

**AGREEMENT FOR  
AIRPORT PROPERTY MANAGER AND MAINTENANCE SERVICES  
CITY OF BISBEE**

**THIS AGREEMENT** is made this 21<sup>st</sup> day of April, 2020, by and between the City of Bisbee (hereinafter “the City”) and Matthew Gurney (hereinafter “the Manager”).

**WHEREAS**, the City owns and operates an airport known as the Bisbee Municipal Airport, and the Manager desires to enter into an Agreement to perform the duties and services described herein as Airport Property Manager; and

**WHEREAS**, the City, or its successors and assigns, require the Manager to perform the proposed work in accordance with the terms of this Agreement; and,

**WHEREAS**, this Agreement is in addition to the services and duties the Manager performs for the City as the Public Works Operations Manager:

**NOW, THEREFORE**, in consideration of the promises and covenants stated herein, the Manager does hereby agree to assume responsibility for management of the Bisbee Municipal Airport, upon the following terms and conditions:

1. **Job Responsibilities**: The Manager promises and agrees to serve as the Airport Property Manager at the Bisbee Municipal Airport and to perform the work and to provide the services as described in the “Duties of Airport Property Manager and Airport Maintenance,” which is attached as Attachment “A.” This work shall be provided in a good, competent and workmanlike manner, and to the satisfaction of the City, or its designees. This work shall also be performed in a manner that is consistent with “Personnel Rules and Regulations,” which is incorporated into this Agreement by reference, and any special terms and conditions which may be attached to this Agreement. The Manager further agrees to provide all of the services required by this Agreement in a complete and acceptable form, as is customarily provided according to professional standards applicable to completion of this type of service work.

2. **Term**: This Agreement shall remain in effect for as long as Manager serves in his capacity as the City’s Public Works Operations Manager. It may be renewed for an additional period upon the express mutual agreement of the parties, to be approved in the same manner as this Agreement.

3. **Compensation**: The City will compensate the Manager for his performance, and the Manager agrees to accept as complete payment for such full performance, the full and exclusive use of the living accommodations at the Bisbee Municipal Airport, located at 2375 S. Arizona Street, Bisbee, Arizona, 85603. The City is responsible for paying facility utilities and providing maintenance on the structure. The City shall not reimburse the Manager for any additional business expenses associated with the performance of this work.

4. **Mandatory Reporting**: The Manager shall provide reports, not less than quarterly, detailing the status of the management of the airport and describing any issues that have arisen. In the event that the Manager identifies any problem at the airport which may give rise to any risk or threat to the health, safety or property of the public or the City and which is beyond the means of the Manager to remedy at that time, the Manager shall provide immediate notice of any such condition to the City’s Director of Public Works.

5. **Employment Status**: The Manager is an employee of the City and performs his services and duties as Manager in addition to those already required of him as the City’s Public Works Operations Manager. At all times, while on the property of the Bisbee Municipal Airport, the Manager shall serve in his capacity as a City employee. The Manager shall receive the benefits explicitly described herein, in addition to those he already receives as a City employee. The Manager shall have the full responsibility of choosing his own time and method for performing the required work and the City shall not control the means, order or sequencing of

this work. The City will periodically confirm that the required tasks have been performed, but will not exercise supervisory control or oversight over the method and manner of the performance of this work. The City shall supply such supplies, equipment, and materials as the Manager may request for the performance of this work, subject to availability and budget limitations. It shall be the Manager's responsibility to determine what may be needed for these purposes. The Manager is not prohibited from providing similar types of services for other parties. Nor is the Manager prohibited from hiring or arranging for other people or subcontractors to assist him in the performance of this work.

6. **Compliance:** The Manager for himself, his personal representatives, successors in interest, and assigns agrees that: (1) no person on the grounds of race, color, religion, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of all airport facilities; (2) in the construction and maintenance of any improvements on, over, or under such land and the furnishing of services thereon or therein, no person on the grounds of race, color, religion or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) the Manager shall use the premises in compliance with all other requirements imposed by or pursuant of Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21: Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

7. **Termination:** This Agreement may be suspended or terminated, upon thirty (30) days written notice, at the option of the City or Manager, or upon default in any of the terms of this Agreement. Any decision as to whether the Manager has defaulted under the terms of this Agreement shall rest solely with the City.

