

## TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER** ~~130.2-204~~  
Formerly 130.2

**Effective:** July 26, 1996  
**Revised:** December 5, 1996  
September 28, 2000  
September 28, 2006  
December 17, 2009  
**Approved:** August 25, 2011

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**SUBJECT:** CONFLICT OF INTEREST CODE

**PURPOSE:** To comply with the Political Reform Act

**POLICY:**

1. The Truckee Tahoe Airport District Board of Directors has established a Conflict of Interest Code, as attached, to comply with the Political Reform Act. The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate and up-to-date or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 01 of even-numbered years.
2. The Truckee Tahoe Airport District Conflict of Interest Code, Policy Instruction 130.2, is hereby amended as set forth in Appendices attached hereto and incorporated herein by reference.
3. This amendment shall be effective when it has been approved by the code reviewing body in accordance with Government Code Section 87303.

**Bill Quesnel, President**

## **CONFLICT OF INTEREST CODE**

### **TRUCKEE TAHOE AIRPORT DISTRICT**

The Political Reform Act (Government Code Section 81000, et seq) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Sec. 18730 which contains the terms of a standard conflict of interest code. It can be incorporated by reference, and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Truckee Tahoe Airport District.

Designated employees shall file their statement with the Truckee Tahoe Airport District, who will then make the statements available for public inspection and reproduction (Government Code Section 811008). Statements for all designated employees will be retained by the Truckee Tahoe Airport District.

## APPENDIX A

<u>DESIGNATED EMPLOYEES</u>	<u>DISCLOSURE CATEGORY</u>
Director of Aviation/Community Relations and Communication	1
Director of Operations/Maintenance	1
General Legal Counsel	1
District Engineer	1
Consultants	*

**\* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:**

The President of the Truckee Tahoe Airport District Board of Directors may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based on that description a statement of the extent of the disclosure requirements. The President's determination is a matter of public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**Footnote to Conflict of Interest Code:**

The following positions are NOT covered by the code because they must file under section 87200 and, therefore, are listed for informational purposes only:

Truckee Tahoe Airport District Directors  
General Manager  
Director of Finance and Administration  
Treasurer

An individual holding one of the above listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC make the final determination whether a position is covered by section 87200. Unless FPPC determines otherwise, people in the positions designated under section 87200 shall file in disclosure category 1 (Full Disclosure).

## APPENDIX B

### DISCLOSURE CATEGORIES

The disclosures which are required of the designated employees are the following:

a.

**1. Full Disclosure**

All interests in real property located in whole, or in part, within the District including any leasehold, beneficial or ownership interest, or an option to acquire such interest, and investments, business positions, and sources of income, including gifts, loans, and travel payments from sources that develop real estate in the District or provide goods and services of the type utilized by the District.

**2. Full Disclosure (excluding interests in real property)**

All investments, business positions, and sources of income, including gifts, loans, and travel payments from sources that develop real estate in the District or provide goods and services of the type utilized by the District.

**3. Interests in Real Property**

All interests in real property located in whole, or in part, within the District including any leasehold, beneficial or ownership interest, or an option to acquire such interest.

**4. General Contracting**

All investments, business positions, and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training, consulting and construction services, of the type utilized by the District.