

**2006-2007**

**Annual Budget**

**Section 2 – Organization Guide**

The Reno-Tahoe Airport Authority (RTAA) is governed by a nine member Board of Trustees. Each Board member is appointed by one of four entities which are served by the Reno-Tahoe International Airport. Listed below are the Board of Trustees and the entities they represent.

<u>TRUSTEE NAME</u>	<u>REPRESENTING</u>	<u>TERM EXPIRES</u>
Thomas J. Gribbin	City of Reno	June 2009
Bill Newberg	City of Reno	June 2009
Lynn S. Atcheson	City of Reno	June 2007
Peter R. Landis	City of Reno	June 2007
Larry V. Harvey	City of Sparks	June 2009
Joseph W. Mayer	City of Sparks	June 2007
Randi Thompson	Washoe County	June 2009
Laurence Martin	Washoe County	June 2007
John Wagon	Reno-Sparks Convention & Visitors Authority	June 2009

**2006-07 PERSONNEL COMPLEMENT**

The Personnel complement following this narrative shows the total approved staff complement. Listed below are the changes to the complement approved during the budget process. The organization chart in this section shows the departments, names of the department heads and the number of employees in the department.

**ADDITIONS OR CHANGES**

**EXECUTIVE DIRECTOR**

**Public Affairs**

The Passenger Aide program provides a key customer service function by helping to organize confused crowds into queues at the ticket counter, and the security checkpoints. As part of the continuing effort to provide superior customer service, this program will be expanded to ensure passenger flow throughout the terminal building. This enhanced customer service program will also take over the functions currently being performed by the Airport Ambassadors as well as assisting passengers at the ticket counter and the checkpoints. Also, an Administrative Assistant I/II has been added to due to the changing, and increased workload demands of the department.

**DEPUTY EXECUTIVE DIRECTOR**

**Deputy Executive Director**

The complement shows the addition of a Manager of Airline Airport Affairs position. This position is a transfer of a full-time equivalent from Property Administration. This position coordinates activities between the RTAA and the airlines operating at the Reno-Tahoe International Airport.

### **Technology and Information Systems**

The complement shows the addition of a Computer Support Technician. This position will perform a wide variety of computer support functions and is necessary due to additional technology systems being managed by the Technology and Information Systems staff.

### **Reno-Stead Airport**

The Administrative Assistant I/II position has been reclassified as an Office Specialist to more accurately reflect the duties and responsibilities of the position.

### **Planning and Environmental Services**

The complement shows the addition of a Noise Analyst. This position will be responsible for the day-to-day operation of the new permanent noise and operations monitoring system, including system and data management. The Administrative Assistant I/II position has been reclassified as an Office Specialist to more accurately reflect the duties and responsibilities of the position.

## **FINANCE AND ADMINISTRATION**

### **Property Administration**

A Property Administrator I/II position has been transferred to the Deputy Executive Director and reclassified to Manager of Airport Airline Affairs as mentioned previously. Also, a part-time Administrative Assistant I/II has been added due to the increasing workload demands of the department.

### **Purchasing and Materials Management**

The Maintenance Materials Control Supervisor position has been reclassified as the Materials Management Supervisor and the Inventory Maintenance Technician position has been reclassified as the Materials Control Technician to more accurately reflect the duties and responsibilities of the positions.

## **OPERATIONS AND PUBLIC SAFETY**

### **Landside Operations**

The complement shows the addition of a Parking Lot Attendant position. This position is being added to fund the actual hours worked by existing employees to provide appropriate customer service in the parking garage. The hours of this position will be divided amongst existing part-time personnel.

