



CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2024-18

Meeting Date: June 26, 2024

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION:
CONSIDERATION FOR PAY INCREASE FOR AIRPORT STAFF.

Staff Summary: Airport Staff performance reviews have been completed by the Airport Manager. All staff exceeded expectations. The recommended pay increase for staff who are still in the probationary period is 3.2%. The recommended pay increase for staff who are out of probationary period is 5%. All recommended increases fit within the 2024/2025 budget.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the pay increase for Airport Staff.

CCAA'S Strategic Goal

Maintain airport infrastructure in top condition.
Support economic activity in the region.

Previous Action and Executive Summary

There have been many recent changes in Airport Staff over the past couple of years. Now that there are no planned staff changes, it would be ideal to execute staff raises at the beginning of the new fiscal year annually. This will allow for the budgeting process to determine what the raise value will be each year and for staff performance reviews to be completed to determine if each employee will be eligible for the raise based on merit.