

## Akron Canton Airport – Job Description

**Job Title:** President & CEO  
**Reports to (Title):** Board of Directors  
**Department:** Leadership  
**FLSA Status:** Exempt  
**Date Created:** January 2018

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### Job Summary:

The President & CEO is responsible for planning, developing, establishing, and overseeing the airport in accordance with policies, goals, and objectives established Board of Trustees. Responsible for the day-to-day operations of the airport to ensure a safe, efficient and sustainable entity. The President & CEO directs and manages the financial, business, security, land, planning, construction, operations, marketing and related functions of the airport through the efficient management of airport departments and personnel.

### Essential Functions:

- Communicates a vision for the airport and creates and implements all strategy to effectively execute the vision.
- Develops the policies and goals for operations, personnel, financial performance, and growth of the airport ensuring long-term financial viability.
- Responsible for the fiscal health of the organization.
- Ensures that the airport is effectively operated in a safe and secure manner and in the best interest of the general public, and in accordance with all established rules, regulations and criteria of federal, state and local governments and other policies.
- Directs the operations of the airport and manages compliance with legal and regulatory requirements.
- Ensures the proper maintenance of all Airport property and facilities.
- Ensures the proper operation of Airport required systems for operations, security and the timely review of Airport certification and security manuals.
- Oversees staff in developing annual budgets that support operating plans and submits budgets for board approval.
- Liaison between the airport and the community, builds relationships with peer organizations.
- Collects, analyzes and evaluates information that measures the success of the airport's program efforts; refines or changes programs as needed in response to data.
- Prepares Airport Authority Board meeting agendas, keeps official Board minutes and records. Provides regular reports on the activities and financial operation of the airport to the Authority Board. Completes additional duties or special projects as requested or assigned by the Airport Authority Trustees.
- Oversees the design, development, construction and maintenance of Airport facilities in accordance with the airport master plan and the Authority Board's short term and long term goals.
- Establishes and maintains appropriate and equitable personnel policies throughout the organization, including compensation and employee benefit plans. Ensures that the interests and welfare of employees as individuals are preserved and protected.
- Provides leadership to develop a cohesive work team by creating a positive and collaborative work environment.
- Fosters a culture of diversity and inclusion that reflects the airport's values, encourages excellent performance, and rewards productivity.
- Coach and counsel employee regarding performance expectations, including the development and completion of performance evaluations on a timely basis.
- Other duties and special projects as assigned.

**Job Requirements:**

**Education:** Bachelor degree in business, public administration, aviation management or other related field required, advanced degree preferred.

**Experience:** 10 + years of experience in airport management preferred, additional experience in corporate management will also be considered.

**Specific Skills / Knowledge:**

- Thorough knowledge of federal, state and local laws, Federal Aviation Administration (FAA) certification requirements, policies and procedures and regulations and requirements governing the use and operation of airports and Department of Homeland Security (DHS) and Transportation Security Administration (TSA) regulations and requirements governing aviation security.
- Thorough knowledge of laws, rules and regulations pertaining to airport ground and air operations.
- Strategic planning, financial management and analytical skills.
- Excellent leadership / management skills.
- Communication proficiency.
- Results driven.

**Supervisory Responsibilities:** Directly manage accounting, field maintenance, building maintenance, custodial, and operations departments (5 manager direct reports and approximately 40 employee indirect reports)

**Working Conditions / Physical Demands:**

General office environment with occasional standing, walking and lifting.

**Interfaces:**

**Internal:** airport leadership, employees, management

**External:** board of trustees, community, customers, tenants federal and state agencies, contractors, vendors, banks, etc.

**Success Factors:**

- Crisis Management skills. Demonstrates poise/maintains composure when in pressure or crisis situations.
- Ability to promote and build a culture of superior customer service.
- Ability to solve challenging problems and provide effective solutions.
- Ability to foster teamwork, cooperation and motivate and provide direction to employees.
- Strong people management and development skills.
- Ability to present ideas and requirements clearly, logically and persuasively, orally and in writing, to policy and decision-making bodies, organizations, committees and citizens, involving complex and politically sensitive issues while adhering to the intent of goals and policy.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*