



KAREN BASS
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Karen Bass, Mayor *Karen Bass*

Subject: **RE-EXEMPTION REQUEST – LOS ANGELES WORLD AIRPORTS, – (1)
ASSISTANT GENERAL MANAGER**

Date: April 17, 2024

Los Angeles World Airports (LAWA) has requested the exemption of one (1) position of Assistant General Manager, Class Code 0160, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

The position duties being requested in this memo are similar to a Deputy General Manager Airports position that was previously approved for exemption under 1001(b) by the City Council and was subsequently filled (CF# 19-1436). Charter Section 1001(b)(1) requires that “when the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection.”

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 131 are approved, and four are pending approval. On February 10, 2021, Council approved a Deputy General Manager Airports position (CF# 21-0090), which has remained vacant. The report for that position states, “if the exempt position is not filled within 6 months, the Mayor’s approval for the department to fill the position may expire.” With the approval of this request, we are deleting the previously approved and currently vacant 1001(b) exemption (CF# 21-0090), and therefore the total exemption count will not increase.

The Assistant General Manager position will be tasked with overseeing Los Angeles World Airports (LAWA) financial operations and is responsible for the formulation of LAWA’s long-term financial strategies. Under FAA regulations, airports must be self-sustaining and generate sufficient revenues to cover ongoing costs of operations and facility maintenance. The position’s responsibilities also include oversight of LAWA’s

Accounting Operations Division, Financial Reporting Division, Payroll Division, Financial Systems Division, Administration Group, as well as overseeing Human Resources and Risk Management, the operating budget process, debt management operation process, aeronautical rates and fees, grants and special charges, and negotiations over amounts and types of fees generated under tenant leases or airport-wide rate agreements.

The Assistant General Manager position requires a bachelor's degree or master's degree in Accounting, Finance, or Economics from an accredited college or university; and five years of full-time paid senior management-level experience overseeing complex or large-scale financial operations; and a professional designation as a Certified Public Accountant (CPA) or Chartered Financial Analyst (CFA). Ten years of experience working in the financial department of a public or private entity, five years of which was in an aviation finance environment, and knowledge and understanding of capital markets is highly desired.

The exemption of this position will allow LAWA the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and expertise for the position. The duties as described are appropriate to the class of Assistant General Manager.

Based on my review of LAWA's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Assistant General Manager and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

KB:zn

cc: Carolyn Webb de Macías, Chief of Staff, Office of the Mayor
Zachia Nazarrai, Office of the Mayor
Heleen Ramirez, Office of the Mayor
John Ackerman, General Manager, Los Angeles World Airports
Dana Brown, General Manager, Personnel Department