

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER: 112

Effective: May 26, 2011

**Replaces: 112.1
112.2**

SUBJECT: GENERAL MANAGER

PURPOSE: To establish the job responsibilities and expectations of the District General Manager, including policies related to any period of time when the District finds itself without a General Manager.

POLICY:

In accordance with Part 2, Article 2, Section 22438, 22439, and 22440 of the California Airport District Act, and Division 9 of the Public Utilities Code, the Truckee Tahoe Airport District Manager serves as General Manager and as Secretary of the Board of those airports within the territorial boundaries of the District.

1. Description. The General Manager is the Executive Officer of the District and serves at the pleasure of the Board of Directors. The General Manager has exclusive management and control of the District's airports. The General Manager provides day-to-day leadership for the District and is directly responsible to the Board on all matters pertaining to the administration, maintenance and operations of the district, and for keeping the Board cognizant of all applicable Federal, State, Regional and Local policies regulating the operations or development of the airports and associated airspace. The General Manager will perform all duties in accordance with the policies and instructions as set forth by Board action.
 - a. The General Manager/Secretary to the Board attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.
 - b. The General Manager employs such assistants and other employees as the General Manager deems necessary for the proper administration, operation, and maintenance of the District. The General Manager shall delegate authority at his/her discretion and has authority over, and directs all employees, including terminating for cause or lack of worthwhile work. The General Manager's personnel management goal will be to provide a motivating work climate for District employees.
 - c. The General Manager shall ensure the properties of the District are maintained in excellent condition and in accordance with the best products, methods and procedures available. A system of prioritizing problems and managing them -- including management verification of problems, assignments and completion -- will be utilized.
 - d. All construction management is the responsibility of the General Manager.
 - e. The General Manager oversees the work of airport employees and airport contractors

and ensures their activities are accomplished in a safe, efficient, friendly, and courteous manner.

- f. The General Manager maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.
- g. The General Manager seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, and facilitating constructive and harmonious Board relations. The General Manager shall translate the goals and objectives of the Board to the community.
- h. The General Manager shall prepare and manage the District budget, conducting studies, making oral and written presentations.
- i. The General Manager shall have the responsibility to promote a positive image of the District and to inform and educate airport users and constitutes regarding the District's Mission and Core Values. The General Manager will assure employees are trained and understanding the District's community benefit, communication, and outreach strategies. The General Manager will be required to participate in community relations programs, services, and events which have direct and indirect benefit to the District. The General Manager must have the ability and desire to communicate the District's community relations and outreach objectives with people outside the organization, including represent the District to customers, the public, other government entities, and other external sources and to supervise staff in the same.
- j. The General Manager is responsible for ensuring a discrimination and harassment free work environment for District employees.

2. Required Qualifications. The minimum standards acceptable to the Board may vary, but generally are as follows:

- a. A bachelor degree or equivalent, with preference to a degree in Airport Management, Airport Business Administration, Public Administration or related field.
- b. A current pilots licenses. Instrument rating and commercial certificate are desirable.
- c. A current valid driver's license.
- d. A minimum ten (10) years Aviation Management background. Military experience considered. Must have good management, operations, financial, administrative, construction management and computer skills. Familiarity with FAA Airport Improvement Program procedures and regulations required. AAAE Certification desirable.
- e. Experience working with elected and appointed Boards and Commission.
- f. Computer proficiency in word processing and spreadsheets required.
- g. References relating to past performance and work experience.

3. In the event that the District is without an acting General Manager, either due to a prolonged

absence or an employment separation, the Board of Directors may designate an Interim General Manager.

4. The Interim General Manager shall be delegated full and complete authority to act on behalf of the General Manager unless restricted by the Board of Directors.
5. The Interim General Manager will also assume the duties of Secretary of the Board.

Kathleen Eagan, President