

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 130.0202

Formerly 130.0

Effective: May 24, 1994

Revised: August 22, 1996

Approved: August 25, 2011

SUBJECT: CODE OF ETHICS

PURPOSE: To reinforce the commitment of providing excellence in legislative leadership that results in the provision of the highest quality of services to the constituents and users.

POLICY:

In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed:

1. The dignity, style, values and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. The needs of the District's constituents and aviation community should be the priority of the Board of Directors.
4. The primary responsibility of the Board of Directors is the formulation and evaluation of Policy. Routine matters concerning the procedures or operational aspects of the District are to be delegated to the professional staff members of the District.
5. Directors should conduct themselves in a professional manner, emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
6. Decisions should be based on objective criteria or data, not on subjective opinions or feelings. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
7. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action.
8. Directors should practice the following procedures:
 - a. In seeking clarification on informational items, individual Directors may directly approach the General Manager to obtain information needed to supplement, upgrade,

- or enhance their knowledge to improve their legislative decision-making.
- b. In handling complaints from residents, property owners and users of the District, said complaints should be referred directly to the General Manager and should not be handled by the individual Director.
 - c. In handling items related to safety, concerns for safety or hazards, said items should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
9. When approached by District personnel concerning specific district policy, Directors should direct such inquiries to the appropriate staff supervisor. The chain of command should be followed.
 10. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District. Each individual Director should be cognizant of his individual role, and the extent of his responsibility/authority.
 11. When responding to constituent and users requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Later follow-up with management is desirable and should be encouraged.
 12. Directors should develop a working relationship with the General Manger wherein current issues, concerns and District projects can be discussed comfortably and openly.
 13. Directors should function as a part of the Whole.
 14. Directors are responsible for establishing the goals and objectives of the District, and monitoring the progress in attaining the goals and objectives, while pursuing the mission.
 15. The Board shall bi-annually, or sooner as required, review and critique themselves with respect to the Code of Ethics, California Airport Act, Brown Act, and any other regulations or laws that apply including those of FAA and all policies of the district.”

Louis M. Reinkens, President