8. **Confidentiality:** The Manager covenants that Manager shall not use for his benefit, or disclose, communicate or divulge to, or use for the direct or indirect benefit or any person firm, association or company, other than the City, any confidential information regarding the methods, policies, procedures, techniques, trade secrets, proprietary software, products, patient lists or other knowledge or processes used or developed, by the City, or other information concerning the City of which the Manager became aware as a result of the Manager's employment with the City. The foregoing restrictions shall not apply to (i) information which is, or becomes, other than as a result of a breach of this Agreement, generally available to the public, or (ii) the disclosure of information required pursuant to a subpoena or other legal process; provided that the Manager shall notify the City in writing of the receipt of any such *subpoena* or other legal process requiring such disclosure immediately after receipt thereof and the City shall have a reasonable opportunity to quash such *subpoena* or other legal process prior to any disclosure by the Manager.

9. **Applicable Law:** This Agreement shall be interpreted and governed by the laws of the State of Arizona. In the event of any dispute or disagreement between the City and Manager, the sole and exclusive venue and jurisdiction shall be in the Cochise County Superior Court, Bisbee, Arizona.

10. **Miscellaneous:**

a. This Agreement rescinds any prior agreements or understandings between the parties pursuant to managing the Bisbee Municipal Airport and shall constitute the final and complete statement of the agreement between these parties. No prior written or oral agreement between these parties regarding the performance of the services of Airport Property Manager shall be of any force or effect.

b. All reports, notices, and other correspondence shall be made in writing and may be given by personal delivery or by mail. The names and addresses of the designated recipients for such

notices, invoices and payments are as follows:

TO MANAGER:  
Matthew Gurney  
2375 S. Arizona Street  
Bisbee, AZ 85603

TO CITY:  
Theresa Coleman, City Manager  
City of Bisbee  
915 S. Tovreaville Road  
Bisbee, AZ 85603

**IN WITNESS WHEREOF**, the duly authorized representatives of the parties have executed this Manager as indicated below:

**APPROVED:**  
CITY OF BISBEE

By   
\_\_\_\_\_  
David M. Smith, Mayor

**APPROVED:**  
MANAGER

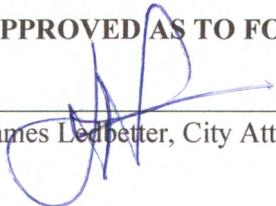
  
\_\_\_\_\_  
Matthew Gurney

**ATTEST:**

  
\_\_\_\_\_  
Ashlee Coronado, City Clerk

Name: Matthew Gurney  
Title: Public Works Operations Manager  
Address: 2375 S Arizona St

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
James Ledbetter, City Attorney

## ATTACHMENT A

### DUTIES OF AIRPORT PROPERTY MANAGER AND AIRPORT MAINTENANCE

#### TERMINAL:

**Daily Housekeeping:** Take appropriate and active role in maintaining septic system with regard to water usage, laundry usage, cleaning chemicals and sanitary products.

#### General Cleaning:

- Clean toilets
- Sweep floor
- Mop and wax when needed (floors in lounge, office, bathrooms)
- Dust
- Empty waste baskets
- Clean windows as needed
- Wipe threshold of office door and patio doors
- Sweep cement outside door and around picnic table

#### Once a month:

- Wash floors in lounge, office, bathrooms with disinfecting cleaner, rinse well.
- Check cleaning supplies, light bulbs, toilet paper, etc. Call City if items needed.
- Check brochures, maps, etc. Call Visitor Center to obtain more when needed.

#### Weekly:

- Ensure trash/garbage outside for City pick up.

