

RESOLUTION NO. 4-0204

**CREATING THE FULL-TIME POSITION OF AIRPORT MANAGER AND
ACCEPTING AN INTERGOVERNMENTAL AGREEMENT BETWEEN IOWA,
RICHLAND AND SAUK COUNTIES REGARDING THE EMPLOYEE STATUS
OF THE TRI-COUNTY AIRPORT MANAGER**

WHEREAS the Tri-County Airport in Lone Rock has for many years been an important link in the economic well-being of the counties of Iowa, Richland and Sauk which make up the Tri-County Airport Commission and which own and operate the Airport, and

WHEREAS the Tri-County Airport Commission has for many years contracted with independent contractors for management of the Airport, but it has become increasingly difficult to find a contractor to manage the Airport, and

WHEREAS the Commission is now proposing the following resolution which will have the effect of making the Airport Manager's position a full-time employee of Sauk County to be paid for in equal shares by the three counties.

NOW, THEREFORE, BE IT RESOLVED, by the Iowa County Board of Supervisors that approval is hereby granted for the creation of a full-time position of Sauk County government of Tri-County Airport Manager and the job description for this position which is attached to this resolution is hereby approved, and

BE IT FURTHER RESOLVED that the Inter-Government Agreement between Iowa, Richland and Sauk Counties which is also attached to this resolution be accepted

BE IT FURTHER RESOLVED that this resolution shall be effective only upon the adoption of a like resolution by the County Boards of Richland and Sauk Counties.

For consideration by the Iowa County Board of Supervisors on February 16, 2004.



**Sauk County
Position Description**

Name:		Department:	Tri County Airport		
Position Title:	Airport Manager	Pay Grade:	10	FLSA:	E
Date:	November 2003	Reports To:	Airport Commission		

Purpose of Position

The Airport Manager shall be responsible for managing all operations of the Tri-County Airport, reporting directly to the Tri County Airport Commission.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for the administration and management of airport maintenance and construction projects. This includes supervision and coordination of maintenance work and construction projects completed by contractors and/or County employees, as well as hands-on maintenance work.
- Prepares, recommends, and monitors annual Airport budget. With guidance from County Controller, the Airport Manager is responsible for compliance to the budget approved by the Airport Commission.
- Interprets and enforces Federal, State and County rules and regulations.
- Prepares and implements long-range business plans for the Airport.
- Oversees safe operation and condition of all Airport physical properties by conducting daily inspections, closely monitoring aeronautical safety equipment and ensures that timely repairs and replacements are completed as appropriate.
- Responsible for reporting runway conditions upon request.
- Additionally, notifies the FAA Flight Service station promptly of all conditions affecting the safe use of the airport, for inclusion in the Federal Notices to Airmen System (NOTAMS)
- Operates any equipment necessary to support Airport operations, including snow removal and mowing operations.
- Supervises the collection and accounting of tenant fees.
- Assists in moving, parking and securing aircraft. Assigns parking spaces to transient aircraft.
- Prepares and submits State and Federal reports, farm contracts, general and fuel sales tax returns, and other reports as requested by Federal or State aviation commissions.

Airport Manager - DRAFT

- Completes research on capital improvement grants and prepares grant applications.
- Prepares and supervises all Airport leases and rental agreements. Evaluates and monitors use permit applications.
- Manages the purchase, storage, quality control and sale of aviation fuel, and provides Accounting Department with accurate and timely records for those transactions. Dispenses fuel when necessary.
- Responds appropriately to information and service requests from tenants, patrons and the general public.

Additional Duties and Responsibilities

- Performs any and all other duties as assigned by Airport Commission.
- Prepares minutes of the Tri-County Airport Commission meetings.

Knowledge, Skills and Abilities Required to Perform Job Functions:

- Demonstrated ability to make decisions; ability to work well with others.
- Demonstrated ability and skill in maintaining administrative, fiscal and general records and to prepare reports and answer questions from records.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to maintain effective working relationships with the Airport Commission, County Board of Supervisors, elected officials, employees, and the public.
- High school diploma or GED required.
- Possession of a valid driver's license.
- Prefer three years increasingly responsible experience in airport administration, or aviation related business management, including experience in federal or state grant programs related to the development of air facilities. Preference for valid pilot license.
- Demonstrated knowledge of: principles, practices and functions of airport operations and services; Federal, State, and local regulations governing airport operations and safety; development of airport master plans; airport land use and zoning regulations; airport lease preparation and negotiation; aviation practices and terminology; airport facility maintenance; airport security and emergency plans; budget management; proper handling of hazardous materials including aviation fuels.
- Demonstrated ability to train and supervise staff, administer airport safety programs, and administer leases.
- Demonstrated knowledge of Federal and State navigational laws and procedures, with ability to understand and implement frequently changing regulations.

