

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION INDEX

100 Administration
200 Governance
300 Finance
400 Maintenance
500 Operations

<u>POLICY NUMBER</u>	<u>POLICY SUBJECT</u>	<u>EFFECTIVE DATE</u>
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	Directives System/Functional Numbering List	January 1983
116	Public records - Inspection, duplication and purchase of District documents and fee schedule	R December 20, 1994 R October 24, 1996 R March 27, 2003
201 (100)	Board Operating Policy Book	January 24, 2007
202 (130)	Code of Ethics	May 24, 1994 R August 22, 1996
203 (130.1)	Board of Directors - Basis of Authority	May 24, 1994
204 (130.2)	Conflict of Interest Code	July 26, 1994 R December 5, 1996 R September 28, 2000 R September 28, 2006 R December 17, 2009
205 (130.3)	Proposed State and Federal Legislation, TTAD Position	January 24, 1995
206 (131.1)	Board Meeting Agenda and agenda management	May 24, 1994 R February 16, 2005
207 (131.2)	Board Meeting Date, Time and Location	R July 25, 1995

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208 (131.3)	Recording, retention, and dissemination of audio and video meeting records	January 27, 2005
209 (132.1)	Assignment of Board President and Vice President	R February 22, 1994 R November 18, 2004
210 (132.2)	Director Remuneration and Expenditure Reimbursement	February 22, 1994 R May 16, 2002 R June 22, 2006
211 (132.3)	Recurrent ethics training, other training, education and conference attendance <i>(Replaced PI 113.1)</i>	September 6, 1995 R June 22, 2006
212 (135.1)	Medical Insurance Benefits for Directors and Employees	June 1, 2002 R March 27, 2003 R April 28, 2011
122.1	Distribution of Flyers in Monthly Hangar Bills	November 22, 1994
122.2	Posting of Advertisements	October 26, 2006
122.3	Records Retention and Destruction	March 26, 2007
205	Identity Theft Prevention Policy	February 26, 2009
210	Expenditure Authorization	September 6, 1995 R January 24, 2002 R March 27, 2003 R December 17, 2009
210.1	Reimbursable Expenses	August 23, 1994 R March 24, 2005
210.2	Travel by Privately Owned Vehicles	May 28, 1998 R August 26, 1999 R January 23, 2004 R April 24, 2008
210.3	Reimbursement of employee expenses: travel, lodging, and meals in conjunction with seminars, conference, or meeting attendance	June 22, 2006
211	Capitalization Policy	June 22, 2006

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<u>POLICY NUMBER</u>	<u>POLICY SUBJECT</u>	<u>EFFECTIVE DATE</u>
212	Investment and Capitalization Policies, Statement of Investment Policy	July 1, 1992 R March 26, 1998 R October 22, 2009
212.1	Technology Infrastructure	May 25, 2006
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
214	Marketing the District	August 28, 2003 R July 26, 2007
220	Community Sponsorship	February 1, 2011
226	User Fee Standardization	R November 7, 1985
511	Commercial Activity Proposals	September 22, 1983
541	Project Planning - Construction Contract Management	February 16, 2005
600	Temporary Use of Airport Land or Facilities	November 15, 1984
621.1	Property management policies and procedures for leases, rentals, use agreements, concession contracts, licenses, permits, rates, fees, charges	September 24, 1990 R November 23, 1999 R August 22, 2002 R September 27, 2007 R February 28, 2008
641	Use of TTAD Board Room	August 21, 1990
645	Assignments, Transfers and Use of Aircraft Hangars	March 23, 1993 R August 22, 2002 R June 19, 2003 R June 28, 2007
701	Capital Equipment Replacement Policy	May 25, 2006

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812	Request for Credit Services	August 18, 1987
813	Snow Removal	March 1, 1980 R October 27, 2005
819	Access Control of the Airport Operations Area (AOA)	October 28, 2010
910	Airport Emergency Plan	May 24, 1994
2100	Categorical Exemptions for Environmental Review	June 25, 1998
3100	Architectural and Engineering (A&E) Consultant Selection Board Composition	December 15, 1992
8251	Hot Air Balloon Operations	December 18, 1986