



December 7, 2023

Airport Assessment

Ad Hoc Committee Report:

Foreword:

In 2023 an industry leading consulting group, Airport Management and Consulting Group (AMCG) was hired to conduct an evaluation and assessment of the planning, development, operations, management, and the finances of the Paso Robles Municipal Airport. Over a period of three months, AMCG representatives worked on site with Airport staff to conduct this Airport assessment. AMCG met with Airport stakeholders, elected/appointed officials, City Management staff, advised Airport management on industry best practices, and worked to develop a written Airport Assessment report describing the findings and observations of AMCG's time on site. Detailed in the report, the most significant findings were the (19) short term and long-term recommendations for the Airport which were listed in order of priority. While the entirety of the AMCG Airport Assessment findings are important, the prioritization of these (19) items is critical in order to move forward, in the short term, with realistic changes for the betterment of the Airport. To accomplish this goal of prioritization, an Ad Hoc committee of the Airport Commission, made up of Chairman Eric Cook, Commissioner William Britton, and Airport Manager Mark Scandalis was formed to review the AMCG Assessment. Following their review, the ad hoc committee recommends the following (6) realistic attainable items for the near-term improvement of the Airport. In addition to these (6) prioritized recommendations, the ad hoc committee reviewed all (19) recommendations giving each a priority ranking, recommended action to take, likely funding source, and regulatory guidance associated with the recommendation if any. The intent of the Ad Hoc committee's prioritized recommendations is to work through the (6) items in the coming 0-5 years, while addressing additional recommendations from the AMCG Assessment as time permits. The ad hoc committee accepts the AMCG Airport Assessment in its entirety and forwards this report to supplement the findings of AMCG recognizing that over time, the perspectives and priorities, detailed in this ad hoc committee report may change.

Ad Hoc Committee prioritized list of recommendations.

1. Airport Staffing Plan
2. Airport Master Plan Update
3. Airfield self-Inspection program
4. Revenue enhancements study
5. Airfield Security improvements
6. Airport Signage Program and Logo development.

AMCG Full recommendation list and Ad Hoc committee comments below.



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Short Term Recommendations

1. Airport Staffing Plan:

a. Priority:

High

b. Recommendation:

Staff up Airport over a three-year period to address critical issues identified in the AMCG Airport Assessment. Transition to 7 day a week operation, with 24-hour on-call rotation for the Airport staff. Attached to the end of this report are draft job descriptions for new positions recommended by the ad hoc committee. This staffing plan, expected job titles, and classifications are the ad hoc committee's best estimate at this time and are subject to change.

Final staffing includes:

Airport Manager – Existing

Airport Operations and Safety Manager – (Assistant Airport Manager)

Airport Operations Technician

Maintenance Worker (lead)

Maintenance Worker - Existing

Maintenance Worker - (approved by City Council 11/21/2023)

Note: In addition to the full-time employee (FTE) staffing plan brought forth in this report, the ad hoc committee explored the idea of using contractors for the general maintenance of the Airport. Following a review of existing City agreements with landscape contractors it was determined that FTE's were the most cost-effective solution for Airport maintenance. Generally, contractors cost \$100-120/hour for landscape maintenance services. A full-time maintenance employee costs the Airport enterprise fund about \$52/hour factoring in pay and benefits. For a FTE, duties are not limited to landscape services and a FTE can tend to other maintenance duties such as the Airport Terminal, Airfield foreign objects and debris removal, and various other duties as assigned including on-call. Additionally, the Airport is made up of two distinct sides, the Airside and the Landside. While maintenance of the landside is relatively routine and comparable to maintenance of a City Park or other City building; the maintenance of the Airside requires a level of knowledge about aviation, traffic patterns, and Airport operations to safely and efficiently work on, and around, the City's Airfield. For these reasons, the ad hoc committee does not recommend contract maintenance services for the Airport but recommends full-time employees.



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Plan for 24-hour on call: (estimated cost \$18,000 per year)

- Work with IT department to set up phone system for on call.
- Airport staff answer after-hours calls. Per City Standard: minimum 1 hour overtime for calls answered over the phone, 2 hours overtime per response to the Airport, 3-hour overtime per response to the Airport after 11pm.
- All staff would be eligible for on call rotation subject to the needs of the Airport.

Three Year Staffing Plan:

1. Year 1: FY 2024

- a. Maintenance worker II (Fully loaded cost \$108,467)
 - i. Pay Range: \$50,544-\$64,142
 - ii. Main duties include landside and airside landscape and grounds maintenance. Maintenance workers are expected to work one weekend day to provide for 7 day per week coverage of Airport.

