



Airport Director

Class Title

Airport Director

Class Code

4200

Salary

\$110,000.00 - \$160,000.00 Annually

General Purpose

To direct, manage, supervise and coordinate the programs and services of the Fayetteville Regional Airport including aircraft operations, building and field maintenance, construction, safety and regulatory compliance and Airport promotion; to coordinate assigned activities with other city departments, divisions, and outside agencies; to serve as staff advisor to the Airport Commission; to serve as a member of the City's senior management team; and, to provide highly responsible and complex administrative support to the City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assume management responsibility for all services and activities of the Airport including aircraft operations, building and field maintenance, construction, safety and regulatory compliance, Airport promotion, and Regional Fire Training facilities.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including aircraft operations, building and field maintenance, construction, safety and regulatory compliance and Airport promotion; recommend within Departmental policy appropriate service and staffing levels; recommend and administer policies and procedures.
3. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the City Manager; implement improvements.
4. Design marketing outreach efforts; coordinate and participate in presentations and talks promoting Airport activities.
5. Select, train, motivate and evaluate Airport personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Plan, direct, coordinate, and review the work plan for the Airport; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
7. Coordinate and implement safety and regulatory compliance with applicable Federal agencies, tenants and airlines; interpret regulations, policies and procedures; oversee and verify program and project compliance.
8. Serve as landlord for airport facilities and management of tenant leases/contracts; review and approve tenant activities including lease compliance and negotiation; ensure tenant compliance with safety regulations and facility policies and procedures.
9. Supervise and assist with the coordination of aircraft operations including general, commercial and military aviation.

10. Secure Federal and state grant funding for capital improvement projects; serve as project manager for grant projects.
11. Manage and participate in the development and administration of the Airport's annual operating and capital budgets; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
12. Negotiate contracts related to business development activities and initiatives; represent the City and/or Airport interests in economic growth, development and planning activities.
13. Provide responsible staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.

NON-ESSENTIAL / SECONDARY DUTIES

1. Serve as liaison for the Airport with other city departments, divisions and outside agencies; negotiate and resolve sensitive issues.
2. Participate in a variety of activities requiring travel including off-site inspections and presentations.
3. Provide staff support on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of aviation.
4. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

Six years of increasingly responsible experience overseeing airport operations including three years of supervisory or administrative responsibility.

Training:

A Bachelor's degree from an accredited college or university with major coursework in business administration, aviation or other related field. A Master's degree is preferred.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Operational characteristics, services and activities of a Regional airport.
- Federal, state and local aviation policies, procedures, rules and regulations
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Advanced principles and practices of municipal budget preparation and administration.
- Negotiating strategies and techniques.
- Basic accounting principles and practices.
- General practices of building and grounds maintenance as it relates to airfields.
- Federal and state Grant management principles and practices.
- Advanced project management principles and practices.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, state, and local laws, codes and regulations.

Ability to:

- Operate and maintain a variety of aircraft and airport equipment.
- Prepare clear and concise administrative and financial reports.

- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Manage, direct and coordinate the work of supervisory, professional and technical personnel.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for the Airport.
- Recommend and implement goals, objectives, and practices for providing effective and efficient airport services.
- Prepare and administer large and complex budgets.
- Manage large-scale capital projects. Manage grants and related compliance issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, state and local policies, procedures, laws and regulations.
- Operate a motor vehicle.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including city and other government officials, community groups and the general public.

SUPERVISION RECEIVED / EXERCISED

- Receives administrative direction from the Deputy City Manager.
- Exercises general supervision over lower level professional and clerical staff.

LICENSING & CERTIFICATIONS

Required:

None applicable.

Preferred:

American Association of Airport Executives Accredited Airport Executive (AAE) certification; Private Pilot Certificate; FAA Secret Security Clearance; Airport Security Coordinator Training.

TOOLS / EQUIPMENT USED

- Computer and other standard office equipment.

PHYSICAL DEMANDS

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others including equipment such as airfield radios and frequencies.

Maintain mental capacity which allows the capability of:

- making sound decisions and using good judgment
- compiling, administering and forecasting municipal budgets
- negotiating facility contracts
- writing, reading and comprehending
- demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

- a constantly changing work place
- high levels of public contact
- exposure to various weather conditions
- working closely with others
- exposure to computer screens.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- walking, standing or sitting for extended periods of time
- lifting or carrying light supplies or equipment
- climbing stairs or ladders
- operating assigned equipment including motor vehicles.

Effectively deal with personal danger which may include exposure to:

- various chemicals and materials
- high levels of radiant energy
- fumes and smoke
- electrical hazards
- extremely loud noises
- natural and man-made disasters as it relates to Airport operations.

WORK ENVIRONMENT

- Standard office or indoor environment.