### **Airport Police**

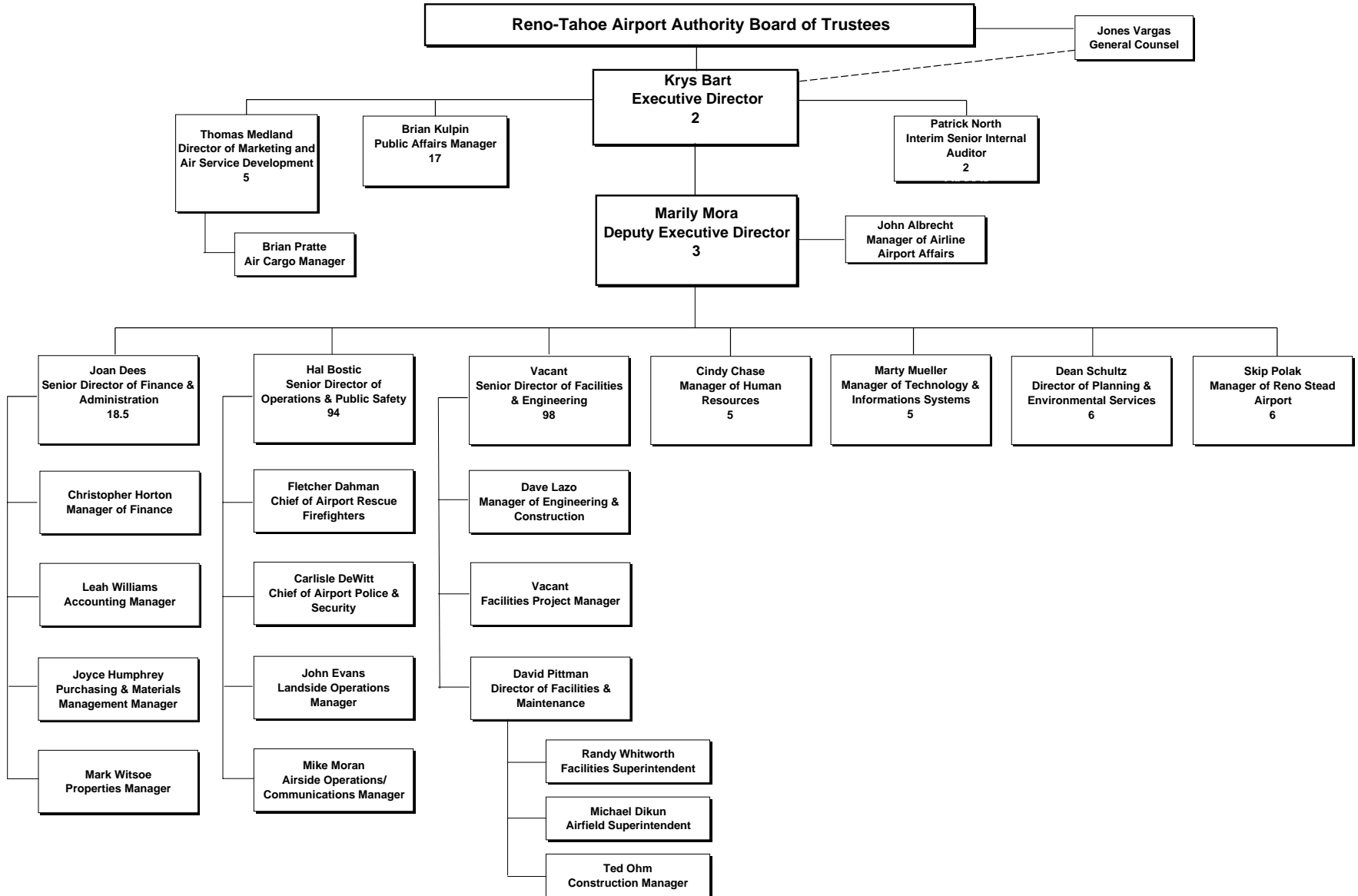
A Police Captain position has been reclassified to a Police Sergeant to more accurately reflect the changing demands and duties required of the department.

## **FACILITIES AND MAINTENANCE**

### **Senior Director of Facilities and Maintenance**

The Administrative Assistant I/II position has been reclassified as an Office Specialist to more accurately reflect the duties and responsibilities of the position.