2. Year 2: FY 2025

- a. Maintenance worker III (Fully loaded cost \$119,000)
 - i. Pay Range: \$56,213 - \$72,601
 - ii. Lead maintenance worker. Main duties include landside and airside landscape and grounds maintenance. Responsible for leading the other maintenance workers on crew. Expected to work Mon-Fri schedule to overlap other maintenance worker schedules connecting both shifts. Expected to cover weekend days when necessary.

b. Airport Operations Technician - Tech I/II (Fully loaded cost \$125,987)

- i. Pay Range: \$61,620 – \$78,208
- ii. Main duties include data collection, security compliance, operations statistics tracking, airfield inspections and maintenance of lighting systems, navigation systems, pavement, weather observation systems, and security systems. Expected to work Mon-Fri shift covering weekends as necessary.

3. Year 3: FY 2026

- a. Airport Operations and Safety Manager - Assistant Airport Manager - Professional Manager I (Fully loaded cost \$157,811)
 - i. Pay Range: \$75,484 – \$95,853



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- ii. Provides supervision of the operations and maintenance of the Airfield and operations and maintenance crews. Administers pavement maintenance management plan. Works with Airport Manager to progress long-term projects.
- c. Funding:

This staffing plan is a 3-year phased approach to address critical issues identified in the AMCG Assessment. All costs are ongoing as new staff members will be added to the Airport payroll. All costs for the staffing plan are absorbed solely by the Airport Enterprise fund, a standalone department funded by lease rates, aircraft property taxes, and aeronautical charges at the Airport. To implement this staffing plan, the Airport Enterprise Fund needs no supplementation from the taxpayer-funded general fund. The plan is fully funded by Airport specific revenue sources. Upon full implementation, total cost of the three-year plan is estimated to be \$529,265 per year. A full presentation of the financial plan is to be presented at public meetings for Airport Commission and City Council consideration.
- d. Regulatory guidance:
 - Grant Assurance 19 – Operation and Maintenance
 - Grant Assurance 20 – Hazard Removal and Mitigation
 - Advisory Circular 150/5210-24 Airport Foreign Object Debris (FOD) Management
 - Advisory Circular 150/5340-26C Maintenance of Airport Visual Aid Facilities

2. Revenue Enhancements:

- a. Priority:

High
- b. Recommendation:

Many of these recommendations are contingent on funding in order to complete them. Ensuring aeronautical charges and fees track fair market values is important to maintain a healthy self-sustaining Airport Enterprise Fund. The recommended approach to accomplish this item is to participate in a study of rates and fees as part of the City's finance department periodic review of City-wide fees, this review is tentatively scheduled for FY25. Following the study of rates and fees, if an imbalance is shown, it is recommended to adjust rates over a gradual 3–5-year adjustment period to bring fees more in line with industry and area standards.

NOTE: This is a study of Aeronautical charges, e.g. landing fees, parking fees, and tiedown fees. Lease rates are not included in this study as lease rates are addressed through the Airports Leasing Policy.

- c. Funding:

No financial ask.
- d. Regulatory guidance:

Grant Assurance 3 – Sponsor Fund Availability



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Grant Assurance 22 – Economic nondiscrimination
Grant Assurance 24 – Fee and Rental Structure
Grant Assurance 25 - Airport Revenues

3. Airport Security Improvements:

a. Priority:

High

b. Recommendation:

Repair all existing gates and accesses to the Airfield. Install cameras for relevant Airport operating areas. The ultimate goal of this recommendation is card key access to airfield, security fencing around entire parameter, and camera systems in relevant areas. Installation of camera and key card system will require internet connectivity to the majority of Airport. To facilitate security improvements, updates to internet coverage around Airport should be planned for. Airport operations staff will be necessary to manage control of access key cards and badging.

c. Funding:

The need for these upgrades will continue to grow as the complexity of the Airport grows. In the short term, minor repair of existing gate access should be completed using Airport maintenance budget as available. In the upcoming budget cycle, monies should be set aside for a security study by a qualified firm. Pending results of this study, any major repairs should be planned for in subsequent budget cycles. Security improvements are eligible for FAA grant funding and can be added to the Airports capital improvement program if necessary. This approach to use FAA grant funding may delay the implementation of the security upgrades as the FAA controls the timing of the grant funding. The Airport enterprise fund will likely be the fastest way to accomplish needed upgrades. In addition to FAA grants or Airport enterprise funding, all new lease agreements and contracts should be required to provide security improvements to the perimeter of the lease site, to which the City will have access to.

