

SPRINGFIELD-ROBERTSON COUNTY AIRPORT BOARD

JOB ANNOUNCEMENT

POSITION:	Airport Manager
DEPARTMENT:	Airport
JOB TYPE:	Full Time – Exempt
LOCATION:	Springfield-Robertson County Airport
REPORTS TO:	Airport Board

PURPOSE

The Airport Manager primary purpose is to deliver a safe and secure airport operations while providing a high level of customer service. As Airport Manager you are accountable for the day-to-day management of the Airport's staff, business, and airfield operations in compliance with the FAA, TDOT Aeronautics at the Springfield-Robertson County Airport. Airport Manager will also ensure that all airport polices, rules and regulations and minimum standards are complied with, in order to maintain safety and security to all who operate at the airport. Major responsibilities include, but are not limited to, the developing, updating, and administering the Capital Improvement and Airport Layout Plan, maintaining regulatory compliance, policy development and developing and managing airport programs and assisting airport board with yearly budget.

RESPONSIBILITIES

In accordance with the Airport Board Guidance and Approval, the Airport Manager will execute the following responsibilities:

- *Airport Operations:* Airport Manager responsibility is to manage and operate the airport in accordance with FAA, TDOT regulations with governing oversight by the Airport Joint Board. Airport Manager shall open and operate the terminal, provide the services necessary for local and transitory pilots to use the airport, and to do all things reasonably necessary for the airport to be a functioning airport.
- *Safety and Security:* Airport Manager shall provide periodic safety and security inspections of all airport board publicly leased buildings, spaces, airfield, and points of entry on the airport premises to include implementing necessary safety and security measures set forth by the FAA and TDOT. Airport Manager will assist the airport board and/or city/county to develop, coordinate and implement an airport security plan in accordance with guidelines set forth by the office of homeland security and FAA. Additionally, Airport Manager will help the Airport Board and/or City/County to develop an exercise an emergency action plan for the airport in conjunction with local police and fire agencies.
- *Maintenance:* Airport Manager shall provide reasonable maintenance services at the airport. Airport manager shall monitor and report on the conditions of airport buildings, airfield, fuel pumps, and other facilities. Airport Manager shall operate and maintain the airport radio facility (UNICOM). On a daily basis, Airport Manager shall provide monitoring of runway and taxiway

conditions, including lights and rotating beacon, FAA equipment such as the AWOS facility, and timely reporting of discrepancies to the appropriate authorities for corrections.

- Manager shall compose and timely send NOTAMS (Notices to Airman) regarding airport facilities and conditions, as required.
- Formulate, coordinate, and implement airport projects and programs
- Represent the Airport Board, as directed, at airport interest group meetings and activities including pertinent City and County Board Meetings, Tennessee Airport Association Conferences and TDOT/FAA meetings.
- Airport Manager shall conduct inspections to ensure compliance with city, state, and federal regulations. He shall ensure that all necessary reports and records are maintained and transmitted in a timely matter to the appropriate authority (i.e.: TDOT & FAA). The Airport Manager shall obtain and maintain all permits or licenses, as may be required by the FAA and TDOT.
- Comply with all applicable laws, ordinances, rules and regulations of all governing authorities, including rules and regulations promulgated and modified from time to time by the Airport Board, City/County concerning the operations of the Airport, rules and regulations of the FAA, FCC and other governing authorities, and the laws of the state of Tennessee governing public contracts, the provisions of which are hereby incorporated by this reference.
- Work with the Airport Board, City and County administration in the planning and development of the airport and surrounding airport lands in accordance with the adopted Airport Layout Plan.
- Prepare updates to the Airport Capital Improvement and Airport Layout Plan and attend meetings as required.
- Assist the Board with preparing capital operating budgets, control expenditures and capital purchases, monitor budget, and monitor assigned performance measures.
- Prepare federal and state grant applications, manage, and monitor Federal Land State Grant availability and deadlines.
- Provide fuel delivery updates, changes to fuel prices and any fuel related malfunctions and outages that may delay or shut down fuel dispensing for any extended period of time.
- Act as staff support for the Airport Board including, but not limited to, attendance and management of regular and special meetings, agenda development, assisting in the production of meeting minutes, and ensuring meeting notices are posted.
- Development and maintain content for the Airport website.
- Evaluate airport operations to improve customer service, productivity, and efficiency.