Working Environment

- Approximately 75% of the time, work is performed out of doors, with exposure to a wide variation of hot and cold temperatures, wet and humid conditions, levels of noises that are loud, fumes, mists and gasses. Noxious odors and dust may be present, as well as exposure to toxic agents, and hazardous conditions related but not limited to machinery and aircraft.

**INTERGOVERNMENTAL AGREEMENT BETWEEN IOWA, RICHLAND AND SAUK COUNTIES
REGARDING THE EMPLOYEE STATUS OF THE TRI-COUNTY AIRPORT MANAGER**

THIS AGREEMENT is made pursuant to Wis. Stat. § 66.0301, by and between Iowa, Richland and Sauk Counties, each of which are political subdivisions of, and three of the seventy-two counties in the State of Wisconsin

RECITALS:

WHEREAS, Iowa, Richland and Sauk Counties (the Owners) are joint owners of the Tri-County Airport at E2525 County Highway JJ, Spring Green, Wisconsin; and,

WHEREAS, the Owners operate this airport pursuant to an Ordinance (Chapter 40) adopted by the County Boards of Iowa, Richland and Sauk Counties, and control and management of the Airport, subject to provisions of the Ordinance, lies with the Tri-County Airport Commission pursuant to section 40.03(1)(a); and,

WHEREAS, subsection 40.03(1)(a)3.c. of the Ordinance states that "the Commission may employ a manager and engage such other services as it may deem necessary; however, no person hired or engaged by or on behalf of the Commission shall be deemed an employee of any county, nor of Iowa, Richland and Sauk Counties, collectively, unless so authorized specifically by each county board of supervisors"; and,

NOW, THEREFORE, THE PARTIES COVENANT AND AGREE AS FOLLOWS:

1. A full-time Airport Manager shall be hired for the purpose of managing the Tri-County Airport. The duties, requirements and qualifications for this position shall be described in an approved job description. All final decisions as to the hiring and termination of the person filling the position shall rest with the Tri-County Airport Commission. The position shall be considered exempt as defined by the Fair Labor Standards Act, and shall not be part of any bargaining group.
2. The Airport Manager shall be an employee of Sauk County, and shall be hired, paid and terminated according to the Sauk County Personnel Ordinance, Sauk County policies and the Sauk County classification and compensation plan. The employee shall be eligible to participate in any and all employment-related benefits and compensated absences that are extended to exempt, non-represented Sauk County employees.
3. The Airport Manager shall report to the Tri-County Airport Commission. Annually, upon the employee's anniversary, the Tri-County Airport Commission shall review the employee's work performance. If the employee receives a satisfactory review, the employee shall be eligible for an increase in pay pursuant to Sauk County policies and procedures.
4. Upon initial implementation of this agreement, the employee's date of hire shall be the first day of the month following acceptance of this agreement by all three Counties. This hire date will be used to determine seniority, benefit accruals and longevity payments. The previous contract for airport management shall also terminate on this date.
5. Iowa, Richland and Sauk Counties agree to each fund one-third of the cost of this position, including benefits. If any of the Owners fail to fully fund one-third of the position for a given year, this Agreement shall terminate and the Tri-County Airport Commission shall evaluate the ability to continue the position. If the person in the position is ever terminated or for any other reason is eligible to receive unemployment compensation, the Owners shall each be responsible to pay one third of any costs associated with this payment.
6. The Airport Manager shall at no time participate in the repair of aircraft in his/her capacity as an employee of Sauk County. Further, the Airport Manager shall not participate in other fixed base operator activities that are not outlined in the employee's job description.

Airport Manager - DRAFT

Physical Requirements

- Ability to operate equipment, machinery, and hand tools which require monitoring multiple conditions and making multiple, complex and rapid adjustments.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

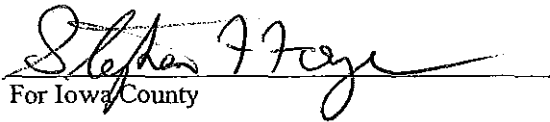
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Date

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7. Sauk County agrees to provide workers compensation insurance to this employee. Liability insurance shall be provided by the Tri-County Airport. In the event there are any uninsured liabilities or workers compensation losses incurred in connection with the services of the person employed by Sauk County under this agreement, each Owner shall share equally in the payment for these.

8. The duration of this agreement shall be for the remainder of the calendar year from the date of hire. This Agreement will automatically renew for subsequent terms of one year from January 1st through December 31st of each subsequent year unless any one or more of the Owners notifies the other Owners and the Tri-County Airport Commission in writing of their intent to not renew the agreement by December 1st. This Agreement will only continue as long as all three Owners continue to equally fund the costs of the position, including benefits. At any time one does not fund its portion of the costs, either by not budgeting for it or withdrawing funding, this Agreement will terminate and the Tri-County Airport Commission shall evaluate the ability to continue the position.



For Iowa County

2-17-04

Date

For Richland County

Date

For Sauk County

Date