The estimated cost for the security study is \$30,000. Following the results of the security study, the Airport should set aside money for security improvements through the normal budget making process and apply for FAA grants as necessary.

d. Regulatory guidance:

- 14 CFR 420.53- Control of Public Access
- Grant Assurance 19 – Operation and Maintenance
- Advisory Circular 450.161-1 Control of Hazard Areas



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4. Airfield Self-inspection Protocol:

a. Priority:

High

b. Recommendation:

Begin airfield inspection protocol per advisory circular 150/5200-18D as soon as possible. As staffing allows transition to 7 day a week operation, including 24 hour on call rotation for the Airport staff to address after-hour hazards on the Airfield. Beginning this program will bring value to the Airport by preventing potential mishaps. Regular runway and taxiway inspections will protect Airport from liability for Aircraft accidents and damage associated with foreign objects and debris (FOD). Routine inspections are a low-cost improvement that will allow the Airport to operate efficiently, effectively, and safely.

c. Funding:

There is no direct financial ask for recommendation, but it is recognized that without appropriate staffing it will be challenging to complete the Airfield self-inspection program to the frequency detailed in the FAA advisory circular.

d. Regulatory guidance:

- Advisory Circular 150/5200-18D Airport Safety self-inspection
- Grant Assurance 19 – Operations and Maintenance
- Advisory Circular 150/5340-26C Maintenance of Airport Visual Aid Facilities
- Advisory Circular 150/5200-30D Airport Field Condition Assessment and Winter Operations Safety
- Advisory Circular Airfield Pavement Surface Evaluation and Rating Manuals
- Advisory Circular 150/5345-39E Specification for L-853, Runway and Taxiway Retroreflective Markers
- Advisory Circular 150/5345-28H Precision Approach Path Indicator (PAPI) Systems
- Advisory Circular 150/5345-44K Specification for Runway and Taxiway Signs
- Advisory Circular 150/5340-30J Design and Installation Details for Airport Visual Aids
- Advisory Circular 150/5345-27F FAA Specification for Wind Cone Assemblies
- Advisory Circular 150/5200-33C Hazardous Wildlife Attractants on or near Airports
- Advisory Circular 70/7460-1M Obstruction Marking and Lighting



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- Advisory Circular 150/5210-20A Ground Vehicle Operations to include Taxiing and Towing an Aircraft on Airports
- Advisory Circular 150/5340-18G Standards for Airport Sign Systems
- Advisory Circular 150/5370-2G Operational Safety on Airports During Construction
- Advisory Circular 450-179-1 Ground Safety
- Advisory Circular 150/5345-47C Specification for Series-to-Series Isolation Transformers for Airport Lighting Systems
- Advisory Circular 150/5340-1M Standards for Airport Markings
- Advisory Circular 150/5345-12F Specification for Airport and Heliport Beacons
- Advisory Circular 150/5380-6C Guidelines and Procedures for Maintenance of Airport Pavements

5. Airport Signage Program:

a. Priority:

Low

b. Recommendation:

While this recommendation is listed as low priority it is an important to enhance the look and feel of the Airport. Long-term recommendation #4 “Brand and Logo” should be addressed at the same time as Airport signage program. Staff should work with the Airport Commission marketing subcommittee to standardize the branding, look, and placement of signage around the Airport. Signage for wayfinding and gates is a critical piece of the Airports emergency plan and will facilitate the ability of first responders to know where to go in case of an incident. Once signage is identified, work with Public Safety departments to create a numbering system for access gates, install “knox box’s” where appropriate. Update Airport terminal lobby signage and gateway areas for better user experience. The installation of a new monument sign at Airport Road and Wing Way is a key consideration and should reflect the new logo and brand for the Airport.

c. Funding:

In the next budget making cycle, set aside funds to hire a professional firm to help with development of brand and logo that will integrate the Airport into existing branding for Paso Robles. Funding to develop a brand and update Airport signage is estimated to be \$60,000. Additional funding as required will be brought to the City Council for consideration through the standard budget making process.

d. Regulatory guidance:

Advisory Circular 150/5360-12F Airport Signing and Graphics



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6. Airport Operations Manual:

a. Priority:

Medium

b. Recommendation:

Develop an Airport operations manual detailing procedures for general maintenance and operations of the Airport. This manual will establish objectives, policies, standards, rules, regulations, and procedures necessary for proper management of the Airport. The Airport already has many of these documents existing, but they need to be compiled into one complete manual.

