



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 16, 2023

FROM: GENERAL SERVICES DEPARTMENT WARD: 3

SUBJECT: ADDITION OF ONE FULLTIME AIRPORT OPERATIONS SPECIALIST POSITION AT THE RIVERSIDE MUNICIPAL AIRPORT IN THE AMOUNT OF \$77,373 – SUPPLEMENTAL APPROPRIATION

ISSUES:

Approve the addition of one full-time Airport Operations Specialist Position for the Riverside Municipal Airport and a supplemental appropriation from the Riverside Municipal Airport Enterprise Fund in the amount of \$77,373 to cover salaries and benefits for Fiscal Year (FY) 2023/24.

RECOMMENDATIONS:

That the City Council:

1. Approve the addition of one Full Time Equivalent Airport Operations Specialist position at the Riverside Municipal Airport; and
2. By at least five affirmative votes, authorize a supplemental appropriation in the amount of \$77,373 from the Airport Fund to cover salaries and benefits for FY 2023/24.

BACKGROUND:

The Riverside Municipal Airport (Airport) is one of the busiest airports in the country that has a contract Federal Aviation Administration (FAA) Air Traffic Control Tower. The Air Traffic Control Tower is staffed from 7 a.m. to 8 p.m., seven days weekly. There is currently no Airport Operations staff coverage after 5 p.m. due to current staffing levels.

DISCUSSION:

Airport Operations staff provide a critical safety and security role at the Airport by conducting required airfield inspections, conducting perimeter inspections, responding to aircraft emergencies, minimizing wildlife hazards, detecting and removing Foreign Object Debris (FOD), managing the Riverside County Sheriff Work Release Program at the Airport, conducting aircraft hangar inspections, conducting movement area driver training, issuing Notices to Air Mission

(NOTAMs), managing turf and vegetation, performing tenant relations, performing building maintenance, and ensuring critical airport functions continue without interruption.

The Air Traffic Control Tower at the Airport is operational during the hours 7 a.m. to 8 p.m., seven days per week. Currently, airport staff are only present until 5 p.m., seven days per week. The Air Traffic Control Tower has developed an Action Plan in response to several after 5 p.m. airport incidents that calls upon the Airport to be staffed until 8 p.m. nightly. Current staffing levels (one Senior Airport Operations Specialist and two Airport Operations Specialists) does not allow this coverage, while also maintaining sufficient coverage during the high priority daytime hours. Thus, hiring an additional Airport Operations Specialist is necessary to ensure coverage into the evening hours.

Hiring an additional Airport Operations Specialist will provide full coverage, which will enable staff to better meet the needs of tenants, and also provide enhanced security coverage during the evening hours.

STRATEGIC PLAN ALIGNMENT:

This item support Strategic Priority 5 – High Performing Government, and Goal No. 5.5, Foster a culture of safety, well-being, resilience, sustainability, diversity, and inclusion across the City organization.

This item aligns with *EACH of the five Cross-Cutting Threads* as follows:

1. **Community Trust** – An additional Airport Operations employee will contribute to greater trust among tenants, including the Air Traffic Control Tower, that the Airport is staffed by qualified personnel into the evening hours, ensuring staff presence during hours of operations of the Air Traffic Control Tower.
2. **Equity** – By hiring an additional Airport Operations employee, the shared responsibility of maintaining 540+ acres and numerous buildings will be more equitably shared among a larger workforce.
3. **Fiscal Responsibility** –Hiring an additional Airport Operations employee, rather than procuring contract security services, for example, will ensure cost savings and more efficient stewardship of airport revenues.
4. **Innovation** – Hiring an Airport Operations employee that is experienced with different airports and equipment in use will introduce new ideas and processes to further enhance our abilities.
5. **Sustainability & Resiliency** – By creating a larger airport employee base, vacations and other leave will be more easily accommodated, creating a more resilient workforce and better work-life balance among employees.

FISCAL IMPACT:

The total fiscal impact of the action is \$77,373 for salaries and benefits for FY 2023/24, to be appropriated from the Airport Fund reserves. Appropriations for future fiscal years will be included in the General Services Department’s Budget submissions for those fiscal years to be presented

to the City Council for approval.

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| Prepared by: | Carl Carey, General Services Director |
| Certified as to availability of funds: | Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer |
| Approved by: | Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer |
| Approved as to form: | Phaedra A. Norton, City Attorney |