

DEPARTMENT: Public Works

By: Michael Edwards  
Public Works Director

966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No X)

Adopt Resolution to:

1. Adopt Operational Policy for Management of the Mariposa-Yosemite Airport (ATTACHMENT 1);
2. Approve Agreement for Personal Services For Airport Manager (ATTACHMENT 2);
3. Appoint selection committee to recommend hire of a contract manager, (ATTACHMENT 3);
4. Direct staff to advertise a Contract Airport Manager position;
5. Direct Public Works Director to execute the agreement.

The Airport Advisory Committee (AAC), the Board committee and the Personnel Officer, following review of the financial requirements to hire a County employee as airport manager, recommends the County hire a contract manager. The manager would receive the same gross salary as previously discussed for a County employee (\$24,000 annually), plus use of the house at the airport. A proposed budget, based on a conservative approach to revenues, is shown on ATTACHMENT 4.

The AAC has been meeting monthly to develop recommendations for the County regarding management of the airport. FAA assurances for grant funds require that the airport "break even". A manager could begin work to ensure this is eventually accomplished.

The current combined fixed based operator/manager management contract with George Brannan and Yosemite Aviation expires March 1, 1996. George has indicated that he can stay on as necessary until the County makes other arrangements.

#### BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board approved the current combined management and FBO contract in 1986. The Board approved a Master Plan for the airport on June 6, 1995, that suggested some future management options. The Board on October 24, and December 5, 1995, directed staff to work with the Board liaison committee and AAC on County management alternatives and return to the Board with a recommendation.

#### LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Same as the recommendation above, but based on a higher salary range that may make recruitment for a manager more competitive. Additional revenues would have to be assumed from sources such as a reduced contingency, higher general fund contribution, increased fuel sales or higher ground lease rates.
2. Delay hiring of airport manager. The current management contract would be extended. Public Works staff would remain involved in airport management issues (as much as 50% of a staff person), delaying delivery of other projects until management is arranged.
3. Contract for a combined fixed base operator/manager (current arrangement). AAC members believe that a combined fixed base operator/manager position has not been responsive to the interests of the airport and the County.

4. Designate a County Department (e.g. Public Works) to continue with management of the airport. The Department would contract for a fixed base operator and concessions. This would require expenditure of existing staff resources (at least 50 % of an administrative staff person) and would require training. This would reduce services in other existing budgeted County activities.

COSTS:  Not Applicable SEE PROPOSED BUDGET ATTACHED

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

SOURCE:  4/5th Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve Contingencies, if approved: \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:

1. Policy for Management of the Mariposa-Yosemite Airport

2. Personal Services Agreement for Airport Management at Mariposa-Yosemite Airport

3. Selection Panel for Airport Manager Position

4. Draft Proposed Budget for Mariposa-Yosemite Airport

**CLERK'S USE ONLY**

Res. No.: 96-79 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved  Denied

Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: MW

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: MIKE EDWARDS, Public Works Director

FROM: MARGIE WILLIAMS, Clerk of the Board 

SUBJECT: RESOLUTION NO. 96-79

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,  
ADOPTED THIS Order on February 27, 1996

ACTION AND VOTE:

2:08 p.m. C) Resolution Adopting Policy for Management of the Mariposa-Yosemite Airport; Approving Agreement for Personal Services for Airport Manager; Appointing Selection Committee; Directing Staff to Advertise for a Contract Airport Manager Position; and Authorizing the Public Works Director to Execute Agreement

BOARD ACTION: Mike Edwards clarified that if the Manager does not occupy the residence at the Airport, they would not be responsible for maintenance and draft contract was amended accordingly; recommended public advertising for the position; reviewed recommendation for selection committee; and asked the Board to extend the current fixed-base operator agreement with Brannan on a month-to-month basis until the Manager position is filled. Following discussion relative to this matter and the possibility of expanding car rental service at the Airport, (M)Reilly, (S)Stewart, Res. 96-79 adopted approving recommended actions, including extension of the current fixed-base operator agreement with Brannan on a month-to-month basis, with salary to be set at \$24,000/year plus the benefit of the residence/Ayes: Unanimous.

cc: Sue Mejica, Public Works  
Nancy Kyle, Personnel  
Ken Hawkins, Auditor  
Jeff Green, County Counsel  
File