

CITY OF CHICO • CLASSIFICATION PLAN • JOB DESCRIPTION

DATE ADOPTED BY CITY MANAGER: 02-04-2020	COMP. CODE: 8810	SERVICE: Exempt	JOB TITLE: AIRPORT MANAGER
--	---------------------	--------------------	--------------------------------------

Definition:

Under general direction, manage, plan, and direct airport operations including maintenance, construction, economic development, marketing, long term planning activities; implement policies and procedures; ensure compliance; perform a wide variety of complex administrative work and problem solving relating to economic and business development, business services, community marketing and development, and general administrative services to strengthen, expand, and improve airport business activity. Develop programs and strategies to market commercial air service, general aviation, aeronautical firefighting activities, and overall business relations to maximize Chico Municipal Airport as a municipal enterprise.

Typical Duties:

- Plan, manage, direct, and participate in all airport activities; maintain records, gather data, generate reports; supervise and evaluate assigned personnel; and coordinate with other City departments*;
- Assist in the development of policies and procedures, and oversee and enforce them to ensure the airport is operated and maintained in accordance with Federal, State, and local rules and regulations as well as accepted industry standards*;
- Coordinate with City Fire Department regarding aircraft rescue and firefighting procedures, equipment, staffing, and training*;
- Provide for a 24-hour, 7-day emergency response; respond to such emergencies and direct activities*;
- Direct and oversee required inspections of airport facilities for safety, compliance, and maintenance*;
- Develop and implement programs related to air service development and other economic development opportunities*;
- Develop and implement strategies for the marketing and promotion of the airport and airport facilities in order to maximize the use of airport property for commercial and industrial purposes*;
- Conduct negotiations and prepare leases, concession agreements, and other contract documents*;
- Manage airport properties; formulate and implement plans for development and improvement of airport aviation and industrial facilities*;
- Act as a liaison to airport tenants and new businesses in matters related to airport operations, maintenance, construction, and potential expansion opportunities*;
- Develop and monitor the airport operating and capital budgets; review and analyze the activity of assigned revenue and expense accounts; make recommendations regarding budget issues; implement appropriate cost recovery or expense reduction policies to achieve and maintain a balanced budget*;
- Directly oversee the preparation of grant applications for Federal and State funding and coordinate the Federal Aviation Administration (FAA), State and City approval processes; administer the grant projects and the Airport Capital Improvement Program (ACIP)*;
- Develop and maintain the airport certification and emergency manuals*;
- Develop and implement a security program and maintain associated manual.
- Provide primary staff support to the Airport Commission; prepare agendas, attend meetings, and make presentations; attend and present to City Council and other City board or commission meetings as required*;
- Conduct airfield inspections in the absence of Airfield Supervisor*;

- Perform other related duties as assigned.

Duties recorded above are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class; such assignments shall fall under the category of "other duties, as assigned."

Tools and Equipment Used:

Personal computer, including word processing, database, and spreadsheet programs; calculator, telephone, copy, and fax machines; motor vehicle and radio. As needed, may require the use of other airport related equipment, vehicles, and other specialized equipment.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hearing abilities required by this job include the ability to distinguish radio transmissions from pilots, air traffic controllers, and public safety operators. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The employee occasionally works in outside weather conditions, including exposure to hot temperatures, wind, and wet weather. The noise level is usually quiet in the office and moderate in the field.

Knowledge, Skills, and Abilities:

Knowledge of: Principles and practices of aviation facility operation and development; familiarity with Federal Aviation Regulations Part 139, FAA Advisory Circulars, Code of Federal Regulations Part 1542 and the California Aeronautics Program regulations, the FAA Airport Improvement Program grant process and grant assurances; functions of economic development; airport master plans; airport land use and zoning regulations; preparation and negotiation of airport leases, contracts, and agreements; aviation practices and terminology; airport certification, security, and emergency manuals; budget development and expenditure control; principles of supervision, administration, and training.

Ability to: Manage and evaluate the operation of a modern airport facility; develop and implement airport development, marketing, and promotion programs; provide supervision and training to assigned staff; develop and administer airport certification and safety programs; develop and administer lease and other contractual agreements; establish and maintain emergency operating procedures; establish and maintain cooperative working relationships; and communicate clearly and concisely both orally and in writing.

Minimum Qualifications:

Experience: Five years of increasingly responsible experience in airport administration with knowledge of FAA regulations and grant programs. Two years of experience at a Part 139 Certificated airport. The position requires direct experience in the establishment, implementation, and maintenance of airport facilities, related policies and procedures, as well as grant and project management. Supervisory management experience at a non-hub primary airport is desirable.

Education: Bachelor's Degree from an accredited college or university with major course work in aviation

management, public or business administration, or a closely related field.

Additional Requirement: Possession of a valid California Driver License.

Desired Qualifications:

Accredited Airport Executive certification by the American Association of Airport Executives is desirable.

Possession of a valid Pilot's License issued by the FAA is desirable.

Equivalency may be established pursuant to the City Wide Classification Plan.