



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

**AGENDA TITLE: New Full-Time Entity (FTE) Request – O & M Tech I and Administrative Assistant**

**MEETING DATE: June 22, 2022**

**PREPARED BY: Robb Etnyre – General Manager  
Dave Hoffman – Director of Operations and Maintenance and  
Lauren Tapia – Human Resources Manager/District Clerk**

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**RECOMMENDED ACTION:** Approve the addition of two (2) Full Time Equivalent (FTE)s to the Truckee Tahoe Airport District:

- Operations & Maintenance Technician I
- Administrative Assistant

**DISCUSSION:** During the Fiscal Year (FY) 2022 Budget process, staff presented a request for two (2) additional full-time equivalents (FTE)s for the Operations & Maintenance and Aviation and Community Services Department. The Board ultimately decided to FLAG (hold for further review) the budget request pending the results of the District’s Allocation Study.

Mr. Hardy Bullock, Director of Aviation and Community Services hired a temporary Administrative Assistant pending further direction from the Board of Directors (position ends July 29, 2022). The temporary Administrative Assistant has provided much needed front counter coverage with the re-opening of the administrative back offices and District community rooms. The temporary position also provides support for monthly Airport Community Team (ACT) meetings, Zoom administration for the District’s (now hybrid) Board meetings (special and regular), document archive management, phone support, and internal mail routing. Should this position become permanent, it would be reassigned to the Administration Department and directly report to Ms. Lauren Tapia, Human Resources Manager/District Clerk. The new full-time position will also provide additional administrative department support for the O&M, AvCom, and Finance Department.

During the FY 2022 budget process, Mr. Dave Hoffman, Director of Operations and Maintenance (O&M) has discussed the O&M staffing deficiency identified by an internal manpower assessment. It is anticipated, increased aircraft traffic and facilities use will continue as previously documented. This growth has already increased demands for airfield maintenance and ramp services along with meeting room and other facility uses. The addition of seasonal summer and winter staff members have helped; however, we no longer have sufficient applicants to fill these positions.

**WHAT'S NEXT:** To maintain safe, high-quality services and facilities while running a safe, secure, and efficient airport, staff recommends the approval of two (2) new FTEs.

**FISCAL IMPACT:** \$110,000 total budgeted for FY 2022; Operations & Maintenance Technician 1: \$60,000, Administrative Assistant: \$50,000. Employee benefits such as insurance (vast majority of overall benefit), payroll taxes, PERS, etc. bring the O&M Tech 1 position to an estimated overhead cost of 51% in addition to salary and the Admin Assistant to an estimated overhead cost of 52% in addition to salary.

**SAMPLE MOTION(S):**

Move to authorize staff to hire two (2) additional FTEs for Operations and Maintenance and Administrative Department.

**ATTACHMENTS:**

1. 2021 O&M Manpower Assessment
2. Administrative Assistant Job Description
3. Operations & Maintenance Technician I Job Description
4. 2022 TTAD Organizational Chart