



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS STAFF REPORT**

**AGENDA TITLE: RENEWAL OF GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

**MEETING DATE: SEPTEMBER 28, 2016**

**PREPARED BY: BRENT P. COLLINSON, ATTORNEY AT LAW**

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**RECOMMENDED ACTION:** Approve "AGREEMENT TO RENEW EMPLOYMENT AGREEMENT"

**DISCUSSION:** Kevin Smith was initially hired as General Manager commencing May 10, 2010 through September 30, 2013. That Agreement was modified and renewed effective October 1, 2013 through September 20, 2016. Because that contract is set to expire by its terms, Kevin met with the *ad hoc* committee (Lisa Wallace and Jim Morrison) and agreed on certain modifications to the current but expiring Agreement. It should be noted that if the contract is not renewed by the end of the month, it continues on a month-to-month basis.

The changes to the existing contract are:

- It is renewed for an additional 3 years, October 1, 2016 through September 30, 2019;
- There is no change to his compensation and it shall be adjusted as set forth in the current Agreement (establish performance goals and Board evaluation at least every 12 months, on or before December 1 of each year);
- Section IX (Professional Training/Conferences/Flight Training) is modified in 2 areas:
  - It is *clarified* that the Board sets the budget annually for his attendance and meetings and conferences but does not need advance approval to attend those conferences; and
  - He is now provided a stipend of \$3,000 per fiscal year instead of \$250 per quarter.
- Due to a recent requirement imposed by the Government Code that each employment contract contain certain language, a provision is added so that if he is convicted of a crime involving abuse of office, he must reimburse the District for specified payments.

**NEXT STEPS:** Approve renewal of agreement after any needed discussion.

**FISCAL IMPACT:** The annual stipend for flight training will increase from \$1,000 (\$250 per quarter) to \$3,000.

**PUBLIC COMMUNICATION:** This matter will be included in the posted and distributed meeting Agenda.

**POSSIBLE MOTIONS:** I move to approve the “AGREEMENT TO RENEW EMPLOYMENT AGREEMENT” as presented.

**ATTACHMENTS:**

1. 2013 Employment Agreement
2. Proposed “AGREEMENT TO RENEW EMPLOYMENT AGREEMENT”