

Position: Airport Manager / Director

FLSA Status: Exempt

Reports to: Airport Director / Southeast Iowa Regional Airport Authority Board (Authority)

Salary Range: \$54,592 - \$75,000

Nature of Work:

The Airport Manager is responsible for aiding the Airport Director in oversight and management of all airport activity at Southeast Iowa Regional Airport, a non-hub commercial service airport. The Airport Manager, personally and through subordinates, directs administrative, operational, and maintenance functions to ensure a safe, efficient, and legal airport operation. The position entails supervising, coordinating, and reviewing aircraft operations; buildings and field maintenance and related matters; community relations; coordinating airline requirements for airport facilities; reviewing airport tenant activities for compliance with terms of leases and agreements; supervising enforcement of applicable federal, state and local regulations pertaining to airport operations, safety and security; and participating in planning for future growth and expansion. The Airport Manager will also assist in determining and recommending personnel staffing requirements; developing and submitting an annual budget; coordinating airport construction, maintenance and other work by staff with tenants, public utilities, and contractors.

Essential Functions:

- Performs the duties of the Airport Director during his/her absence.
- Consults frequently with the Airport Director and departments, helps develop policy and procedural directives for the authority's possible adoption, and carries out policies and directives of the Authority.
- Assists in creating policy recommendations to the Authority regarding compliance requirements of federal and state directives affecting airport operations and development.
- Interprets and enforces laws, ordinances, rules and regulations governing all airport operations and activities.
- Prepares written and oral reports for presentation to the Authority, appropriate governmental agencies and the public as required.
- Carries out public relations program policy that promotes the aviation interests of the Southeast Iowa Regional Airport Authority, the airport and the general public.
- Plans and manages administrative and fiscal activities for the Airport and ensures that administrative offices and processes run smoothly.
- Performs general office management, property management of leases; contracts and agreements; coordination of personnel training and management activities; oversees accounts receivable/payable, payroll functions and financial management; budgeting; PFC program and AIP grant administration; website maintenance; advertising, marketing and social media initiatives.
- Promotes development of programs to maximize revenue sources for the operation and maintenance of the airport and to be fiscally responsible
- Administer airport capital improvement projects to include: planning, making application and

accepting FAA/Federal and State grants, and any future amendments thereto; to administer project design development and specifications; bidding, compile bid results, and execute contracts for those grant projects; and to make all payments authorized by the grant agreements; all authorization contingent upon being in full compliance with federal and state sponsor assurances.

- Responsible for monthly, quarterly and annual FAA AIP drawdowns and reports related to design and construction projects; maintain current annual status of the Airport's System for Award Management (SAM) registration
- To accomplish capital projects in a manner to minimize operational impact on tenants and the public.
- Develops and oversees procedures and systems for the inspection, maintenance, safety and security of airport infrastructure, facilities, buildings, structures, equipment and grounds.
- Acts as designated TSA Airport Security Coordinator (ASC) and administer TSA Security Program for the airport, ensuring the safety, health and welfare of airport users and tenants.
- Represents the Authority when communicating with legislative bodies and public officials.
- Incumbent interacts with federal and state agencies, public, civic and business organizations, airport tenants, technicians, FAA staff, airport customers, airport staff and frequently with contract personnel.
- Effectively communicate with all types of media outlets.
- All employees report directly to the Airport Manager. Performance evaluations will be done annually by the Airport Manager as will reviews of all personnel evaluations, meritorious recognition and disciplinary write-ups.
- Perform all others tasks as assigned.

Knowledge, Skills, and Abilities:

Extensive knowledge of Federal, State, County, and municipal rules and regulations applicable to the operation of a Part 139 commercial service airport;

Thorough knowledge of airport maintenance requirements, to include necessary supplies, materials, and equipment;

Thorough knowledge of the principles and methods of airport business management;

Thorough knowledge of airport real estate management, to include leases and contracts; ability to analyze and effectively report on operating conditions and problems and to recommend or implement appropriate solutions;

Ability to plan, assign, and direct the activities of the airport staff;

Ability to establish and maintain effective working relationships;

Ability to present facts clearly and concisely in oral and written communication.

Ability to effectively use and operate various items of office related equipment.

Act calmly and quickly in emergencies and other critical situations.

Skill in exercising good judgment.

Training, Education, and Experience requirements:

Ideally, a Bachelor Degree in Aviation Management, Business Management, or a related field and two (2) years of experience in the supervision and management of an airport.

Any combination of education and experience that would provide the required knowledge and abilities qualifies. AAAE accreditation or CM designation, a pilot’s license are a plus.

Valid Iowa Commercial Driver's License or ability to obtain within 60 days.

_____ Date _____
Airport Director

_____ Date _____
Airport Manager

This class specification should not be interpreted as all inclusive and does not constitute a written or implied contract of employment. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description but which are commensurate with similar levels of responsibility.