# 2006-07



**2006 - 2007  
ANNUAL BUDGET**

Personnel Complement

	Budgeted and Authorized 2004-2005	Budgeted and Authorized 2005-06	Budgeted and Authorized 2006-07
<b>Board of Trustees Department</b>			
Board of Trustees *	9.0	9.0	9.0
<b>Internal Audit Section</b>			
Senior Internal Auditor	1.0	1.0	1.0
Internal Auditor	0.0	1.0	1.0
Accounting Specialist I/II	1.0	0.0	0.0
Total Internal Audit Section	2.0	2.0	2.0
<b>General Counsel Section</b>			
General Counsel	1.0	0.0	0.0
Legal Administrative Assistant	1.0	0.0	0.0
Total Legal Counsel	2.0	0.0	0.0
<b>Total Board of Trustees Department</b>	4.0	2.0	2.0
<b>Executive Director Department</b>			
Executive Director	1.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0
Total Executive Director	2.0	2.0	2.0
<b>Marketing and Air Service Development Section</b>			
Director of Marketing and Air Service Development	1.0	1.0	1.0
Air Cargo Manager	1.0	1.0	1.0
Marketing Coordinator	2.0	2.0	2.0
Executive Assistant	1.0	1.0	1.0
Total Marketing and Air Service Development Section	5.0	5.0	5.0
<b>Public Affairs</b>			
Public Affairs Manager	1.0	1.0	1.0
Public Affairs and Customer Service Coordinator	1.0	2.0	2.0
Lead Passenger Aide	0.0	0.0	1.0
Passenger Aide	4.0	6.0	11.0
Administrative Assistant I/II	0.0	0.0	1.0
Administrative Clerk	1.0	1.0	1.0
Airport Ambassador	9.0	9.0	0.0
Total Public Affairs Section	16.0	19.0	17.0
<b>Total Executive Director Department</b>	23.0	26.0	24.0
<b>Deputy Executive Director Department</b>			
Deputy Executive Director	1.0	1.0	1.0
Manager of Airline Airport Affairs	0.0	0.0	1.0
Executive/Board Assistant	1.0	1.0	1.0
Total Deputy Executive Director	2.0	2.0	3.0

**2006 - 2007  
ANNUAL BUDGET**

Personnel Complement

	Budgeted and Authorized 2004-2005	Budgeted and Authorized 2005-06	Budgeted and Authorized 2006-07
<b>Technology and Information Systems Section</b>			
Manager of Technology and Information Systems	1.0	1.0	1.0
Telecommunications Technician	1.0	1.0	1.0
Network Specialist	1.0	1.0	1.0
Database Administrator	0.0	1.0	1.0
Computer Support Technician	0.0	0.0	1.0
<b>Total Technology and Information Systems Section</b>	<b>3.0</b>	<b>4.0</b>	<b>5.0</b>
<b>Reno Stead Airport Section</b>			
Manager of Reno Stead Airport	1.0	1.0	1.0
Office Specialist	0.0	0.0	1.0
Administrative Assistant I/II	1.0	1.0	0.0
Airfield Maintenance Worker I/II	2.0	2.0	1.0
Equipment Mechanic	1.0	1.0	1.0
Airfield Maintenance Technician	1.0	1.0	2.0
<b>Total Reno Stead Airport Section</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b>Human Resources Section</b>			
Director of Human Resources	1.0	1.0	0.0
Manager of Human Resources	0.0	0.0	1.0
Personnel Coordinator	1.0	0.0	0.0
Human Resources Analyst	0.0	1.0	1.0
Benefits Coordinator	1.0	1.0	1.0
Training Coordinator	1.0	1.0	1.0
HR Administrative Assistant	0.0	1.0	1.0
Administrative Assistant I/II	1.0	0.0	0.0
<b>Total Human Resources Section</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>Planning and Environmental Services Section</b>			
Director of Planning and Environmental Services	0.0	1.0	1.0
Manager of Planning and Environmental Services	1.0	0.0	0.0
Environmental Compliance Coordinator	1.0	1.0	1.0
Noise Abatement Coordinator	1.0	1.0	1.0
Airport Planner I/II	1.0	1.0	1.0
Noise Analyst	0.0	0.0	1.0
Office Specialist	0.0	0.0	1.0
Administrative Assistant I/II	1.0	1.0	0.0
<b>Total Planning and Environmental Services Section</b>	<b>5.0</b>	<b>5.0</b>	<b>6.0</b>
<b>Total Deputy Executive Director Department</b>	<b>21.0</b>	<b>22.0</b>	<b>25.0</b>

