



TRUCKEE TAHOE AIRPORT DISTRICT - INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: KEVIN SMITH - GENERAL MANAGER
SUBJECT: GENERAL MANAGER EVALUATION – GOAL SETTING
DATE: 9/22/2014

Attached to this memo you will find a copy of my General Manager Goals for FY2012. This will be one of the last items on the agenda for the Dec. 1st meeting and will be considered in open session. I have taken the opportunity to review the goals compiled by the Board President from individual Directors and thoughtfully considered and compared these with my suggested goals. In almost all cases we (Board and General Manager) are in alignment. I took the liberty of adjusting and combining language in a few of the Director suggested goals when they overlapped or could be combined with other appropriate goals. It may be helpful to review the Suggested Performance Goals Table provided by the Board President. I used this to craft my final suggested goals as attached.

As I reviewed all goals, I found most to be measurable with a quantifiable end product or result. A few I found to be more consistent with Board guidance and management counseling. I found these comments to be very valuable and every effort will be made to implement their message. I have listed these at the end of the evaluation as *Board Guidance and Management Counseling*. I am open to discussing any and all of these concepts. If a Director feels an item on this list should be a goal, we can discuss this at the meeting. There are a few goals on the list that may spark some debate regarding Airport District policy, strategy, and long term planning. This is a healthy process and may require final acceptance of General Manager goals at the January 26, 2012 meeting.

I appreciate the time and effort each Director took to give very constructive and beneficial performance analysis along with goals to work on for this coming year. As General Manager and a constituent of the District, I personally appreciate the hard work and effort each of you put into your elected office. I look forward to working with you in the coming year.