#### Site Work/Operations:

- The Manager shall make periodic inspections of all airport property and premises including those leased to tenants to insure that the tenants are adhering to the terms of leases and requirements of insurance carriers of the City. Any violations found shall be reported to the City immediately and the Manager shall take such corrective action as the City directs.
- The Manager shall regularly inspect the premises, including all hard-surface and turf runways, taxiways, ramp areas and facilities with reference to matters affecting safety of operations including the need for repair and maintenance thereof. These inspections include but are not limited to:
  - Inspect tie downs for aircraft daily;
  - Inspect airport hangars for security and any needed repairs; report needed repairs to the City;
  - Inspect windsock quarterly;
  - Inspect taxiway/runway for rocks, materials, objects that would potentially damage or impair aircraft and aircraft operation regularly;

- Inspect perimeter fence line for security;
- Inspect runway markings for visibility and reflectivity;
- Inspect edges of airport taxiway and runway for burrowing animals. Maintain rodent population;
- Inspect and maintain beacon;
- Inspect and make sure drainage channels are kept clear - especially channels in front;
- Inspect fuel depth.
- The Manager shall perform regular inspections of, fire extinguishers, Simulated emergencies should be initiated for the training of personnel, together with safety hazard training conducted for all employees. Work with Bisbee Fire Department for emergency preparedness and training.
- The Manager shall regularly check and correct deficiencies of all fuel dispensing equipment, storage tank filters, fuel pumps, etc., to determine that a proper level of safety exists, including availability of serviceable fire extinguishers, general condition of equipment, proper grounding, and conditions conducive to fuel contamination elimination.
- The Manager is to conduct all airport mowing, maintain clear zone at end of runways, and clear brush regularly.
- Secure airport - ensure gates locked when airport is not open.
- Maintain security of fuel terminal.
- Make sure receipt paper is available at fuel terminal; request reorder of receipt tape when running low.
- Run reports for fuel card system quarterly to give to Finance Director.
- Clean receipt tape printer at fuel pump every 3 months.
- Check the septic system annually. Notify City Manager of concerns as they arise.

## How Your Septic System Works

There are two main parts to the basic septic system: the septic tank and the drainfield.

Household wastewater first flows into the septic tank where it should stay for at least a day. In the tank, heavy solids in the wastewater settle to the bottom forming a layer of sludge, and grease and light solids float to the top forming a layer of scum.

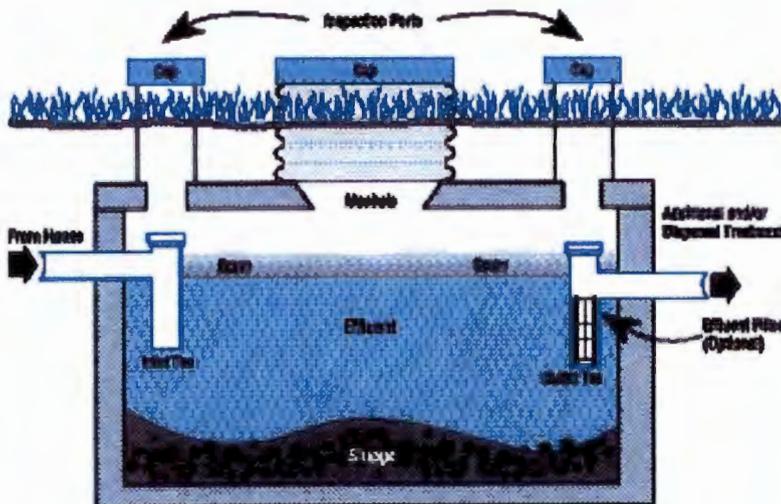
The sludge and scum remain in the tank where naturally occurring bacteria work to break them down. The bacteria cannot completely break down all of the sludge and scum, however, and this is why septic tanks need to be pumped periodically.

The separated wastewater in the middle layer of the tank is pushed out into the drainfield as more wastewater enters the septic tank from the house. If too much water is flushed into the septic tank in a short period of time, the wastewater flows out of the tank before it has had time to separate. This can happen on days when water use is unusually high, or more often if the septic tank is too small for the needs of the household. Homeowners

should stagger their laundry throughout the week and try to do no more than two wash loads per day.

