



## TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

**AGENDA TITLE:** Consideration of 3 Year Contract Extension for General Manager Kevin Smith

**MEETING DATE:** December 4, 2019

**PREPARED BY:** Kevin Smith, General Manager

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**RECOMMENDED ACTION:** Approve by Consent: Approve 3 year contract extension for the District General Manager Kevin Smith.

**DISCUSSION:** The District General Manager was originally hired in May 10, 2010. The Board approved the original employment contract in April of 2010. This contract was amended and extending on August 23, 2013 for an additional 3 years. On September 28, 2016 this 2013 Agreement was extended for an additional 3 years set to expire September 30, 2019. The Employment Agreement reverted to a month to month contract after September 30, 2019.

The General Manager Kevin Smith and District Legal Counsel Josh Nelson have prepared the attached Employment Agreement for Board review and approval. Originally it was discussed at the November 6, 2019 Board Meeting to create a second *Agreement to Renew Employment Agreement* similar to the Agreement from August 2016 but after consultation with legal counsel it was recommended to update the entire Agreement to assure clarity in provisions and changes between the various Renewal Agreements and to assure the contract captures 2019 labor and human resource law. The Employment Agreement is very similar to the 2013 Agreement. There are no substantive changes to compensation and employee benefits offered to the General Manager from the prior agreements. Josh Nelson has provide a memo outlining terms and modifications to this new agreement. The General Manager has reviewed and approves the new Employment Agreement. This new agreement will expire on Dec. 31, 2022 where it will revert to a month to month contract.

**CONSENT MOTION:** I move to approve the attached Employment Agreement for General Manager Kevin Smith effective December 4, 2019 for a 3 year term.

**ATTACHMENTS:**

New proposed Employment Agreement

Past Employment Agreements

BBK Law Employment Agreement Memo