions for Environmental Review</p> <p><u>Operations</u></p> <p>501 – Technology Infrastructure</p> <p>502 – Commercial Activity Proposals</p> <p>503 – Temporary Use of Airport Land or Facilities</p> <p>504 – Property management policies and procedures for leases, rentals, use agreements, concession contracts, licenses, permits, rates, fees and charges</p> <p>505 – Use of TTAD Board Room</p> <p>506 – Assignments, Transfers and Use of Aircraft Hangars</p> <p>507 – Access Control of the Airport Operations Area (AOA)</p> <p>508 – Airport Emergency Plan</p> <p>509 – Architectural and Engineering (A&E) Consultant Selection Board</p> <p>510 – Hot Air Balloon Operations</p>
