



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

AGENDA TITLE: Districtwide Performance Award
MEETING DATE: January 28, 2026
PREPARED BY: Liza Smith, Director of Finance & Administration
PRESENTED BY: Robb Etnyre, General Manager

STRATEGIC PLAN: 2.C. Invest: Invest in talent and teams

RECOMMENDED ACTION: Approve the 2025 Districtwide performance award described below.

BACKGROUND: Policy Instruction 110 Personnel Policies, paragraph 23 indicates the following:

“Year End Cash Bonus for Employees. The Board of Directors may, at its discretion, award a year-end cash bonus to District employees. Said action will be decided by a majority vote of the Board of Directors at an appropriately scheduled meeting.”

DISCUSSION: In accordance with District policy, end of year performance awards is awarded at the Board of Directors’ discretion. One item is presented for consideration:

1. **\$500 Districtwide performance award** – 2025 overall performance award for all Full-Time Year-Round employees:
 - Financially, the airport will finish the year with over \$2 million ahead of budget, a testament to prudent fiscal management and operational success.
 - The staff's efficiency and proactive measures significantly reduced hangar wait times and successfully addressed numerous critical hangar maintenance defects, improving infrastructure and customer satisfaction
 - Furthermore, the team exhibited outstanding oversight and operational flexibility in managing customer needs and airport functions during the complex \$5.5 million Apron A2 reconstruction project, ensuring safety and continued service despite the significant operational challenge.
 - This performance bonus is a direct reflection of the employees' hard work, adaptability, and vital contributions to the airport's success and growth.

WHAT'S NEXT: Pending Board approval, the District will create checks of \$500 for each employee, net of payroll taxes.

FISCAL IMPACT:

- \$13,500 net check total
- \$872.49 tax

SAMPLE MOTION(S): "I move to approve (via Consent) the 2025 Districtwide performance award as presented."

ATTACHMENTS:

- Policy Instruction 110 – Personnel Policies