**2006 - 2007  
ANNUAL BUDGET**

Personnel Complement

	Budgeted and Authorized 2004-2005	Budgeted and Authorized 2005-06	Budgeted and Authorized 2006-07
<b>Finance and Administration Department</b>			
Senior Director of Finance and Administration	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0
Payroll Administrator	0.0	1.0	1.0
Payroll Specialist	1.0	0.0	0.0
Accounting Specialist I/II	2.0	2.0	2.0
Administrative Assistant I/II	1.0	1.0	1.0
Total Senior Director of Finance and Administration	6.0	6.0	6.0
<b>Finance and Budgeting Section</b>			
Manager of Finance and Budgeting	1.0	1.0	1.0
Senior Financial Analyst	1.0	1.0	1.0
Total Finance and Budgeting Section	2.0	2.0	2.0
<b>Purchasing &amp; Materials Management Section</b>			
Purchasing & Materials Management Manager	1.0	1.0	1.0
Senior Buyer	1.0	1.0	1.0
Materials Management Supervisor	0.0	1.0	1.0
Maintenance Materials Control Supervisor	1.0	0.0	0.0
Materials Control Technician	0.0	1.0	1.0
Inventory Maintenance Technician	1.0	0.0	0.0
Warehouse Assistant/Driver	1.0	1.0	1.0
Total Purchasing & Materials Management Section	5.0	5.0	5.0
<b>Property Administration Section</b>			
Properties Manager	1.0	1.0	1.0
Property Administrator I/II	4.0	4.0	3.0
Administrative Assistant I/II	1.0	1.0	1.5
Total Property Administration Section	6.0	6.0	5.5
<b>Total Finance and Administration Department</b>	<b>19.0</b>	<b>19.0</b>	<b>18.5</b>
<b>Operations and Public Safety Department</b>			
Senior Director of Operations & Public Safety	0.0	1.0	1.0
Director of Operations & Public Safety	1.0	0.0	0.0
Administrative Assistant I/II	0.5	1.0	1.0
Total Senior Director of Operations and Public Safety	1.5	2.0	2.0
<b>Airfield Operations Section</b>			
Airside Operations/Communications Manager	1.0	1.0	1.0
Airport Operations Officer	7.0	7.0	7.0
Total Airfield Operations Section	8.0	8.0	8.0

