AGENDA ITEM: _07__

TRUCKEE TAHOE AIRPORT DISTRICT

BOARD OF DIRECTORS STAFF REPORT

AGENDA TITLE: Employee Accreditation Incentive Program – Waiver

MEETING DATE: October 21, 2026

PREPARED BY: Jeff Menasco, Director of Aviation

RECOMMENDED ACTION:

Board to approve a waiver of the one-year employment requirement under PI 117 — Employee Accreditation Incentive Program, authorizing a $1,000 incentive payment to Larry Finney.

DISCUSSION:

PI 117 provides a $1,000 incentive to TTAD employees who earn qualifying Airport Certified Employee (ACE) credentials through the American Association of Airport Executives (AAAE), subject to a one-year employment requirement.

Mr. Larry Finney joined TTAD on August 18, 2025, as the Safety, Security, and Community Outreach Manager, bringing seven years of experience as the Airport's Air Traffic Control Manager. Leveraging his extensive knowledge of airport operations and through dedicated self-study, he earned his ACE Safety Management Systems certification on February 13, 2026, within his first six months of employment.

Staff recommends waiving the one-year employment requirement in recognition of Mr. Finney's accelerated achievement and demonstrated professional development.

FISCAL IMPACT:

Incentive payment of $1,000.

PUBLIC COMMUNICATIONS:

None required beyond standard Board agenda posting requirements.

SAMPLE MOTION(S):

I move to waive the one-year employment requirement under PI 117 and authorize a $1,000 incentive payment to Larry Finney for earning his ACE Safety Management Systems certification.

ATTACHMENTS:

- PI 117 — Employee Accreditation Incentive Program
- AAAE — Airport Certified Employee (ACE) Safety Management Systems (Larry Finney)