



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS STAFF REPORT

AGENDA TITLE: 2025 Annual Vacancy, Recruitment, and Retention Report (AB 2561 Compliance)

MEETING DATE: August 26, 2026

PREPARED BY: Lauren Tapia, Human Resources Manager/District Clerk

REQUESTED ACTION: None. This report is for information only. CA AB 2561 requires this information to be reviewed before the adoption of an annual budget and for public comment to be made.

DISCUSSION:

Background:

On September 22, 2024, Governor Newsom signed California Assembly Bill 2561 ("AB 2561"), requiring local public agencies subject to the Meyers-Milias-Brown Act to provide an annual report to their governing body on the status of vacancies, recruitment activity, and retention efforts. The intent of this legislation is to improve transparency in workforce management and ensure that public agencies are appropriately staffed so that high vacancy rates do not undermine public service delivery. As part of this requirement, public agencies must also identify hiring challenges and any potential policy obstacles that may impact recruitment or retention efforts. AB 2561 further requires that the annual report be reviewed by the governing body prior to the adoption of the agency's annual budget.

All data presented in this report reflects the 2025 Calendar year and includes vacancies occurring in permanent positions only; temporary and seasonal positions are excluded. In 2025, the Truckee Tahoe Airport District had approximately twenty-five (25) full-time positions and one (1) permanent part-time position budgeted and does not have a recognized employee organization (i.e., bargaining unit). The following sections summarize the District's vacancy trends, recruitment activity experienced during the 2025 reporting period.

Vacancy and Recruitment Data (2025):

Vacancies in public agencies are a normal and recurring aspect of workforce management and can result from a variety of factors. These include employee retirements, resignations for personal or professional reasons, promotions or internal transfers, newly budgeted positions, and changes in department structure. In 2025, the District experienced nine (9) vacancies—seven (7) resulting from voluntary resignations, one (1) resulting from an internal promotion, and one (1) newly budgeted position.

Every position is evaluated, updated, and finalized before opening for recruitment. HR works with the hiring manager to determine the best approach for the position and the appropriate websites to advertise the position. Some positions may require external expert hiring firm utilization. HR pre-screens all candidates and only forwards applicants who meet the position's minimum qualifications. An interview plan is created to help identify the best candidate for the position. Once a candidate is selected, an offer is drafted by HR, and the hiring manager handles all offer negotiations with the General Manager's final approval.

Table 1: TTAD Vacancy Rate by Employee Group as of December 31, 2025

Employee Group	# of Positions	# of Vacancies	% of Vacancies
Exempt - Class 1 (Management level positions, including General Manager and Director Positions)	4	1	25%
Exempt - Class 2 (Other Management Staff)	5	2	40%
Non-Exempt - Class 1 (Office Staff)	2.5	1	40%
Non-Exempt - Class 2 (Other Support Staff)	2	1	50%
Non-Exempt - Class 3 (Operations/Maintenance Technicians & Specialists)	9	3	33%
Non-Exempt - Class 4 (Operations/Maintenance Supervisors)	3	1	33%
Total	25.5	9	35%

Table 2: TTAD Employee Group Position Assignments as of December 31, 2025

2025 Employee Group Position Assignments		Group Definitions
Exempt Class 1:	GM (1)	Typically work on varying schedules to provide seven (7) days/week supervision.
	Director of Aviation (1)	
	Director of Finance (1)	
	Director of OM (1)	
Exempt Class 2:	Safety and Security Manager (1)	Typically work five (5) eight (8) hour days, Monday - Friday.
	Senior Accountant (1)	
	HR Manager/District Clerk (1)	
	Facilities Maintenance Manager (1)	
	IT Manager (1)	
Non-Exempt Class 1:	Property Coordinator (1)	Monday - Friday, Eight (8) hour workdays. Start time typically between 8:00 am and 9:00 am.
	Public Relations Coordinator (1)	
	Accountant I (PT) (.5)	
Non-Exempt Class 2:	Outreach Coordinator (1)	Typically work on varying schedules throughout the year to provide presence during peak periods.
	IT/Noise Technician (1)	
Non-Exempt Class 3:	OM Technician I/II (6)	Typically work four (4), ten (10) hour days either Sunday - Wednesday or Wednesday - Saturday. Start and finish times are determined by scheduling.
	Specialists (3)	
Non-Exempt Class 4:	OM Supervisors (3)	Typically work four (4), ten (10) hour days. Start and finish times are determined by scheduling.

In 2025, the District conducted seven (7) recruitments for the following permanent positions:

- Director of Finance and Administration
- Senior Accountant
- Safety, Security and Community Engagement Manager
- Operations and Maintenance Technician I
- Operations and Maintenance Specialist
- Facilities Maintenance Specialist
- Operations and Maintenance Supervisor

The District interviewed twenty-three (23) candidates in total. On average, each job posting received eight (8) applications, with the most competitive recruitment receiving twelve (12). The average time to hire was approximately 28.43 calendar days (from job announcement to offer made). The Operations and Maintenance Specialist recruitment had the longest timeline at 41 calendar days, while the Safety, Security, and Community Engagement Manager recruitment was the shortest at 22 calendar days.

