

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Peak Staffing – Standard Procedure Instruction Review

Purpose	Information:	Guidance: X	Decision:
Objective	Review proposed Standard Procedure Instruction ¹ (SPI) 111 – Peak Staffing. Provide comment and direction to staff regarding contents of SPI; specifically if SPI advances Board expectations regarding enhanced peak staffing.		
Last Action	The Board and Staff last discussed peak staffing at the December 1, 2011 Board Meeting. Directors were asked at that meeting to define peak staffing and what they considered to be peak operational periods. In addition the Board was asked to outline their desired result of enhanced or additional peak staffing. Various issues were discussed and the group concluded that the General Manager will summarize comments and propose a course of action to the Board at a future meeting.		
Discussion	<p>The General Manager assembled peak staffing comments received at the meeting by both Board and Staff. Included in this staff report is the first draft of a new SPI which attempts to address Board and Staff comments and expectations and establish defined objectives and directives for staff to implement to fully leverage existing staff resources and skills.</p> <p>The focus of this policy is to clearly define operational, administrative, and maintenance peak staffing time periods and activities and establish clear objectives and set new directives to enhance efficiency and communicate more effectively with constituents and airport users. Some of the items in this policy are already implemented to some degree, some are new directives, and others are enhancements to existing staff procedures and activities.</p> <p>Staff has reviewed this policy and is in agreement with the instructions and direction of this new SPI.</p> <p>As is mentioned in Note #1 below, this SPI will be approved by the General Manager pending any comments and suggestions from the Board of Directors. Staff will immediately begin to implement these new procedures and report back to the Board on effectiveness of SPI objectives and directives.</p>		

¹ Standard Procedure Instructions are used to provide direction to staff by the General Manager and signed by the General Manager. They typically provide objectives and a course of action providing guidance to staff concerning procedural and day to day operations of the District. They do not require Board of Director approval and do not set official District policy such as is found in a Policy Instruction (PI).

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Fiscal Impact	No significant fiscal impact is perceived at this time. Staff anticipates new staffing shift and departmental changes will increase efficiency and provide better resources to constituents and airport users.
Communication Strategy	Communicating this policy to staff will be a key focus of SPI. Senior staff will make a concerted effort to train staff per SPI directives and clearly state our objective and expected outcome of this new effort. This new SPI has been circulated between departments and incorporates comments received from employees.
Attachments	SPI 111 – Peak Staffing
