

**City of Fayetteville Staff Review Form**

**2022-0501**

**Legistar File ID**

**6/21/2022**

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Terry Gulley

5/26/2022

AIRPORT SERVICES (760)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Approval of request to increase the Airport Services staffing count in Airport Fund by 0.40 FTE for a Flight Line Operations Technician and approval of a budget adjustment.

**Budget Impact:**

5550.760.3955-5100.00

Airport

Account Number

Fund

Project Number

Project Title

**Budgeted Item?** Yes

Current Budget \$ 127,205.50

Funds Obligated \$ -

Current Balance **\$ 127,205.50**

**Does item have a cost?** Yes

Item Cost \$ 10,822.00

**Budget Adjustment Attached?** Yes

Budget Adjustment \$ 10,822.00

Remaining Budget **\$ 127,205.50**

V20210527

**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** \_\_\_\_\_

**Change Order Number:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** \_\_\_\_\_

**Comments:**



**MEETING OF JUNE 21, 2022**

**TO:** Mayor and City Council

**THRU:** Susan Norton, Chief of Staff  
Chris Brown, Public Works Director

**FROM:** Terry Gulley, Asst PW Director Operations

**DATE:** May 26, 2022

**SUBJECT: POSITION CONTROL INCREASE**

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**RECOMMENDATION:**

Approval of request to increase the Airport Services staffing count in Airport Fund by 0.40 FTE for a Flight Line Operations Technician and approval of a budget adjustment.

**BACKGROUND:**

Staffing for the FBO has remained consistent since the City took over operations in 2013. Since that time, operations and fuel sale, as well as based aircraft have all grown significantly. Adding additional staffing is not only necessary from a customer experience standpoint, but paramount to the safety of airport staff.

**DISCUSSION:**

Currently the Airport has a 0.60 FTE for a seasonal maintenance worker. During the 2022 budget season, an additional maintenance position was granted but the .6 FTE was not utilized. Seasonal work will be funded via the extra services budget going forward (if deemed necessary). The additional staff member in the FBO will result in a dramatic decrease in the amount of time employees are alone on the field.

**BUDGET/STAFF IMPACT:**

This position would primarily be funded in savings in the current budget related to an unfilled vacancy.

**Attachments:**

Staff Review Form  
City Council Memo  
Budget Adjustment

# 2023 Budget - New Personnel Request Form (Detail)

## POSITION TITLE

### FLIGHT LINE OPERATIONS TECHNICIAN (2022 Midyear)

## REQUEST DESCRIPTION

ADD AN ADDITIONAL FLIGHT LINE OPERATIONS TECHNICIAN TO HELP HANDLE THE INFLUX OF TRAFFIC AND FUEL SALES AT THE AIRPORT. THIS POSITON WILL ALLOW FOR THE SCHEDULE TO BE STRUCTURED IN A WAY THAT A SINGLE STAFF MEMBER WILL NOT BE SCHEDULED FOR LONG PERIODS OF TIME, HELPING CREATE A SAFER WORK ENVIRONMENT.

FULL YEAR BUDGET IMPACT (\$55,786).

SIX MONTH BUDGET IMPACT (\$27,895).

## REQUESTED BUDGET TOTAL

\$ 55,786

## POSITION CONTROL INPUTS:

Organization Set:	5550.760.3955 - Airport.Airport Services.Airport Operations		
Request Type:	New Position	Position Sequence:	760-0509-05
Job Description (Job#/Grade#)	FLIGHT LINE OPERATIONS TECHNICIAN (0509 / J412)		
Budgeted Hourly Rate to Use:	Mrk		\$ 18.93
FTE	1.00	Annual Hours	2,080
Benefit Group:	100 - GEN EMP FT 40 HRS (NON-EXEMPT)		
Health Insurance:	BUD-Health - HEALTH INSURANCE		
Pension Plan:	760 - PENSION		
Overtime Hours:			
Calc FICA/Medicare (Y/N)	Y	} PUBLIC SAFETY ONLY	
Overtime Hours (FLSA):			
Holiday Pay (PayPeriod):			
Other Pay:			

## RATES:

Grade Range (Min-Mrk-Max)	J412	\$15.71 - \$18.93 - \$23.47
		\$32,677 - \$39,374 - \$48,818
FICA Rate:		6.20%
Medicare Rate:		1.45%
Health Rate (Monthly):		\$ 700.00
Pension Rate (Annual %):		12.00%
Full-Time Benefits:		Y
Life Rate 900 (%):		0.19
LTD Rate 920 (%):		0.0033
ADD Rate 680 (Monthly):		\$ 0.50

# 2023 Budget - New Personnel Request Form (Detail)

POSITION TITLE

## FLIGHT LINE OPERATIONS TECHNICIAN (2022 Midyear)

### PERSONNEL BUDGET CALCULATIONS:

SALARY TOTAL	5550.760.3955-5100.00	\$	39,375
OVERTIME TOTAL	5550.760.3955-5101.00		-
SALARY OVERTIME TOTAL			39,375
FICA TAXES	5550.760.3955-5105.00		2,442
MEDICARE TAXES	5550.760.3955-5105.01		571
HEALTH BUDGET	5550.760.3955-5108.00		8,400
LTD BUDGET	5550.760.3955-5108.01		130
ADD BUDGET	5550.760.3955-5108.02		6
LIFE BUDGET	5550.760.3955-5108.03		137
PENSION BUDGET	5550.760.3955-5109.06		4,725
<b>PERSONNEL TOTAL</b>		<b>\$</b>	<b>55,786</b>

### OTHER EXPENSE ITEMS:

ITEM DESCRIPTION	GLACCOUNT	ACCT DESCRIPTION	BUDGET
<i>f</i>	####.###.####-5200.00	<i>Supplies, Office/Printing</i>	\$ -
			-
			-
'''			-
'''			-
'''			-
'''			-
'''			-
<b>OTHER EXPENSE TOTAL</b>		<b>\$</b>	<b>-</b>