

AIRPORT MANAGER

Martha's Vineyard Airport Commission

December 2015

INTRODUCTION

The Airport Manager serves at the will of the Martha's Vineyard Airport Commission, which is responsible for the care, and operation of the Airport. The seven member volunteer commission is appointed to three-year terms by the County Commission and represents a cross section of experience and backgrounds. The airport is a fully certificated Part 139 airport with a long history of scheduled commercial air service. The Commission, in compliance with its enabling legislation, has retained significant proprietary exclusive rights on the airport property, by which the Commission supports itself.

The Commission selects the Airport Manager to operate the airport, the airport business park, manage aviation and non-aviation tenants, airport water and waste water services, implement policy, and ensure compliance with state and federal guidelines for public airports.

The Airport Manager provides overall management and administration of the Airport and shall be responsible for the safe condition and efficient operation of the airport to include aircraft operations, airfield maintenance, administration of lessee activities, and the administrative actions associate with these general areas of responsibility.

JOB REQUIREMENTS

Essential duties may include, but are not limited to, the following priorities:

- Assumes full management and leadership responsibility for all Commission services, staff, facilities and activities.
- Develops and manages the implementation of Commission goals, objectives, and policies.
- Develops priorities, establishes appropriate service and staffing levels, and allocates resources accordingly.
- Develops and ensures staff adheres to safe work practices and procedures.
- Works with the Commission to develop and maintain short-range and long-range planning, recommending policies to the Commission and assisting in their formulation, ensuring the philosophical objectives of the Commission are integrated into Airport Commission policies and goals, serving as staff representative to the Commission and preparing the agenda and discussion items for scheduled Commission meetings.
- Develops and maintains strong relationships with the FAA and Commonwealth of Massachusetts DOT staff while securing maximum financial support available from respective funding programs available.
- Serves as the Disadvantaged Business Enterprises Liaison Officer, ensuring compliance with the Department of Transportation program requirements for recipient of federal funds.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and

internal reporting relationships, identifies opportunities for improvement and directs the implementation of changes.

- Works cooperatively with airport staff, the Commission and other agency administrators to effectively achieve goals; maintains a cooperative working relationship with other agency staff in a similar field of service; maintains a working relationship with other professional and service groups in the community.
- Identifies and responds to community, Commission, and outside agency issues, concerns and needs.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Assigns tasks, projects and monitors personnel.
- Manages and participates in the development and administration of the annual capital, operating and other assigned budgets; anticipates and requests additional funds needed for staffing, equipment, materials, and supplies; regularly reviews request for services, past spending and monthly reports; directs, monitors and approves expenditures; directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates Commission activities with those of other state and local agencies and organizations; prepares and presents staff reports and other necessary correspondence.
- Develops and schedules equipment purchases and replacements.
- Serves as Chief Contract and Procurement Officer for the Airport and its departments.
- Stays abreast of new trends and innovations in the field of airport management.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Represents the airport to other City and County elected officials and outside agencies; explains and interprets Commission programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues.
- Meets with management staff to identify and resolve problems; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures.
- Prepares and updates policy and procedure manuals.
- Lobbies airport issues to State and Federal legislators.
- Directs, attends and participates in staff meetings; attends workshops, conferences and classes to increase professional knowledge.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive airport program.
- Organization and management practices as applied to the analysis and evaluation of airport programs, policies and operational needs.
- Modern and complex principles and practices of airport program development and administration.
- Thorough understanding of airport operational and capital revenue streams including state and federal grant funding, air service development, non-aeronautical revenue development and creative financing.
- Methods, materials, equipment, procedures and practices utilized in airport maintenance and repairs.

- Recent developments, current literature and sources of information regarding airports and the aviation industry.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment.
- Knowledge of public real estate law and contracts.
- Principles and procedures of record keeping, reporting, and contract administration.
- Occupational hazards and standard safety practices.
- Airport Certification Manual; Airport Security Program; Airport Minimum Standards; Airport Rules and Regulations, FAA advisory circulars; airport self-inspection program; navigational aids; weather reports; disaster plans and policies; military training routes; Federal Aviation Regulations (Parts 91, 97, 121, 135 & 139); FAA Handbook 7110.65; Federal Department of Homeland Security, Transportation Security Administration; Notice to Airmen (NOTAMS); airport operations and communications; runway condition reports.
- Facility management and operation.

Ability to:

- Provide administrative and professional leadership and direction for staff in a team environment.
- Develop implement and administer goals, objectives and procedures for providing effective and efficient airport services.
- Plan, organize, direct and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work including community, state and federal officials.
- Prepare and administer complex budgets; allocate resources in a cost effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Oversee, prepare and present clear and concise administrative and financial reports.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies.
- Oversee the preparation and administration of contracts, with the support of Counsel as needed.
- Communicate clearly and concisely, both orally and in writing.
- Be sensitive to the concerns of the Vineyard residents including noise and expansion issues.
- Make effective presentations to large groups and organizations.
- Ensure compliance with federal, state and local regulations for protecting the environment.
- Develop, implement, and maintain best management practices, and pollution reduction and control programs.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

- Ability to achieve timely results under stressful circumstances.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Ten years' experience at a Part 139 airport with progressively responsible management and supervisory duties, which demonstrates administrative ability and leadership qualities. Experience should include management at a similar size facility and oversight of similar programs. FBO management experience highly desirable.

Education/Training:

Bachelor's degree in Business, Aviation Management, Public Administration or a related field. Master's degree is desirable. Accredited Airport Executive (A.A.E.) certification or International Airport Professional (IAP) designation is a plus.