



# Agenda Report

**MEETING DATE:** Tuesday, January 19, 2021

**TO:** City Council

**FROM:** Nathalie Manning, Deputy City Manager, Human Resources

**SUBJECT:** NEW AIRPORT OPERATIONS MANAGER

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## **STATEMENT OF ISSUES:**

A regional airport of Watsonville Municipal's size and scope requires substantial subject matter expertise and responsibility within the department. As the Airport has expanded its role, reach and impact, there is a requirement to improve the Director's span of control with a focus on assigning operations to a dedicated division led by a manager.

## **RECOMMENDED ACTION:**

Resolution approving and authorizing the new job classification and job description of Airport Operations Manager (Mid-Management) at the established salary range of \$41.78- \$56.00 per hour (\$7,242.63-\$9,705.80 per month), which is in accordance with the January 2017 reclassification of the Municipal Airport Division to a department level organization. This position reports to the Municipal Airport Director (Recommended by Personnel Commission).

## **DISCUSSION:**

The Municipal Airport consists of multiple functions including operations, planning, construction, administration and as an enterprise fund, accounting. Over the last five years Watsonville Municipal has increased operations, implemented new operational standards and metrics to ensure higher levels of safety, service and self-sustainability. Key to this effort has been the direct involvement, and in many cases hands on activity of the Airport Director in the day-to-day operations. For a municipal airport at this level it's an industry best practice to designate an "Operations Manager", with managerial acumen and an airport operations skill set, to lead a multi-person Airport Operations Specialist Crew on a seven-day-a-week basis.

This recommendation would institute and establish an Airport Operations Manager role as detailed in the attached proposed job description. This was approved by the Personnel Commission at its December 9, 2020 meeting and also approved by the Mid-Management Unit.

## **SALARY**

An examination of similar organizational structure and requirements for professional certifications in Water Services and Traffic Operation yields parallels span-of-control and size

of operating budgets. Based on the current level of compensation there is a systematic relationship between the aforementioned service divisions.

To ensure the analysis for the Airport Operations Manager is “in line” this internal salary comparison was limited to the City’s Public Works Water Services (similar number of employees) and Traffic Operations (similar scope for multiple services over large area).

Additionally, a comparison of Airport Operations Manager salaries at Bay Area, non-towered airfields at Half Moon Bay (San Mateo County), Marina Municipal, (City of Marina), San Martin (Santa Clara County) reflect the proposed salary range is at approximately midpoint of peer airports.

**Table 1**

Internal Salary Comparison

<b>Internal Salary Comparison – Operations Managers</b>					
<b>Position</b>	<b>Hrs</b>	<b>Bargain Unit</b>	<b>Grade</b>	<b>Min</b>	<b>Max</b>
Water Services Manager	40	MM	2068	7,412.21	9,933.08
Traffic Operations Manager	40	MM	2075	7,042.46	9,477.76
<b>Proposed Airport Operations Manager</b>	<b>40</b>	<b>MM</b>	<b>TBD</b>	<b>7,242.63</b>	<b>9,705.80</b>

**Table 2**

External Salary Comparison (Comparable airports with Airport Operations Management level responsibilities with similar job classifications.)

<b>External Salary Comparison – Airport Operations Manager (non-towered)</b>			
<b>Airport(s)</b>	<b>Title</b>	<b>Min</b>	<b>Max</b>
San Mateo County	Asst Airport Manager (Operations)	\$8,552.27	\$10,692.93
City of Marina	Airport Services Manager	\$7,427.33	\$9,027.20
Santa Clara County	Airport Operations Supervisor	\$6,708.17	\$8,152.73

## STRATEGIC PLAN:

Approving the new job classification will assist in the assignment of duties as they relate to meeting goals and objectives of the Watsonville Municipal Airport and the City.

## FINANCIAL IMPACT:

The proposed salary is an increase compared to currently budgeted positions at the airport. On an annual basis the proposed position at max step is \$28,800 above currently budgeted job class. The Municipal Airport is an enterprise fund and would be responsible for making up this difference with its own revenues. In the current fiscal year the Municipal Airport is proposing to pay for the savings through operational savings and is not requesting a new budget appropriation nor additional FTE authority at this time.

**ALTERNATIVE ACTION:**

Continue to task Airport Director with a high span of control metric and continued limiting potential for expanding roles of Airport Operations Supervisor and Airport Operations Specialists Crew leads.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None.

**CITY COUNCIL ACTION RECOMMENDED:**

It is recommended the City Council approve and authorize the new job classification and job description of Airport Operations Manager (Mid-Management) at the established salary range of \$41.78- \$56.00 per hour (\$7,242.63-\$9,705.80 per month), which is in accordance with the January 2017 reclassification of the Municipal Airport Division to a Department level organization. This position reports to the Municipal Airport Director.