The Facility Maintenance Specialist position was a newly established position in 2025 intended to support the District’s facility maintenance needs. The recruitment was filled through an internal promotion of an Operations and Maintenance Technician II employee. As a result, the Operations and Maintenance Technician II position became vacant; however, the District elected not to backfill the position during the reporting period, and the District’s total number of budgeted positions did not increase.

The District also maintained two budgeted positions as vacant during the reporting period. The Public Relations Coordinator position remained vacant, with portions of the role’s responsibilities fulfilled through a consultant. The District did not recruit for the IT/Noise Technician position in its permanent capacity after it became vacant in the spring of 2025; instead, the noise monitoring components of that role were incorporated into the Safety, Security, and Community Engagement Manager position, while seasonal Noise Technician duties were fulfilled by a temporary employee.

Overall, the District’s recruitment figures reflect a relatively efficient hiring process in 2025. Compared to 2024 recruitment statistics, the District experienced smaller applicant pools and interviewed fewer candidates overall. Average applications per posting declined from eleven and a half (11.5) in 2024 to eight (8) in 2025, representing approximately a 30% decrease, and the total number of candidates interviewed decreased from forty-six (46) to twenty-three (23), a reduction of approximately 50%. Although applicant pools were smaller in 2025, the District’s recruitment timelines improved significantly. The average time to hire decreased from 43.75 calendar days in 2024 to 28.43 calendar days in 2025.

As a small public agency, the District continues to compete with larger public agencies that may offer higher compensation and broader career advancement opportunities, particularly in specialized or technical fields. While the District maintained efficient recruitment timelines in 2025, the reduction in applicant pools represents a workforce trend that will continue to be monitored. If this pattern persists, smaller public agencies such as the District may face increasing challenges attracting qualified candidates.

Table 3: Recruitment Statistics as of December 31, 2025

2025 Recruitment Statistics	
Average applications received per job posting	8
Most Applications Received per job posting	12
Interview panels convened	10
Candidates Interviewed	23
Average calendar days to hire	28.43

Retention:

Attracting and retaining a skilled and dedicated workforce remains a priority for the District. Employees are central to the District's ability to provide safe, reliable, and efficient services to the community. While regional factors such as the high cost of living and limited housing availability can present challenges for recruitment and retention in the Truckee-Tahoe region, the District continues to respond through strategic programs and competitive employment offerings.

The District's most recent compensation and classification study in 2024 confirmed that its overall compensation and benefits structure remains highly competitive within the local public agency labor market, reinforcing the District's ability to attract and retain qualified employees. In addition to maintaining competitive compensation, the District supports employee retention through the following initiatives:

Workforce Housing Support

- Member agency of the Truckee Tahoe Workforce Housing Agency, which assists local employers in connecting employees with attainable housing opportunities.
- Qualified employees may also participate in the District's Down Payment Assistance Program administered through the Truckee Tahoe Workforce Housing Agency.

Workplace Flexibility and Employee Well-Being

- Alternative and flexible work schedules.
- Health and Fitness Reimbursement Program.
- Clothing Reimbursement Program.
- Comprehensive Employee Assistance Program.

Employee Recognition and Workplace Culture

- Employee of the Month program.
- Service Awards. At the completion of each five-year period of service, District employees are presented with service awards, in appreciation for their years of service.
- Employee appreciation events, including:
 - Annual Holiday Party
 - Reno Aces games
 - Employee BBQs
 - Department engagement activities

Professional Development and Performance Incentives

- Performance review system that rewards high levels of employee performance through merit increases rather than a traditional government step model.
- Budget commitments supporting employee education, training, and professional development opportunities.
- Exceptional Merit Cash Payments Program. All employees shall be eligible for, and may be awarded, cash payments for exceptional performance.

Benefits and Retirement

- 100% employer-paid PPO health insurance coverage for employees and their dependents.
- 100% employer funded HSA Account with qualified health plan.

- Self-funded 457(b) deferred compensation plan with up to an 8% employer match.
- Participation in the California Public Employees' Retirement System.
- Annual cost-of-living adjustment (COLA) assessment.

Employee Feedback

- Annual Employee Survey providing staff with the opportunity to submit feedback anonymously.
- Employee Hotline where employees can voice their concerns 24/7 anonymously.

Hiring Challenges and Policy Considerations:

As required by AB 2561, the District has evaluated whether any changes to policies, procedures, or recruitment activities are necessary to address hiring obstacles. Based on the 2025 recruitment and retention data presented above, staff has identified the following ongoing challenges:

- Regional housing costs and limited housing availability in the Truckee-Tahoe area, which can affect candidates' ability to relocate for District positions.
- A declining applicant pool trend, with average applications per posting decreasing from 11.5 in 2024 to 8 in 2025, which staff will continue to monitor.

Staff recommend the Board consider a thoughtful review and consideration of a housing stipend for District employees to address the significant recent cost of housing in the District boundaries.

Staff will continue to monitor applicant trends, regional labor market conditions, and the effectiveness of current retention initiatives, and will bring any additional recommended policy or procedural changes to the Board for consideration should they become necessary.

COMPLIANCE STATEMENT:

This report is presented in compliance with CA AB 2561 (2024) and reflects TTAD's continued commitment to transparency and strategic workforce planning. The information provided herein will be made publicly accessible and updated annually, as required by law.

ATTACHMENTS:

- CA AB 2561 Local Public Employees: Vacant positions.