

**CITY OF PALMER
ACTION MEMORANDUM NO. 12-036**

Subject: Confirm the Mayor's Appointment of Jim Kelley to the City of Palmer Airport Advisory Commission

Agenda of: April 24, 2012

Council Action: Confirmed _____

Approved for presentation by:

City Manager _____
City Attorney _____
City Clerk _____

J. B. Griffin
JM

Certification of Funds:

Total amount of funds listed in legislation:	\$ <u>50 per regular & special mtg</u>
This legislation (√):	
<input type="checkbox"/> Has no fiscal impact	
Creates:	
<input type="checkbox"/> A negative fiscal impact in the amount of:	\$ _____
<input type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input checked="" type="checkbox"/> Funds are budgeted from this (these) line item(s):	
➤ 03-01-10-6059	
<input type="checkbox"/> Funds are not budgeted. Budget modification is required. Affected line item(s):	
➤	
Unrestricted/undesignated fund balance (after budget modification)	\$ _____
Director of Finance signature certifying funds:	_____ <i>JM</i>

Attachment(s):

- Application

Summary statement: Currently there are four vacancies on the Airport Advisory Commission.

Mr. Kelley has submitted his application for appointment and meets all of the qualifications. Once appointed, Mr. Kelley will take the seat vacated by Mike Meekin and will have a term ending date of October 2012.

Administration recommendation: Approve action memorandum 12-036.



City of Palmer • City Clerk's Office
231 W. Evergreen Ave. Palmer, AK 99645
907-761-1301 Fax: 907-745-0930

Board/Commission Application

Date: 28 March 2012

Name of Board/Commission: Airport Advisory Commission

Name: Jim Kelley

Residence address: 1200 N. Smith Rd., Palmer AK 99645

Mailing address: same

Phone number(s):

Home: 746-5994 Work: 352-1423 Cell: 440-0220

Email address: kelley angler@hotmail.com

Employer: Prudential Jack White/Vista Occupation: Realtor

Member or active interest in the following organizations:

Please explain your main reason for applying:

I just retired from the Air Force. I am looking for an opportunity to serve my community in a capacity that my experience in the Air Force can be applied. I was an air traffic control officer and a
airfield operations officer (Air field manager) for 8 years. I helped plan the joint use airport project at Scott AFB, Opened Port-a-prince airport to civilian traffic during operation
Uphold Democracy, managed the airfield at Thule Greenland, and most recently built the command center for the Afghan Air force as an Air advisor to Afghanistan. I am also a private pilot.

You are welcome to attach an outline of your education, work and volunteer experiences, and other interests. Please note: this form and all of the information contained on the form is subject to the Public Records Act. All information will be treated as public information.

Signature Jim Kelley Date 28 March 2012

For office use only:

Date received: 3/28/12 By: Sandra Peterson

Board or Commission: AAC

Vacant seat Meekin Term ending date: 2012

Attachments? Yes No

LT COL JAMES H. KELLEY

**611th Air Operations Center
Elmendorf AFB, AK 99506
Comm 907-552-2221 / DSN 317-552-2221**

DUTY TITLES

<u>Alaska NORAD Region Chief, Strategy and Plans Division</u> <u>Alaska NORAD Region Chief, Stan Eval</u> 11 th AF, 611 th Air Operations Center, Elmendorf AFB, AK	10/07/2010-15/04/2011 20/12/2006-09/07/2010
<u>Chief C2 Plans</u> 7 th AF, 607 th Combat Plans, Osan AB, Korea	19/12/2005-19/12/2006
<u>Assistant Operations Officer</u> 3 rd Wing, 962 AACS, Elmendorf AFB, AK	01/12/2002 – 01/12/2005
<u>Alaska NORAD Region Exercise Planner</u> 11 th AF (Attached), Elmendorf AFB, AK	01/11/2001 - 01/12/2002
<u>Wing Overseas Exercise Planner</u> 552 Wing, 552 OSS, Tinker AFB, OK	10/27/1999 - 01/06/2001
<u>Deputy Chief, Squadron Training</u> 552d Wing, 963d AACS, Tinker AFB, OK	01/06/1998 - 10/27/1999
<u>Chief, Airfield Operations</u> 12 th Space Warning Squadron, Thule AB, Greenland	01/15/1994 - 28/02/1997
<u>Flight Commander, Airfield Operations Flight</u> 3 rd Combat Communications Group, Tinker AFB, OK	06/01/1992 - 01/15/1994
<u>Deputy Chief, Air Traffic Control</u> 375 th OSS, Scott AFB, IL	05/01/1991 - 06/01/1992

EDUCATION

Webster University, St Louis, MO (M.A.) Management	01/01/2001
Middle Tennessee State University, Murfreesboro, TN (B.S.) Aerospace Technology	12/01/1998

PROFESSIONAL / FORMAL TRAINING

Air Command and Staff College (Correspondence) Elmendorf AFB, AK	04/01/2003
Squadron Officer School (Residence) Squadron Officer School, Maxwell AFB, AL	12/01/1995

HONORS / AWARDS

- Distinguished Graduate - Air Traffic Control School	05/01/1991
- Honor Graduate - Air Operations Center FTU	01/11/2005