- Respond to airfield emergencies as the Airport Point of Contact, secure crash sites and assist management in interagency coordination and notification of emergency events.
- Monitor weather conditions and prepare/respond with appropriate aviation safety measures and manage snow removal/winter operations.
- Airport Manager shall be responsible for the following: Foreign Object Removal from Runways, Taxiways and ramps areas as required.
- Manage wildlife hazards at the Airport in accordance with the Wildlife Hazards Management Plan and maintain the plan to be in compliance with applicable federal, state and local laws and regulations.
- Communicate with Airport Board, City and County departments, airport tenants, and external organizations regarding airport maintenance, development, operations, security, zoning, utilities, publicity, and public relations.
- Plan, organize, coordinate, and oversee the day-to-day operation, maintenance, inspection, and repair of airport facility buildings, runways, taxiways, ground support equipment, and surrounding land.
- Enforce airport regulations and ensure compliance with local, state, and federal laws and statutes related to airport operations and communicate with government and regulatory agencies to coordinate activities, resolve issues, and exchange information.
- Solicit, interview, and provide recommendations for vendor services such as janitorial, landscape maintenance, equipment and building repair and wildlife management, as needed.
- Manage the airport fuel system including but not limited to ongoing maintenance, servicing, and inspection compliance of the fuel system as required per state and federal regulations.
- Assist in the negotiations of the airport leases, contracts, and agreements with existing and prospective hangar and facility tenants.
- Ensure the Airport Board is adhering to its service and facility related commitments associated with hangar and facility tenant lease agreements.
- Ensure hangar and facility tenants are adhering to their lease requirements and airport regulations.
- Collect tenants rents and fees and administers the Airport Fee schedule.
- Prepare a variety of written materials including but not limited to leases, agreements, reports, correspondence, budgets, logs, manuals, and contracts.
- Promote airport use and development for land and building use.

- Plan, organize, and direct continuing public relations and marketing programs.
- Assist Airport Board in the recruitment, retention, and expansion of aviation-related business at the Airport, creating new employment opportunities and tax revenues.
- Demonstrate decision-making skills and determine alternative solutions to all levels of technical problems and issues.
- Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule and work effectively under pressure with frequent interruptions.
- Work courteously and effectively with public officials, citizens, tenants, customers, contractors, vendors, developers, supervisors, and other employees, both in person and over the telephone, assisting them with a wide variety of information pertaining to Airport.
- Shows initiative in job responsibilities, meets deadline for assigned tasks and performs related work as required.

MINIMUM REQUIRED EDUCATION OR EXPERIENCE

Bachelor's degree in Airport Management or Business Administration preferred. Five (5) years of experience working in an airport related industry or equivalent education and experience will be considered. Salary range is 50k to 75k based on experience and qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

Aviation and airport operations, planning, economic development and budgeting. FAA and TDOT regulations, standards, and grant process. Record keeping, report preparation, filing methods and records management techniques. Using tact, discretion, initiative and independent judgment within established guidelines. Analyzing and resolving office administrative situations and problems. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction. Researching, compiling, and summarizing a variety of informational and statistical data and materials. Communicating clearly and effectively, both orally and in writing. Preparing clear and concise reports, correspondence and other written materials.

OTHER INFORMATION

Employee benefits are self-funded and not provided by the Airport Board. The employee performs work independently under the general direction of Airport Board in accordance with established policy and professional standards. Judgement is exercised in interpreting and applying policy guidelines. Performance is reviewed through audits, observations, reports, and formal performance reviews.

The Springfield-Robertson County Airport is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, sex, sexual orientation, gender identity, national origin, age, marital or veteran status, genetic information, the presence of disability, or any other legally protected status.