

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER: 201**

Formerly PI 100

Effective: January 24, 2007

Revised: September 30, 2015

**SUBJECT: BOARD OPERATING POLICY BOOK**

**PURPOSE:** To define the Board's basic operating policies/bylaws and provide Directors a basic operating reference for their position.

**POLICY:**

- A. The business of the District shall be conducted in a professional manner consistent with the provisions of federal, state, and local laws, regulations, and policies.
- B. The Board shall review this policy at least every four (4) years, and note in the minutes of a regular Board meeting that the policy was reviewed.
- C. The Board creates this operating policy by reference to existing documentation listed below. All Board Policy Instructions numbered 202 to 212 shall be included.
  - 1) Nevada County Resolution 58-15 May 1, 1958, and Placer County Resolution, April 15, 1958: Declaring the Truckee Tahoe Airport District Formed and Established.
  - 2) California PUC 22001-22017; this part may be cited as the "California Airport District Act."
  - 3) PI 202 Code of Ethics (including professional conduct)
  - 4) PI 203 Board of Directors - Basis of Authority
  - 5) PI 204 Conflict of Interest Code
  - 6) PI 205 Proposed State and Federal Legislation, TTAD Position
  - 7) PI 206 Board meeting agenda and agenda management
  - 8) PI 207 Board Meeting Date, Time and Location
  - 9) PI 208 Recording, retention, and dissemination of audio and video meeting records
  - 10) PI 209 Assignment of Board President and Vice President
  - 11) PI 210 Director Remuneration and Expenditure Reimbursement
  - 12) PI 211 Recurrent ethics training, other training, education-conference attendance
  - 13) PI 212 Insurance benefits for Directors
  - 14) Strategic Plan
  - 15) Ralph M. Brown Act
  - 16) Political Reform Act
  - 17) California Government Code 1090

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**John B. Jones, President**