



TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS STAFF REPORT

AGENDA TITLE: Restoration of Noise Position

MEETING DATE: August 26, 2026

PREPARED BY: Jeff Menasco

RECOMMENDED ACTION: Restore the year-round Noise (+Event and Communications Technician) position as a regular part-time position and approve the updated District wage scale for this position.

BACKGROUND: The Board of Directors approved a benefited regular part-time employee classification on November 29, 2023, to improve recruitment and retention of part-time employees. Prior to creation of this classification, the District's permanent positions were full-time, with part-time staffing generally utilized on a temporary basis.

Regular part-time employees are generally scheduled to work 24–30 hours per week and receive District leave and medical benefits. The District currently has one regular part-time position in the Accounting and Finance Department, which was converted from a temporary position to a permanent regular part-time position in December 2023.

As part of the 2026 budget process, Staff reduced the District's budgeted staffing from **27** full-time equivalent (FTE) positions and **8** seasonal/on-call positions in 2025 to, **23** FTE and **10** seasonal/on-call positions in 2026. This reduction was intended to more accurately reflect anticipated staffing levels and avoid overstating payroll expenditures.

During this process, duties associated with the Noise position were combined with another position, and a seasonal Noise position was retained in the 2026 budget. Based on operational experience during 2026, Staff has determined that these functions are better served by separate positions and that the Noise technician position should be restored as a year-round regular part-time position.

Policy Instruction 113 states that “the establishment or elimination of employee positions is the responsibility of the Board of Directors.” Accordingly, Board action is required to restore the position to the District’s permanent position allocation.

DISCUSSION: The District has maintained a Noise position for more than a decade, historically as a full-time position. Workload associated with the position varies seasonally, with the greatest demand during the peak summer months.

The proposed regular part-time structure is intended to better align staffing with the year-round workload while providing flexibility to support other District needs during shoulder seasons. By making the position a regular-part time position, the District would retain employee continuity and reduce the training burden of a seasonal Noise technician. The current seasonal employee is our third noise technician since 2024.

The Noise, Event, and Communications Technician would be responsible for receiving, researching, and processing aircraft noise comments and complaints; supporting District-sponsored events, programs, and community outreach activities; assisting with website content and public information; and performing other related duties in support of District programs.

The proposed position reflects the evolving scope of these responsibilities. Aircraft noise remains the position’s primary technical function, while event coordination and communications provide meaningful year-round work and allow the District to better utilize the position during periods of lower noise-related activity. Staff recommends restoring the position as a permanent regular part-time position.

FISCAL IMPACT: Estimated cost increase for remainder of 2026 to include wage and associated benefits: \$11,500

SAMPLE MOTION(S): I move to (approve, deny) an additional regular part-time position to the District’s position allocation in the FY 2026 Budget which will be assigned to the proposed Noise, Event, and Communications Technician, and approve the updated District wage scale.

ATTACHMENTS:

- Policy Instruction 110 – Personnel Policies
- Policy Instruction 113 – Organizational, Hiring, and Pre-Employment Policy
 - Staff has not located a record of the 2018 Organizational Chart referenced in Policy Instruction 113.
- Policy Instruction 212 – Medical Insurance for Directors and Employees
- Noise, Event, and Communications Technician Job Description
- 2026 TTAD Wage Scale – Updated August 2026