When wastewater leaves a septic tank too soon, solids can be carried with it to the drainfield. Drainfields provide additional treatment for the wastewater by allowing it to trickle from a series of perforated pipes, through a layer of gravel, and down through the soil. The soil acts as a natural filter and contains organisms that help treat the waste. Solids damage the drainfield by clogging the small holes in the drainfield pipes, and excess water strains the system unnecessarily.

Conventional septic systems are a very simple way to treat household wastewater. They contain no moving parts and are easy to operate and maintain. Although homeowners must take a more active role in maintaining septic systems, once they learn how their systems work, it is easy for them to appreciate the importance of a few sound operation and maintenance practices.



## Use Water Wisely All Around The House

Water conservation is very important for septic systems because continual saturation of the soil in the drainfield can affect the quality of the soil and its ability to naturally remove toxics, bacteria, viruses, and other pollutants from the wastewater.

The most effective way to conserve water around the house is to first take stock of how it is being wasted. Immediately repair any leaking faucets or running toilets, and use dishwashers only when full.

### Laundry

You can also cut down on water use by selecting the proper load size for your washing machine. Washing small loads of laundry with large quantities of water is a waste of both water and energy.

Also doing laundry all in one day might seem like a good use of time, but it could be harmful to your septic system. By doing several loads in succession, the septic system does not have time to adequately treat wastes. You might be hydraulically overloading your septic system, causing it to pass solids into the drainfield.



Newer energy-efficient clothes washers use 35 percent less energy and 50 percent less water than a standard model. Look for appliances that display the Energy Star symbol. This indicates they meet strict



energy efficiency guidelines set by the EPA and the U.S. Department of Energy.

Use only nonphosphate or low phosphate laundry detergents. Powder detergents with low inert (clay) content are also easier on the septic system.

### Bathrooms

In a typical household, most of the water used indoors is used in the bathroom, and there are several little things that can be done to conserve water there.

For example, try to avoid letting water run while washing hands and brushing teeth. Avoid taking long showers and install water-saving features in faucets and shower heads. These devices can reduce water use by up to 50 percent. Low-flush toilets use 1.6 gallons per flush compared to the three to five gallons used by conventional toilets. Even using a toilet dam or putting a container filled with rocks in the toilet tank can reduce water use by 25 percent.

It is also important to avoid overtaxing your system by using a lot of water in a short time period, or by allowing too much outside water to reach the drainfield. Try to space out activities requiring heavy water use over several days. Also, divert roof drains, surface water, and sump pumps away from the drainfield.

### Reprint Info

Readers are encouraged to reprint *Pipeline* articles in local newspapers or include them in flyers, newsletters, or educational presentations. Please include the name and phone number of the National Environmental Service Center (NESC) on the reprinted information and send us a copy for our files. If you have any questions about reprinting articles or about any of the topics discussed in this newsletter, please contact the NESC at (800) 624-8301.

## Septic System Dos and Don'ts

**•Do** learn the location of your septic tank and drainfield. Keep a sketch of it handy with your maintenance record for service visits.

**•Do** have your septic system inspected annually.

**•Do** have your septic tank pumped out by a licensed contractor, approximately every three to five years, or as often as is appropriate for your system

**•Do** keep your septic tank cover accessible for inspections and pumping. Install risers if necessary.

**•Do** call a professional whenever you experience problems with your system, or if there are any signs of system failure.

**•Do** keep a detailed record of repairs, pumping, inspections, permits issued, and other maintenance activities.

**•Do** conserve water to avoid overloading the system. Be sure to repair any leaky faucets or toilets.

**•Do** divert other sources of water, like roof drains, house footing drains, and sump pumps, away from the septic system. Excessive water keeps the soil in the drainfield from naturally cleansing the wastewater.

**•Don't** go down into a septic tank. Toxic gases are produced by the natural treatment processes in septic tanks and can kill in minutes. Extreme care should be taken when inspecting a septic tank, even when just looking in.