**2006 - 2007  
ANNUAL BUDGET**

Personnel Complement

	Budgeted and Authorized 2004-2005	Budgeted and Authorized 2005-06	Budgeted and Authorized 2006-07
<b>Landside Operations Section</b>			
Landside Operations Manager	1.0	1.0	1.0
Administrative Assistant I/II	1.0	1.0	1.0
Parking Lot Attendant	9.0	9.0	10.0
Parking Shift Leader	4.0	4.0	4.0
<b>Total Landside Operations Section</b>	<b>15.0</b>	<b>15.0</b>	<b>16.0</b>
<b>Airport Rescue and Fire Section</b>			
Chief of Airport Rescue Firefighters	1.0	1.0	1.0
Deputy Chief of Airport Rescue Firefighters	0.0	1.0	1.0
Fire Captain	3.0	3.0	3.0
Driver/Operator	7.0	7.0	7.0
Fire Fighter	8.0	8.0	8.0
<b>Total Airport Rescue and Fire Section</b>	<b>19.0</b>	<b>20.0</b>	<b>20.0</b>
<b>Airport Police Section</b>			
Chief of Airport Police and Security	1.0	1.0	1.0
Police Captain	1.0	2.0	1.0
Police Sergeant	2.0	3.0	4.0
Police Officer	20.0	17.0	17.0
Administrative Assistant I/II	2.0	2.0	2.0
Airport Security Supervisor	1.0	1.0	1.0
Airport Security Specialist	11.0	12.0	12.0
<b>Total Airport Police Section</b>	<b>38.0</b>	<b>38.0</b>	<b>38.0</b>
<b>Airport Communications Section</b>			
Senior Communications Specialist	1.0	1.0	1.0
Airport Communications Specialist I/II	9.0	9.0	9.0
<b>Total Airport Communications Section</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
<b>Total Operations and Public Safety Department</b>	<b>91.5</b>	<b>93.0</b>	<b>94.0</b>
<b>Facilities and Engineering Department</b>			
Senior Director of Facilities & Engineering	0.0	1.0	1.0
Facilities Project Manager	0.0	1.0	1.0
Director of Facilities and Maintenance	1.0	1.0	1.0
Construction Manager	1.0	1.0	1.0
Office Specialist	0.0	0.0	1.0
Administrative Assistant I/II	1.0	1.0	0.0
<b>Total Senior Director of Facilities and Maintenance</b>	<b>3.0</b>	<b>5.0</b>	<b>5.0</b>

**2006 - 2007  
ANNUAL BUDGET**

Personnel Complement

	Budgeted and Authorized 2004-2005	Budgeted and Authorized 2005-06	Budgeted and Authorized 2006-07
<b>Airfield Maintenance Section</b>			
Airfield Maintenance Superintendent	1.0	1.0	1.0
Airfield Maintenance Supervisor	2.0	2.0	2.0
Airfield Maintenance Technician	2.0	3.0	3.0
Equipment Mechanic	3.0	3.0	3.0
Equipment Operator	4.0	3.0	3.0
Senior Grounds Maintenance Worker	0.0	1.0	1.0
Grounds Maintenance Worker	2.0	1.0	1.0
Airfield Maintenance Electrician	2.0	3.0	3.0
Airfield Maintenance Worker I/II	7.0	7.0	7.0
Administrative Assistant I/II	0.0	1.0	1.0
<b>Total Airfield Maintenance Section</b>	<b>23.0</b>	<b>25.0</b>	<b>25.0</b>
<b>Building Maintenance and Services Section</b>			
Facilities Superintendent	1.0	1.0	1.0
Facilities Supervisor	6.0	6.0	6.0
Building Maintenance Technician	7.0	7.0	7.0
Building Maintenance Worker I/II	6.0	6.0	6.0
HVAC Technician	5.0	5.0	5.0
Building Maintenance Electrician	3.0	3.0	3.0
Maintenance Scheduler	1.0	1.0	1.0
Facilities & Maintenance Planner	0.0	1.0	1.0
Senior Airport Facilities Custodian	3.0	3.0	3.0
Airport Facilities Custodian	30.0	30.0	30.0
Administrative Assistant I/II	1.0	0.0	0.0
<b>Total Building Maintenance and Services Section</b>	<b>63.0</b>	<b>63.0</b>	<b>63.0</b>
<b>Engineering and Construction Section</b>			
Manager of Engineering & Construction	1.0	1.0	1.0
Project Manager	2.0	2.0	2.0
GIS/CAD Coordinator	0.5	0.0	0.0
Capital Improvements & Grant Coordinator	1.0	1.0	1.0
Administrative Assistant I/II	1.0	1.0	1.0
<b>Total Engineering and Construction</b>	<b>5.5</b>	<b>5.0</b>	<b>5.0</b>
<b>Total Facilities and Engineering Department</b>	<b>94.5</b>	<b>98.0</b>	<b>98.0</b>
<b>TOTAL AIRPORT (Does not include the appointed Board of Trustees)</b>	<b>253.0</b>	<b>260.0</b>	<b>261.5</b>

\* Appointed positions