Key elements of the operations manual should include:

- Introduction
- Airport Rules and Regulations
- Minimum Standards for Aeronautical Services and Activities
- Physical features of the Airport and information concerning support services such as utilities
- Airport inspection and maintenance procedures
- General Safety
- Airport Emergency Plan and responsibilities
- Land leasing procedures
- Commercial Operator procedures
- Landing, tie-down, and aircraft parking agreement procedures

c. Funding:

No financial ask at this time. This item is to be completed through the normal course of work by the Airport Management staff with support and guidance from the Airport Commission and City Council. Over time, as regulations change, it may be necessary to hire consultants to help ensure compliance with FAA rules and regulations, in these instances normal budget making, and procurement procedures would be followed.

d. Regulatory guidance:

- None known, it is considered a “best practice” to have an operation manual. Guidance for components of the manual are detailed in various Advisory Circulars and Grant Assurance documents.



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7. Airside infrastructure improvements:

a. Priority:

Medium

b. Recommendation:

Airside infrastructure improvements will always be an ongoing process at the Airport. The Airport should work to sign leases that will improve airfield infrastructure, work to earn FAA grants to maintain existing airfield improvements, and master plan for needed future development.

c. Funding:

No financial ask at this time. FAA Grant funding will be a major component for large infrastructure projects like runway/taxiway improvements and apron expansions. The Airport's budget should continue the practice of setting aside funds to match FAA grants, generally this would be 10% of the total grant amount. Outside the FAA grant program, the Airport budget should include funds for pavement maintenance management plan (PMMP) implementation. These smaller PMMP projects, like crack fill and seal coating, are cost effective solutions for pavement maintenance and can help to prolong the life of existing pavement surfaces. Revenue generation projects like hangars or build to suit projects can provide necessary airside infrastructure improvements and positive cash flow to the Airport Enterprise fund. There are many options for these types of projects, including Airport Enterprise reserves, investment from General Fund in the Airport, or loan programs from Caltrans or private financial institutions. Any such project or investment would need to be vetted by the Airport Commission and City Council showing a proven return on investment, re: Second Wind Way property. Lastly, Airport Terminal projects are something to consider and are eligible for FAA grant funding with proven need. Generally, priority for these grants is given to Airports with commercial air service .

d. Regulatory guidance:

- Advisory Circular 150/5380-7B Airport Pavement Management Program (PMP)
- Advisory Circular 150/5360-13A Airport Terminal Planning

8. Aeronautical services enhancements:

a. Priority:

Medium

b. Recommendation:

Enhancing services for local and itinerant Airport users is always needed. The new FBO contract will hopefully add aeronautical services for incoming visitors by way of improved pilot facilities at the FBO. Improved services and minimum level guarantees should be a condition of any new FBO agreement. Through master planning process the City should explore the idea of a "prop park" to enhance experience for piston and light GA aircraft re: Van Nyes Airport. If the



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concept is proven viable a potential RFP could be a way to enhance services with little to no investment from the City.

- c. Funding:
No financial ask at this time. As this recommendation becomes necessary in the future, normal budget making, and procurement procedures would be followed.
- d. Regulatory guidance:
None known

9. Strategic Airport Business Plan:

- a. Priority:
Medium
- b. Recommendation:
After master plan update, form subcommittee of Airport Commission to review 2013 Airport business plan, include Economic Development Department and other relevant City department in subcommittee discussions. Evaluate options after review and update as needed, incorporate ideas from City's Economic Development Strategic Plan into Airport Business Plan, update both documents as necessary. Periodic review of these documents should happen to ensure the goals of each plan matches contemporary Airport and City Council direction.
- c. Funding:
No direct financial ask at this time. No funding source is needed to review existing documents. Funding may be needed if consultants are necessary to update the business plan with guidance from Airport Commission subcommittee, Airport staff, and other relevant City departments. In this instance, normal budget making, and procurement procedures would be followed.
- d. Regulatory guidance:
None known.

10. Market assessment/feasibility study for hangars:

- a. Priority:
Low
- b. Recommendation:
The City should work to realize existing approved hangar developments on existing lease holds. Through the master planning process areas should be identified for future hangar developments.
- c. Funding:
No financial ask at this time. As this recommendation becomes necessary in the future, normal budget making, and procurement procedures would be followed.
- d. Regulatory guidance:
None known



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11. Lease Compliance Review:

a. Priority:

Medium

b. Recommendation:

Conduct review of leaseholds and other agreements to ensure compliance with FAA rules and regulations.

c. Funding:

No financial ask at this time. This would be completed through normal course of work by Airport Manager and City Finance Departments. If a financial ask became necessary in the future, normal budget making, and procurement procedures would be followed.