**•Don't** allow anyone to drive or park over any part of the system.

**•Don't** plant anything over or near the drainfield except grass. Roots from nearby trees or shrubs may clog and damage the drain lines.

**•Don't** dig in your drainfield or build anything over it, and don't cover the drainfield with a hard surface such as concrete or asphalt. The area over the drainfield should have only a grass cover. The grass will not only prevent erosion, but will help remove excess water.

**•Don't** make or allow repairs to your septic system without obtaining the required health department permit. Use professional licensed onsite contractors when needed.

**•Don't** use septic tank additives. Under normal operating conditions, these products usually do not help and some may even be harmful to your system.

**•Don't** use your toilet as a trash can or poison your septic system and the groundwater by pouring harmful chemicals and cleansers down the drain. Harsh chemicals can kill the beneficial bacteria that treat your wastewater.

**•Don't** use a garbage disposal without checking with your local regulatory agency to make sure that your septic system can accommodate this additional waste.

**•Don't** allow backwash from home water softeners to enter the septic system.

The Summer 2004 issue of *Pipeline* provides more information about septic tanks for homeowners.



# What Not To Flush

What you put into your septic system greatly affects its ability to do its job. Remember, your septic system contains living organisms that digest and treat waste. As a general rule of thumb, do not dispose of anything in your septic system that can just as easily be put in the trash. Your system is not designed to be a garbage can and solids build up in the septic tank that will eventually need to be pumped. The more solids that go into the tank, the more frequently the tank will need to be pumped, and the higher the risk for problems to arise.

In the kitchen, avoid washing food scraps, coffee grinds, and other food items down the drain. Grease and cooking oils contribute to the layer of scum in the tank and also should not be put down the drain.

The same common-sense approach used in the kitchen should be used in the bathroom. Don't use

the toilet to dispose of plastics, paper towels, facial tissues, tampons, sanitary napkins, cigarette butts, dental floss, disposable diapers, condoms, kitty litter, etc. The only things that should be flushed down the toilet are wastewater and toilet paper.

When used as recommended by the manufacturer, most household cleaning products will not adversely affect the operation of your septic tank. Drain cleaners are an exception, however, and only a small amount of these products can kill the bacteria and temporarily disrupt the operation of the tank.

Household cleaners such as bleach, disinfectants, and drain and toilet bowl cleaners should be used in moderation and only in accordance with product labels. Overuse of these products can harm your system. It makes sense to try to keep all toxic and hazardous chemicals out of your septic tank system.

To avoid disrupting or permanently damaging your septic system, do not use it to dispose of hazardous household chemicals.

Even small amounts of paints, varnishes, paint thinners, waste oil, anti-freeze, photographic solutions, pharmaceuticals, antibacterial soaps, gasoline, oil, pesticides, and other organic chemicals can destroy helpful bacteria and the biological digestion taking place within your system. These chemicals also pollute

the groundwater.

Even latex paint is unhealthy for your septic system. To reduce the cleanup of these products, squeeze all excess paint and stain from brushes and rollers on several layers of newspaper before rinsing.

To help prevent groundwater pollution, be sure to dispose of leftover hazardous chemicals by taking them to an approved hazardous waste collection center. For more information, contact your local health department.

### Additives/System Cleaners

While many products on the market claim to help septic systems work better, the truth is there is no magic potion to cure an ailing system. In fact, most engineers and sanitation professionals believe that commercial septic system additives are, at best, useless, and at worst, harmful to a system.

There are two types of septic system additives: biological (like bacteria, enzymes, and yeast) and chemical. The biological additives are harmless but some chemical additives can potentially harm the soil in the drainfield and contaminate the groundwater.

While there hasn't been extensive study on the effectiveness of these products, the general consensus among septic system experts is that septic system additives are an unnecessary evil.

Be aware that the extended use of strong pharmaceuticals and personal care products may harm the working bacteria population in the tank. The total effects are unknown at this time.

