TRUCKEE TAHOE AIRPORT DISTRICT
POLICY INSTRUCTION

PI NUMBER: 117 **Effective December 3, 2014**

SUBJECT: EMPLOYEE ACCREDITATION INCENTIVE PROGRAM

PURPOSE: To establish an incentive program for District employees to seek and attain Accredited Airport Executive credentials (A.A.E.) and Airport Certified Employee credentials (A.C.E) through the American Association of Airport Executives (AAAE).

POLICY:

It is District policy to partner with Airport Employees to provide monetary incentives to encourage participation in accreditation programs offered by AAAE.

AAAE's Accredited Airport Executive (AAE) program commands respect in the airport industry. It is considered the industry standard in executive credentialing for airports of all sizes. The credential requires completion of a comprehensive 3 phase process including a 180 question exam, a research paper, and a final interview before a Certification Board. Candidates are tested on their industry knowledge per the items list below. AAE has a continuing education (C.E.) requirement similar to legal and CPA requirements to keep the credential active. Once certified, employees will complete C.E. credits locally, online, or as part of their regular conference attendance schedule.

ACE, is a Part 139-based curriculum designed to educate and challenge airport personnel with airfield operations responsibilities. ACE training provides a high level of education to safely and efficiently manage airfield operations, airfield lighting, markings, winter operations, airfield Inspections, etc. There is no continuing education requirement for ACE.

Benefits to the District include:

Accredited Airport Executive

1. The employee, through self-study, written examination, research paper, and the Final interview, receives a high level of knowledge and training in the following study areas:
    a. Innovative Finance and Alternative Sources of Revenue for airports
    b. Legislative Affairs, Marketing, Communications
    c. Airport Operations Security and Maintenance

    d. Safety Management and Emergency Operations
    e. Planning, Construction and Environmental Compliance
    f. Airport Finance and Administration
2. Accreditation requires an original research paper to be conducted on a topic/issue related to the Truckee Tahoe Airport which in turn assists the District in problem solving.
3. The A.A.E. designation is a distinct honor in the aviation industry, one that stands for achievement and ability. The credential will bring professionalism and credibility to the District.
4. The knowledge received will enhance the employee's ability to succeed at his/her job.
5. The program, through certification and continuing education, permits the employee to stay current and up to date on the aviation industry.
6. A.A.E. is an industry recognized credential that highlights the individual's commitment to the airport management profession.

Airport Certified Employee

1. The employee, through self-study and a written examination, receives a high level of training and knowledge in the following study areas.
    a. Airport Surfaces, markings, signs, lighting, and self-inspection
    b. Ground vehicle operations, NAVAIDs, ATC, and Part 77
    c. Hazardous Materials, FOD, Wildlife, ARFF, Winter Operations, and Security
    d. Airport layout, Safety, and Part 139 Introduction
2. Skills and knowledge as outlined in #1 are critical to the safe and efficient operation of the airport.
3. Employees are receiving current best practices in airport and airfield operation.
4. The knowledge received will enhance the employee's ability to succeed at his/her job.
5. The credential will confirm the District's commitment to professionalism and training and provide credibility to the District.

Process

The process to achieve the credential is substantial and requires a high level of commitment by the employee. The typical time frame for an employee to complete the AAE process is 3 to 5 years. The ACE credential can be completed in 6 months to 1 year.

Typically employees are required to study when off duty, however schedule permitting and if specific topics are applicable to the employee job functions, or are incorporated into the employee's regular and recurrent training schedule, study and review during work hours is permitted subject to approval of the employee's supervisor.

Interested employees are encouraged to speak with their supervisor if they are interested in participating in either the AAE or ACE certification program. Employees must be in good standing with the District as determined by the General Manager and have completed one year of employment before they can sit for an A.C.E. or C.M. exam. The Supervisor will submit a recommendation to the General Manager for final approval and a review of available funding. The Board of Directors will approve the General Manager's participation in the program.

The District does not reimburse for expenses or travel costs for certification aside from the program enrollment and testing fees. It is expected that the employee will proctor the A.C.E Exam, and C.M. Exam locally at Sierra Nevada College or other local proctors. The A.A.E. Final Interview shall be scheduled and conducted locally or when the employee is attending regular AAAE or SWAAAE training events or conferences. The District does not pay for certification academy expenses.

Incentive

Upon successful completion of the AAE credentialing process, the employee will receive a monetary reward of $1,500 from the District, plus an additional $1,500 from the AAAE Incentive Match program based on funding program availability for a total of $3,000.

Upon successful passage of the ACE exam, the employee will receive a monetary reward of $1,000 from the District.

Within 24 months of certification, if an employee separates employment or is terminated, the employee will be required to repay a pro-rated share of the certification incentive payment. Repayment applies to funds paid by the District and not incentive funds paid by AAAE. Pro-rated repayment will be withheld from the employee's final pay check.

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John B. Jones Jr. – Board President