d. Regulatory guidance:

- Grant Assurance 3 – Sponsor Fund Availability
- Grant Assurance 5 – Preserving Rights and Powers
- Grant Assurance 22 – Economic nondiscrimination
- Grant Assurance 24 – Fee and Rental Structure
- Grant Assurance 25 - Airport Revenues



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Long Term Recommendations

1. Airport Masterplan update:

a. Priority:

High

b. Recommendation:

Move immediately forward with Airport Master Plan, last updated in 2004. An update to the plan is needed for long term FAA grant funding requests, to continue working on City goals, and the future development of the Airport. Addressing the Masterplan will provide a road map for completion of many of the recommendations identified in the AMCG report. As an FAA eligible expense, a consultant should be hired to update the Master Plan and work with the Airport Commission, Airport public, and relevant City staff to update 20-year planning document. The Master Plan is not only necessary for the orderly continued operation and development of the Airport but is also necessary to move forward with the FAA Part 420 Spaceport application process.

c. Funding:

The Airport Master Plan update is eligible for FAA grant funding and is estimated to cost a total of \$600,000, currently the Master Plan update is programmed for 2024. Of the \$600,000 total cost, the City would be responsible to match 10% of the total grant amount or around \$60,000. As the City continues to pursue its FAA Part 420 Spaceport License, the Airport Master Plan update should include a chapter on the proposed Spaceport. Spaceports are considered ineligible under current FAA eligibility requirements for Master Plans; thus, the Spaceport chapter will need to be self-funded by the City. Estimates for the Spaceport chapter of the Master Plan are around \$50,000.

d. Regulatory guidance:

- Grant Assurance 7 – consideration of local interests
- Grant Assurance 8 – Consultation with users
- Grant Assurance 18 – Planning Projects
- Grant Assurance 21 – Compatible Land Use
- Grant Assurance 29 – Airport Layout Plan
- Advisory Circular 150/5070-6B Airport Master Plans
- Advisory Circular 150/5050-4A Community Involvement in Airport Planning

2. Terminal area improvement plan:

a. Priority:

Low

b. Recommendation:

Update as part of Business improvement plan and master plan.

c. Funding:



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No financial ask at this time.

d. Regulatory guidance:

- Grant Assurance 11 - Terminal Development Prerequisites
- Grant Assurance 29 – Airport Layout Plan

3. Relocate North County Cloud Clippers RC Field:

a. Priority:

High

b. Recommendation:

Form a subcommittee of the Airport commission to discuss issues raised and determine next steps. Ask FAA flight standards district office (FSDO) to convene a Safety Management Panel to evaluate risks. Include input from NCCC, City risk management, and legal teams, and FSDO. If the risk is determined to be too high, work to find suitable area for NCCC to operate outside of the Airport influence area.

c. Funding:

None

d. Regulatory guidance:

- 14 CFR Part 107 – Small unmanned Aircraft Systems
- Advisory Circular 107-2A Unmanned Aircraft Systems (Small UAS)

4. Brand and logo:

a. Priority:

low

b. Recommendation:

In conjunction with short term recommendation #5, work with Airport Commission Marketing subcommittee to identify a logo and brand for the Airport. Incorporate branding as part of the Airport Strategic Business plan and City's Economic Development Strategic Plan.

c. Funding:

In the next budget making cycle, set aside funds to hire a professional firm to help with development of brand and logo that will integrate the Airport into existing branding for Paso Robles. Funding to develop a brand and update Airport signage is estimated to be \$60,000. Additional funding as required will be brought to the City Council for consideration through the standard budget making process.

d. Regulatory guidance:

None known



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5. Marketing plan:

- a. Priority:
Low
- b. Recommendation:
As time allows over the coming years, retain a professional marketing firm for Airport marketing program. Tie in ideas from Airport strategic business plan, master plan, and City Economic Development Strategic Plan to marketing for the Airport. A partnership with local university business/marketing graduate students could be an option to explore.
- c. Funding:
No financial ask at this time. It is unknown if the Airport fund would be needed or whether a revenue share agreement with marketing firm could provide marketing services to the Airport as little or no cost.
- d. Regulatory guidance:
None known

6. Develop comprehensive land use plan for both aeronautical and nonaeronautical land:

- a. Priority:
Medium.
- b. Recommendation:
Work with the Airport Commission, Community Development, and Economic Development departments to develop a comprehensive land use plan for areas on and around the Airport. Incorporate ideas into Airport Masterplan update, Airport strategic business plan, and City's Economic Development Strategic Plan as necessary.
- c. Funding:
No financial ask at this time.
- d. Regulatory guidance:
 - Grant Assurance 6 – Consistency with Local Plans
 - Grant Assurance 7 – consideration of Local Interest
 - Grant Assurance 8 - Consultation with users
 - Grant Assurance 29 – Airport Layout Plan

