

City of Evergreen

JOB DESCRIPTION

Job Title: Airport Manager

Department: Airport

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Mayor

Subordinate Staff: Part-time employee who works weekends

Other Internal Contacts: All City Departments

External Contacts: General Public; Federal Aviation Administration; Alabama Department of Transportation Aeronautics Bureau U.S. Navy Corp.; Alabama Department of Economic and Community Affairs; Alabama Department of Environmental Management; Engineering Firms; Governor's Office; State Legislators; Alabama Department of Commerce; Electrical Companies; Airport Lessees and Operators

Salary:

Job Summary

Under the administrative direction of the Mayor, the employee works to manage, operate and upgrade and expand the City's airport, including the development of marketing information to attract aviation-related businesses.

Certain Aspects of the Position

1. Directs and manages the day to day operations of the Airport.
2. Responds to and resolves concerns expressed by airport tenants.

3. Communicates and initiates discussions with tenants on a regular basis regarding airport business and services cultivating new ideas/methods to continually develop, maintain and grow airport revenues.
4. Develops, evaluates and implements airport goals, objectives, policies and procedures.
5. Will be responsible for the coordination of meetings, agenda and actions of an airport advisory board or airport authority or other entity so designated (when created).
6. Monitors and reviews trends in airport operations and management issues and recommends operational, procedural and policy improvements.
7. Communicates with general public, hangar tenants, regulatory agencies and others in order to coordinate daily operations, special events and maintenance of airport grounds and buildings.
8. Develops and administers the airport budget.
9. Prepares special and recurring reports, recommends and implements changes to existing policies and develops financial strategies and alternatives for projects.
10. Responds to requests for information.
11. Responds to emergency situations.
12. Investigates complaints and provides information regarding airport operations, policies, rentals, fees and field rules.
13. Recommends, negotiates and administers contracts with private individuals and firms, governmental agencies for the use of airport facilities.
14. Works with the City's airport engineering company to prepare the Airport Capital Improvement Plan.
15. Confers with governmental officials, business leaders and the general public about development and operational matters.
16. Evaluates existing and proposed legislation and communicates with legislative representatives regarding laws applicable to the airport, aviation and community.
17. Researches and stays abreast of current industry issues in order to anticipate impacts from industry changes.
18. Assigns and keeps records of all aircraft parking and hangar rentals; develops, recommends and implements a fee schedule for the use of airport facilities and services.
19. Maintains airport records for reports to federal, state and local agencies.
20. Directs planning and implementation of airport operation to ensure compliance with existing environmental standards and government regulations.
21. Provides management of land-lease facilities and parking for private and corporate aircraft, fixed base operators and other airfield tenants. Keeps tenants appropriately informed.
22. Maintains good working relationships with government agencies, airport organizations, legislators and community/airport participants.

23. Works with the City's aviation engineering firm to formulate short and long term planning; monitors airport programs to ensure consistency with annual and long-term budgets and permits for airport property.
24. Works with the City's aviation engineering firm to manage preparations of federal and state grant applications and accompanying Environmental Impact Reports.
25. Works with the Mayor's Office to formulate, plan and manage programs for the development and promotion of aviation and airport facilities.
26. Formulates procedures to be used in the event of aircraft accidents, fires or other emergencies in conjunction with the Fire Department and the Police Department.
27. Responsible for enforcing FAA Regulations, ALDOT Aviation Regulations, Airport minimum standards, safety standards, emergency operations, FBO Standards, other rules, regulations and policies of the City of Evergreen.
28. Performs all other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of modern business principles and practices as they relate to governmental management of an airport.
2. Knowledge of federal, state and local rules and regulations affecting airport operations.
3. Knowledge of methods of airport financing.
4. Knowledge of current and proposed legislation as it affects airports.
5. Knowledge of modern office methods and procedures.
6. Knowledge of the development of airport master plans, airport land use, zoning regulations and leases as well as airport construction and preventive maintenance principles.
7. Knowledge of budget preparation and administration.
8. Ability to organize, manage and evaluate the operation of an airport facility.
9. Ability to determine long range needs for expansion and development.
10. Ability to interpret and apply local, state and federal rules, regulations and ordinances.

Other Characteristics

1. A Bachelor's Degree in Airport and Aviation management, Airport Operations, Planning, business Administration, Finance or a closely related field is desired but not required.
2. Minimum two (2) years of work experience in Airport or Aviation Management or Business Administration, or reasonably similar business related experience
3. Any combination of training and experience which would provide substantially the same as above.
4. Possession of a valid Alabama Driver's License.

5. Ability to work irregular hours and attend overnight meetings as duties demand.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms libraries, and residences or commercial vehicles, e.g., use of safe work practices with practices with office equipment, avoidance of trips and falls observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.