



MEMO

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Date: 6/23/06
To: Airport Board of Directors
From: Mason Short, Executive Director
RE: Additional staff members

Today, I am asking you to consider adding 2 additional FTE's to the airport staff level. The authorized airport staff level has remained at the same level, 19 FTE's for over 10 years.

During that same time, the amount of facilities that is required to be maintained has increased, and the demand on our facilities has also increased. Frankly, our staff is getting stretched a little thin and our ability to maintain a regulatory compliant airfield, and keep our buildings in top-notch condition is becoming more difficult. To accommodate the increased workload, we have up to 3 temporary positions filled at the airport during the year. Temporary employees are limited to 1040 hrs per year and therefore limited in what we can utilize them for due to the amount of training required to safely operate on the airfield.

In addition to utilizing temporary employees, we have had to out-source a lot of duties that can, and in my opinion, should be competed "in-house". It is anticipated that this will assist in increasing the efficiency of our operations – especially in the area of equipment maintenance.

Requested Positions:

- **Airport Maintenance Worker I:** This position will be a general airport maintenance position that is responsible for airfield and facility maintenance – and will most likely replace the need for a temporary position.
- **Equipment Mechanic:** This position will be primarily responsible for the general maintenance of our rolling stock. We have over \$2.5mil in heavy and light equipment, and keeping it in tip-top condition is vital to maintaining a safe airfield – especially in the middle of a snow storm. This position will also be responsible for some general airport maintenance duties. We currently do not have a job description for this position, so one will have to be drafted.

Over the past few years, we have spent ~\$20,000 a year in labor for heavy equipment with various equipment companies, and an additional \$22,000 a year with the City street department for very minor maintenance.

Budget Impact:

It is anticipated that since both of these positions will be replacing current expenditures, the increase in total expenses will be minimal, except for benefits and related full-time employee expenses.

Recommended Motion:

Direct staff to advertise for 1- Airport Maintenance Worker I, and 1- Equipment Mechanic.