7. Primary management compliance documents:

- a. Priority:
Medium
- b. Recommendation:
This is and will always be an ongoing process as regulations change and necessity warrants the revisiting of compliance documents, such as Rules and Regulations, Minimum Standards, and other compliance documents.
- c. Funding:



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None, this is completed through normal course of work by Airport Manager. If a financial ask became necessary in the future, normal budget making, and procurement procedures would be followed.

d. Regulatory guidance:

Advisory Circular 150-5200-31C Airport Emergency Plan
Advisory Circular 150/5191-4B Airport Land Use Compatibility Planning
Grant Assurance 11 – Pavement Preventive Maintenance Management

8. Air traffic control tower development:

a. Priority:

Medium, but priority will continue to increase as traffic increases at KPRB.

b. Recommendation:

In the short term, explore alternative methods of air traffic control during time of necessity at the Airport. For the long term, explore both the options of a traditional traffic control tower and the option of virtual tower pilot program through the FAA tech ops center.

As part of the Airport Masterplan update, work with consultant to outline plan for when traffic control may be needed.

c. Funding:

No financial ask at this time. As this recommendation becomes necessary in the future, normal budget making, and procurement procedures would be followed. This would likely be an FAA grant funded project.

d. Regulatory guidance:

- An Airport is eligible for FAA funding of control tower at 100,000 operations/year, current operations at KPRB 44,000/year
- Advisory Circular 90-66C Non-Towered Airport Flight Operations

END OF REPORT.

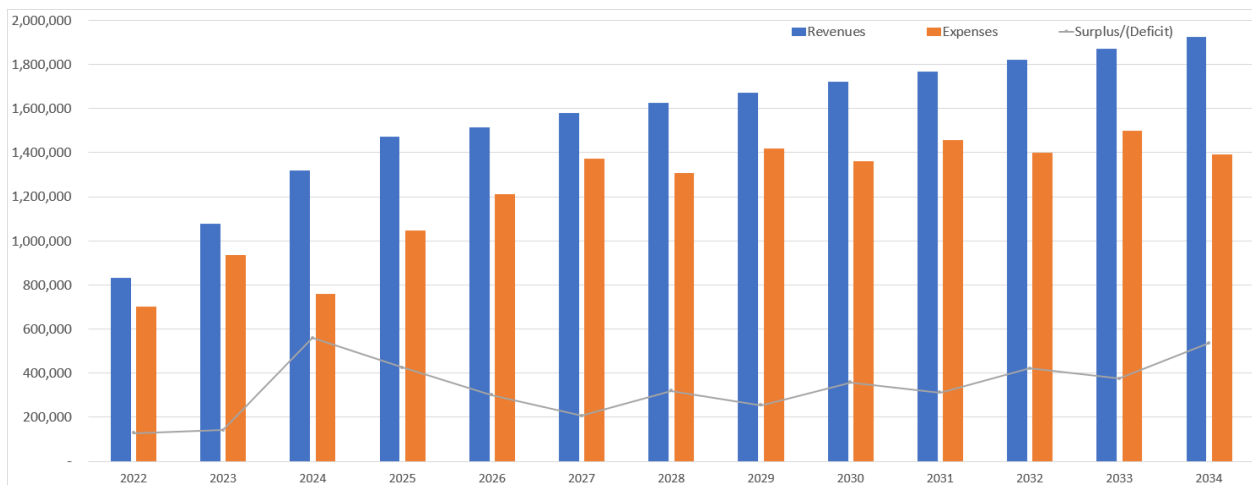


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Table 1: New funding sources

Site	Funds Available	Fund amount/ year	
Royal Airforce	Now	\$55,000 (est.)	
Landing Fee collection	Jan 2024	\$84,000 (est.)	
4301 Second Wing Way	Now	\$13,200	
Solar Farm	Jan 2024	\$42,000	
Lot 47 – RV storage	Jan 2024	\$55,824	
Lot 48 - Winery	Jan 2024	\$54,876	
Lot 2 – Hangars	July 2024	\$36,000	Increases to \$58,560 in 2027
Lot 42 – Hangars	July 2025 (est.)	\$79,668	
	Total	\$420,568 (est.)	Total increases to 443,128 in 2027

Chart 1: Airport Enterprise Fund 2022 - 2034



Attachment 1: Draft job descriptions for new positions.

