Legislation Details (With Text)

File #:	2019-1539		
Type:	Consent Calendar Item	**Status:**	Passed
File created:	10/2/2019	**In control:**	Transportation and Public Works
On agenda:	11/5/2019	**Final action:**	11/5/2019
Title:	Out-of-State Travel Request - Airport Manager		
Sponsors:	Transportation and Public Works		
Indexes:			
Attachments:	1. Summary Report.pdf		

Date	Ver.	Action By	Action	Result
11/5/2019	1	Board of Supervisors	Approved as recommended	Pass

To: Board of Supervisors
Department or Agency Name(s): Transportation and Public Works
Staff Name and Phone Number: Johannes J. Hoevertsz 707-565-2231
Vote Requirement: Majority
Supervisorial District(s): All

Title:
Out-of-State Travel Request - Airport Manager

Recommended Action:
Approve Out-of-State Travel Request for the Airport Manager

Executive Summary:
The Department of Transportation and Public Works is seeking approval for five (5) out-of-state trips by the Airport Manager for Airport business for FY 2019-20.

Discussion:

Pursuant to the Travel and Meal Reimbursement Policy (Administrative Policy #3-2) Department Heads are authorized to approve the first two (2) out-of-state travel requests and the County Administrator may approve a third out-of-state travel request in a fiscal year. Subsequent out-of-state travel requests require Board of Supervisor's approval.

The Director of TPW authorized two (2) previous out-of-state trips for the Airport Manager occurring in FY 2019-20 as follows:

- Tucson, Arizona to attend the Southwest Chapter of the American Association of Airport Executives (SWAAAE) Summer Conference in July 2019

- Las Vegas, Nevada to attend the Boyd Group International Aviation Forecasting Conference in August 2019

In addition, the County Administrator authorized a third trip to Seattle Washington, for meetings with Alaska Airlines route planning/scheduling and marketing Departments in October 2019. The meetings were to discuss calendar year 2020 route planning and development, schedule changes, and marketing efforts.

The Department of Transportation and Public Works is requesting the authorization of five (5) additional out-of-state trips for the Airport Manager this fiscal year as follows:

1. Airline meeting with Sun Country in Minneapolis, Minnesota to discuss route planning for their 2020 seasonal flights. A date for the meeting will be set after BOS approval of this travel authorization.

2. Routes Americas 2020 Aviation Conference in Indianapolis, Indiana. This is an annual conference, providing opportunities to meet with senior decision makers from airlines to discuss new market opportunities and evolution of current service. Occurring February 5 - February 6, 2020.

3. American Association of Airport Executives Legislation Conference held in Washington, DC March 17-18, 2020. This conference provides sessions on current legislation, funding, staffing proposals and future developments. The Airport Manager would be representing the California Airports Council.

4. Annual American Association of Airport Executives Conference and Exposition held in Denver, Colorado May 10-13, 2020. This conference focuses on real-world airport knowledge and practical solutions targeting airport efficiencies and solutions.

5. Airports Council International's JumpStart Conference held in Reno, Nevada June 1-3, 2020. This conference is an annual event for airports and airlines to discuss air service development, providing educational programming, and one-on-one airline meetings.

The Airline conferences recommend that registration occur a minimum five (5) months prior to the event, as the Airline meeting slots fill up quickly.

In order to maintain relationships with airlines and discuss market opportunities with current carriers as well as plan for future Airport developments, route planning and alternative funding sources, it is important for the Airport Manager to attend face-to-face meetings. While the Airport Manager is traveling, he is available by phone and email and other Airport staff are available to handle on-site issues as they arise. The Department is requesting authorization of the five additional trips in FY 2019-20 for the Airport Manager.

Prior Board Actions:

12/4/18: Board authorized out-of-state travel for Airport Manager

5/11/18: Board authorized out-of-state travel for Airport Manager

12/12/17: Board authorized out-of-state travel for Airport Manager

12/13/16: Board authorized out-of-state travel for Airport Manager

10/4/16: Board authorized out-of-state travel for Airport Manager

3/15/16: Board authorized out-of-state travel for Airport Manager

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FISCAL SUMMARY

Expenditures	**FY 19-20 Adopted**	**FY20-21 Projected**	**FY 21-22 Projected**
Budgeted Expenses	$9,500		
Additional Appropriation Requested			
Total Expenditures	**$9,500**		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	$9,500		
Use of Fund Balance			
Contingencies			
Total Sources	**$9,500**		

Narrative Explanation of Fiscal Impacts:
Business travel and conference expenses were included in the FY 2019-20 adopted Airport Operations Budget and there are sufficient appropriations to pay for the requested travel costs of $9,500. Revenue received from Airport fees and charges fund travel expenses.

Staffing Impacts:			
Position Title (Payroll Classification)	**Monthly Salary Range (A-I Step)**	**Additions (Number)**	**Deletions (Number)**

Narrative Explanation of Staffing Impacts (If Required):
None

Attachments:
None

Related Items "On File" with the Clerk of the Board:
None