



### Eagle County Job Description

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**Job Title:** Airport Director  
**Department:** Aviation  
**Reports To (Job Title):** County Manager

**FLSA Status:** Exempt

**Date Created/Revised:** December 2018

**Salary Grade:** E1

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**Job Summary:**

Represents Eagle County in all aviation matters by providing strategic vision for the airport, developing key relationships in the aviation industry, designing marketing strategies, and directing the overall operation of the Eagle County Airport under the general direction of the County Manager. Oversees terminal, operations, maintenance, compliance, safety and administrative activities for the airport.

<b>Major Accountabilities/Essential Functions:</b>	<u><i>%Time Spent</i></u>
<p><b>Airport Operations</b></p> <ul style="list-style-type: none"> <li>● Ensures regulatory compliance through regular inspection, review, update and adherence to standards compliance with federal, state and local regulations applicable to commercial airports through day-to-day coordination, task assignment, and monitoring of Airport Operations staff.</li> <li>● Stays current on pertinent airport and aviation industry developments, including but not limited to new and revised regulations, advisories, alerts, security directives and industry trends, both locally and nationwide, that could influence the airport.</li> <li>● Provides executive oversight and direction to the Operations Manager regarding airport infrastructure including airfield, terminal and roadways to ensure compliance with safety and security regulations, standard operating procedures and customer service standards.</li> <li>● Provides executive oversight and direction to the Terminal Manager regarding day-to-day operations of the airport's airside, landside and terminal including: curbside loading/unloading, parking lots and traffic control.</li> </ul>	<p><b>50%</b></p>

<ul style="list-style-type: none"> <li>● Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; ensuring programs and funding for staff development and training, addressing complaints and resolving problems.</li> </ul>	
<p><b>Air Service Development</b></p> <ul style="list-style-type: none"> <li>● Represents Eagle County in air service matters involving the community, business partners, and government agencies. Promotes and develops the airport through presentations to local governments, businesses, civic groups, and economic development councils.</li> <li>● Initiates and develops relationships with commercial carriers to enhance air service and competitive rates. Negotiates air service agreements with commercial carriers.</li> <li>● Formulates and implements local commercial air service marketing strategies and serves as the direct representative for Eagle County in seeking expanded air service and competitive rates for the public.</li> <li>● Identifies opportunities for collaboration with outside business community and EGE Air Alliance for air service development. Attends community events to promote EGE and encourage air service development.</li> </ul>	<p><b>25%</b></p>
<p><b>Fiscal Responsibilities and Planning</b></p> <ul style="list-style-type: none"> <li>● Advises Board of County Commissioners and County Manager on regulatory and financial and related matters at the airport. Recommends and helps establish rates and fees for airport users.</li> <li>● Responsible for development of Airport Master Plan for air service, airport facilities and related field facilities.</li> <li>● Formulates and administers the airport’s enterprise and capital improvement budgets. Prepares federal and state grant applications. Monitors and administers grant projects ensuring grant funds are expended per agreements.</li> <li>● Represents Eagle County in negotiating terms and conditions of tenant leases and submits for review to the County Attorney and enforces terms of leases.</li> </ul>	<p><b>25%</b></p>

**Job Qualifications:**

**Education:**

Bachelor’s degree from an accredited college or university in Business Administration, Airport Management or a related field.

**Minimum Work Experience and Qualifications:**

Five years of progressively responsible experience in the aviation management field at a commercial service airport of similar or larger size. Or, any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the principle and practices of public and business administration. Extensive knowledge of airport management, operation and maintenance. Working knowledge of FAA regulations and state regulations governing the use and operations of airport and FAA grant programs. Ability to coordinate effectively the activities of many employees engaged in varied activities. Ability to establish and maintain effective working relationships with officials, associates, employees and the general public. Proven ability to negotiate airport tenant agreement and air carrier air service agreements.

**Licensure, Certification, or Registration:**

Valid Colorado driver’s license or the ability to obtain within 30 days of hire is required. American Association of Airport Executives (AAAE) accreditation as a Certified Member (CM) desirable.

**Working Conditions/Physical Requirements:**

Work is performed frequently in both outdoor and indoor environments. Outdoor environments include exposures to summer and winter temperatures. Indoor environment is typically an office environment. The working conditions are typically moderately loud and occasionally very loud and involve occasional exposure to high, precarious places, fumes or airborne particles, and vibration.

The position schedule may include weekends, evenings and holidays. Employee must be able to work schedules as assigned and must be available for call-out during emergencies, inclement weather or other critical events.

Activity	Frequency	Activity	Frequency
Heavy lifting (45 or more lbs.)	N	Standing	F
Moderate lifting (15-44lbs)	N	Kneeling	O
Light lifting (under 15 lbs.)	O	Bending	O
Pulling	O	Climbing (use of arms & legs)	N
Pushing	O	Fine hand manipulation	O
Reaching above shoulder	O	Using both hands	F
Use of hands and fingers	F	Using both legs	F
Use of stairs	F	Working on ladders or scaffolding	N
Sitting	F	Working with hands in water	N
Walking	F	Working with hazardous waste	N
Driving a vehicle	F	Working alone	F

Heavy carrying (45 or more lbs.)	N	Working closely with others (cramped)	N
Moderate carrying (15-44 lbs.)	N	Working around machinery with moving parts	N
Light carrying (under 15 lbs.)	O	Working around moving vehicles	F

<b>Working Conditions</b>	<b>Frequency</b>	<b>Working Conditions</b>	<b>Frequency</b>
Outside/inside/both	F	Grease and oils	N
Constant noise	O	Radiant energy	N
Constant interruptions	F	Electrical energy	O
Dust	N	Slippery walking surfaces	O
Solvents (degreasing agents)	N	Vibration	N