- Maintenance worker I/II/III
- Airport Operations Technician
- Assistant Airport Manager

Airport Maintenance Worker I/II/III, Paso Robles Municipal Airport

PASO ROBLES, CA

Compensation:

Worker I/II \$50,544 - \$64,142

Worker III (Lead) \$56,213 – \$72,601

Company Profile:

Paso Robles Municipal Airport

Job Summary:

Under the direction of Airport Management or designee, Airport Maintenance Workers assist in the coordination of airfield inspections and performs a wide variety of work in the administration, maintenance, and emergency response of the Paso Robles Airport. Airport Maintenance staff maintain and assists in daily inspection records, reports and repairs discrepancies, and assists in the maintenance of airside and landside facilities. Airport Maintenance Workers assist Airport Management in the enforcement of airport rules & regulations and the Stormwater Pollution Prevention Program (SWPPP). This position performs routine janitorial duties of public restrooms, offices, and meeting rooms, and is regularly involved in outdoor work resulting in exposure to the weather. The incumbent can expect moderate to heavy physical work with prolonged standing, walking, bending, stooping, climbing, and lifting. The Airport Maintenance Worker performs a wide variety of duties that are unique to the day-to-day operation, maintenance, emergency management, and security of the Paso Robles Municipal Airport. The Airport is a non-towered general aviation Airport.

Worker III expected to lead other maintenance worker I/II and provide continuity for the overlapping weekend shifts.

Duties/Responsibilities:

- Perform daily operational activities;
- Conduct airfield inspections;
- Routine Maintenance of land side and airside vegetation;
- Routine Maintenance of the Airport Terminal and other Airport owned assets;
- Respond to aircraft incidents/accidents;
- Coordinate and monitor various activities, fixed-based operators (FBOs), hangar owner/renters, leasing tenants, FAA and the general public;

Attachment 2

- Maintain familiarity with federal, state and local aviation rules and regulations;
- Monitor airfield security;
- Assist callers/visitors and promote good public relations;
- Escort visitors/contractors on secure areas of the airport;
- Other duties as assigned.

Qualifications:

- Ability to operate heavy equipment;
- Ability to use hand tools for routine maintenance;
- Knowledge of Federal Aviation Regulations (FAR), preferred;
- Astute oral and written communication and interpersonal skills;
- Exceptional time management, organizational, attention to detail, multi-tasking, problem-solving and follow-through skills
- Holder of valid CA driver's license, with a clean driving record;
- Ability to lift up to 50 pounds in weight.

Working Hours:

Worker I/II - 7:00AM – 4:30 PM 5 days per week, with a weekend day assignment, either Saturday or Sunday. Overtime assignment and on-call rotation is expected.

Lead Worker III - 7:00AM – 4:30 PM Monday – Friday with weekend assignments as necessary. Overtime assignment and on-call rotation is expected.

Benefits:

Health insurance, 457 plan; Dental; Life Insurance; Short-Term / Long-Term Disability; CalPERS Retirement; 10 vacation days; 12 sick days; 11 public holidays annually.

Location:

Paso Robles, CA – On-Site Position

Airport Operations Technician, Paso Robles Municipal Airport

PASO ROBLES, CA

\$61,620 – \$78,208 Tech I/II

Company Profile:

Paso Robles Municipal Airport

Job Summary:

Under direction of the Airport Manager or designee, the Airport Operations Technician will patrol the airport; monitor operations; provide security, safety, and emergency assistance, and perform routine maintenance of the airfield systems when needed; greet, assist and provide information to the public; perform routine duties and special assignments; assure compliance with airport rules, regulations and ordinances and perform related work, as required. The airport is a non-towered general aviation airport.

Duties/Responsibilities:

- Perform daily operational activities;
- Conduct airport inspections to include runways, taxiways, and lighting systems, and makes minor repairs as necessary; inspects parked aircraft to ascertain that they have been secured properly;
- Routine Maintenance of airfield lighting, navigation, weather observation, pavement, and Security systems;
- Respond to aircraft incidents/accidents;
- Coordinate and monitor various activities, fixed-based operators (FBOs), hangar owner/renters, leasing tenants, FAA and the general public;
- Maintain familiarity with federal, state and local aviation rules and regulations;
- Monitor airfield security and access points;
- Assist callers/visitors and promote good public relations;
- Complete airport research/administrative projects, as assigned;
- Escort visitors/contractors on secure areas of the airport;
- Other duties as assigned.

