

## AIRPORT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and supervisory position with responsibility for overseeing all phases of the operation, maintenance and business management of a small municipal airport. The work is performed under the administrative supervision of the Mayor and Board of Trustees. Direct supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, develops and enforces standards, methods and procedures governing the business management operations and maintenance of the buildings and grounds and the safety of the airport; Plans and directs the activities of personnel engaged in operations, maintenance and protection of the buildings and grounds; Administers and directs the business management functions of the airport which includes but are not limited to (a) the negotiation of concessions for providing service facilities required for carriers, passengers and the general public such as restaurants, valet service, gasoline and oil supplies, etc., and the establishment of policies governing the operations of concessionaires so as to assure adequate and satisfactory service to patrons at the airport; (b) negotiation of agreements between the CAA and air carriers, non-scheduled commercial operators and others, granting privileges for the use of the airport and hangars and the conduct of operations therefrom, such as air carrier passenger and express service, charter service, non-scheduled commercial, private and military operations at the airport; Prepares or assists in the preparation of operational cost records and reports, authorizes payment of invoices to the Village Clerk; Oversees the preparation and/or prepares and files all reports required by Federal, State or local government agencies; Recommends rates for fuel and oil sales, rental of space, tie downs and overnight parking (rates approved by the Village Board of Trustees); Oversees all fuel purchases, sales and testing of the fuel; Serves as a liaison with airport tenants, aeronautical users, FAA, and others involved with the airport; Schedules shifts ensuring adequate coverage for airport operations and ensures the work adheres to instruction and guidelines; Oversees and conducts regular inspections of airfield runways, taxiways and other aircraft movement areas, lighting, security, tenant and concessionaire lease areas, roadways, parking lots and grounds, notes discrepancies and deficiencies and takes appropriate action; Participates in the planning and execution of various public relations activities to promote public interest in the airport including tours and open house activities; Directs the engineering, planning and studies in connection with future development of the airport and the construction of additional facilities; Reports all accidents to the appropriate agencies and to the Village Clerk; Initiates corrective action if necessary when conflicts or complaints arise with users of the airport and submits a report to the Public Works Committee and the Village Clerk; Maintains and promotes good relations with operators and the public using the airport; Prepares and maintains all required reports relating to field conditions, equipment status and training, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and procedures involved in the operation and maintenance of an airport; Good knowledge of federal, state and local rules and regulations affecting airport operations; Thorough knowledge of safety considerations in the operation of an airport; Working knowledge of methods used in keeping financial accounts and records; Ability to prepare original correspondences and reports; Ability to plan and supervise the work of others; Ability to work under stressful conditions, analyze situations and make decisions rapidly and decisively; Ability to prepare and present concise oral and written reports; Ability to maintain effective working relationships with employees and the public; Ability to handle public relations problems courteously and tactfully; Ability to express oneself clearly and concisely both orally and in writing; Ability to give clear and concise oral instructions; Good powers of observation; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an Associate Degree in accounting, business administration or related field and two years of a administrative/managerial experience in air operations or closely related work; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four years of full-time paid or equivalent part-time paid experience in airport administration or closely related work; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Note: Documented unpaid experience may be substituted for full-time paid experience in B.

Adopted 5/29/91

Revised 7/11/91, 10/5/00, 11/9/00

Reviewed 1/26/96

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