MEDALS / DECORATIONS

- Meritorious Service Medal	2 Devices
- Aerial Achievement Medal	1 Device
- Joint Service Commendation Medal	1 Device
- Air Force Commendation Medal	2 Devices
- Air Force Achievement Medal	2 Devices
- Air Force Outstanding Unit Award	3 Devices
- Combat Readiness Medal	
- National Defense Service Medal	1 Devices
- Armed Forces Expeditionary Medal	
- Afghanistan Campaign Medal	1 Device
- Global War on Terrorism Service Medal	
- Korean Defense Service Medal	
- Humanitarian Service Medal	
- Air Force Longevity Service Award Ribbon	2 Devices
- Small Arms Expert Marksmanship Ribbon	1 Device
- Air Force Training Ribbon	
- NATO Medal	1 Device

E-3/AWACS FLIGHT EXPERIENCE

Total Time:	1963 hrs
Combat Time:	29 hrs
Combat Support Time:	279 hrs

EFFECTIVE DATES OF PROMOTION:

Second Lieutenant	10 Jun 1989
First Lieutenant	10 Jun 1991
Captain	10 Jun 1993
Major	01 Oct 2000
Lieutenant Colonel	01 Oct 2005

Lt Col. Kelley was commissioned through ROTC at Middle Tennessee State University in 1988, and is retiring as Chief, Strategy and Plans Division (SPD) of the 611th Air Operations Center (AOC), Elmendorf Air Force Base, Alaska. In his role as SPD Division Chief, he is responsible for developing the plans, procedures and directives for the employment of Alaskan, Pacific Air Forces and NORAD combat forces.

Lt Col. Kelley has served as a Mission Crew Commander and has over 1900 hours in the E-3 AWACS. Lt Col. Kelley has had two AWACS assignment which includes numerous support/combat support missions during Operations DESERT FOX, OPERATION SOUTHERN WATCH, OPERATION NORTHER WATCH, and NOBLE EAGLE. Maj. Kelley has been qualified in multiple positions on the E-3 to include Air Weapons Officer, Air Surveillance Officer and Instructor Air Surveillance Officer.

Lt Col Kelley returned in February 2010 from a six month tour in Afghanistan in OPERATION ENDURING FREEDOM where he served as an Air Advisor to the Afghanistan Air Corps, mentoring 30 Afghan officers to build a Command and Control Center for the newly formed Afghan Air Force.

Prior to AWACS Lt Col Kelley was an Air Traffic Control Officer. He has lead ATC facilities at Scott AFB, Thule AB, and a flight commander at the 3rd Combat Communications group at Tinker AFB. In these assignments he served in OPERATION UPHOLD DEMOCRACY, Haiti.

Lt Col. Kelley has been married to his wife Linda for over 22 years. They currently reside in Palmer AK.

Jim Kelley
1200 North Smith Road
Palmer, Alaska 99645
H: (907) 746-5994 C: (907) 440-0220
James.H.Kelley@hotmail.com

OBJECTIVE: Seeking a general management position

SUMMARY OF QUALIFICATIONS

- 22 years of supervision management and performance evaluation experience.
- Frequently planned and executed logistic support for hundreds of deployed personnel.
- Organized and directed transportation scheduling for a remote arctic base.
- Authored numerous publications and regulations encompassing corporate wide procedures.
- Managed airfield business operations in multiple remote and arctic locations.
- Experience with laws, legal codes, precedents, government regulations, and agency rules.
- Current U.S. government top secret security clearance.

EXPERIENCE

Management Supervision & Training

- Provided detailed evaluations and performance reports for hundreds of personnel.
- Trained and led a diverse staff of 19 senior officers on regional level corporate programs and procedures.
- Led 150 aircrew members, consisting of 16 different technical specialties.
- Extensive experience in small team (15-30) management and leadership
- Measured workloads/personnel tasks through Total Quality Management Process and manning studies.
- Responsible for tracking training requirements throughout career as Air Traffic Control Officer for 60+ personnel and Operations Officer in a Flying squadron of 150+ personnel

Organization and Customer Service

- Responsible for purchasing and inventory maintenance as software store assistant manager.
- Developed unit lessons learned process incorporating procedures into future operations to better support customers across a wide variety of career fields and customer requirements.

Planned, directed, and coordinated logistics, supply efforts and projects.

- Managed airlift operations to deliver 80 tons of supplies to a village isolated for over two years.
- Planned and supported international resupply efforts in north Greenland, Canadian and Danish outposts.
- Led 45 personnel who deployed, operated, and sustained seven major communications, tactical air navigation, and air traffic control systems valued in excess of \$10 million.
- Restored ATC to Port-au-Prince International Airport, Haiti. Passed grueling seven day FAA inspection.
- Scott Air Force Base joint use airport project officer for airspace and air navigational aids.

EMPLOYMENT HISTORY

- 1989-2011 U.S. Air Force Officer
 - 12 Years airborne command and control center supervisor U.S. Air Force
 - 8 Years Air Field Manager/Air Traffic Controller U.S. Air Force
- 1988 Walden Software Assistant Manager

EDUCATION

- B.S. Aerospace Technology, Middle Tennessee State University
- M.A. Management, Webster University

*** References available on request**