Qualifications:

- At least 6 months of experience working at a general aviation, military, or commercial service airport, preferred;
- Working knowledge of federal, state and local codes governing airport operations, security regulations, safety, first aid and lifesaving techniques, preferred;

Attachment 2

- Knowledge of Federal Aviation Regulations (FAR), preferred;
- Astute oral and written communication and interpersonal skills;
- Exceptional time management, organizational, attention to detail, multi-tasking, problem-solving and follow-through skills
- Holder of valid CA driver's license, with a clean driving record;
- Ability to lift up to 50 pounds in weight.

Certifications:

Tech I

Ability to obtain AAAE Certified Airport Employee – Airfield Operations certificate within 2 years of appointment to position.

Tech II

In addition to the Airfield Operations Certificate, ability to obtain AAAE Certified Airport Employee – Airfield Lighting Maintenance certificate within 2 years of appointment to position.

Working Hours:

7:00AM – 4:30 PM Monday – Friday and weekend assignments as necessary.

Benefits:

Health insurance, 457 plan; Dental; Life Insurance; Short-Term / Long-Term Disability; CalPERS Retirement; 10 vacation days; 12 sick days; 11 public holidays annually.

Location:

Paso Robles, CA – On-Site Position

Airport Operations and Safety Supervisor (Assistant Airport Manager), Paso Robles Municipal Airport

PASO ROBLES, CA

\$75,484 – \$95,853

Company Profile:

Paso Robles Municipal Airport

Job Summary:

The City of Paso Robles Municipal Airport is seeking an Airport Operations and Safety Supervisor (Assistant Airport Manager) to aid the Airport Manager in all functions of Paso Robles Municipal Airport (PRB). The Operations Safety Supervisor will supervise all outside crews including operations technicians and maintenance workers in accordance with all applicable laws, policies and procedures. The position is responsible for implementing the Pavement Maintenance Management Plan (PMMP) and preparing associated airfield projects for review by the Airport Manager. A key duty is helping the Airport Manager in developing policies and procedures, budget requests for future Airport development and implementing these at the ground level once monies have been allocated. The Airport operations and safety supervisor is responsible for tracking aircraft movements and operations, fee programs, and inspection of hangars as directed. The Operations and Safety Supervisor routinely meets and confers with the Airport Manager and works on administrative and special projects as assigned.

Duties/Responsibilities:

- Supervises the day-to-day activities and schedules of the technicians and maintenance workers;
- Ability to step in in absence of Airport Manager to fill duties as required;
- Maintains inventories of tenant and transient Aircraft, Based aircraft list;
- Maintains detailed records and prepares reports relative to airport operations;
- Aids Airport Manager in long term planning success and growth of the City's Airport;
- Implements the Pavement Maintenance Management Plan;
- Assist Airport Manager with public relations and policy implementation of airport programs such as noise restriction policies/information dissemination, fee collection programs, enforcement of rules and regulations, and airport security measures.
- Respond to aircraft incidents/accidents;

Attachment 2

- Helps coordinate airport-related activities with other City departments and outside agencies; coordinate special events; attends Airport Commission meetings.
- Helps Coordinate and monitor various activities, fixed-based operators (FBOs), hangar owner/renters, leasing tenants, FAA and the general public;
- Maintain familiarity with federal, state and local aviation rules and regulations;
- Use computer applications including, Microsoft Word, Excel, and others;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Monitor airfield security;
- Complete airport research/administrative projects, as assigned;
- Escort visitors/contractors on secure areas of the airport;
- Other duties as assigned.

Qualifications:

- At least 5 years of experience working in municipal government or similarly situated government structure;
- 2 years of experience working at a general aviation, military, or commercial service airport, preferred;
- Working knowledge of federal, state and local codes governing airport operations, security regulations, preferred;
- Knowledge of Federal Aviation Regulations (FAR), preferred;
- Knowledge of the Aeronautical Information Manual (AIM), preferred;
- Astute oral and written communication and interpersonal skills;
- Exceptional time management, organizational, attention to detail, multi-tasking, problem-solving and follow-through skills
- Holder of valid CA driver's license, with a clean driving record;
- Ability to lift up to 50 pounds in weight.

Certifications:

Possession of or ability to obtain Certified Member (C.M.) of the American Association of the Airport Executives designation within 2 years is preferred.

Working Hours:

7:00AM – 4:30 PM Monday – Friday and weekend assignments as necessary.

Benefits:

Health insurance, 457 plan; Dental; Life Insurance; Short-Term / Long-Term Disability; CalPERS Retirement; 10 vacation days; 12 sick days; 11 public holidays annually.

Attachment 2

Location:

Paso Robles, CA – On-Site Position

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