



JOB DESCRIPTION
AIRPORT MANAGER
(Exempt, Management Position)

DEFINITION

Under administrative direction of the City Manager, performs work of significant difficulty in providing management direction and policy implementation for the Ukiah Regional Airport; proactively manages the airport as a municipal enterprise, interfacing with major companies in the private sector, establishes policies on financial systems, and property and facility management in accordance with the policies promulgated by the City Manager, the City Council, and the Airport Commission; and deals with specialized Airport problems as they relate to the region, community, tenants, and other government agencies; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification with management responsibilities in the planning, development, maintenance and operations of the airport. Responsibilities include planning and implementation of a long term quality development program integrating all legal, economic and political aspects; updating land acquisition program; initiation of property management programs; directing day-to-day operations and maintenance of existing facilities and services; and coordinating airport/aviation planning. The Airport Manager is expected to use independent judgment and initiative to accomplish performance objectives.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Formulates and manages programs for the development and promotion of aviation and airport facilities in City of Ukiah.
- Analyzes air carrier and general aviation operation needs and prospective recruitment strategy.
- Supervises City operated avgas and jet fuel facilities.
- Responds to emergency situations.
- Investigates complaints, and provides information regarding airport operations, policies, rentals, fees and field rules.
- Recommends, negotiates and administers contracts with private individuals and firms, commercial air carriers and governmental agencies for the use of airport facilities. Administers service contracts, concession contracts, and real estate/tenant leases.
- Confers with governmental officials, business and commercial representatives and general public about development and operational matters;
- Evaluates existing and proposed legislation and communicates with legislative representatives regarding laws applicable to the airport, aviation, and the community.
- Researches and stays abreast of current industry issues in order to anticipate impacts from industry changes.
- Prepares the airport operating and capital investment budget by determining staff supplies and equipment needs and the five-year Capital Improvement Program.
- Assigns and keeps records of all aircraft parking, landing fees and hangar rentals; develops, recommends and implements a fee schedule for the use of airport facilities and services, and assists Finance Department with delinquent accounts.
- Maintains airport records for reports to federal, state and local agencies.
- Directs planning and implementation of airport operation to ensure compliance with existing environmental standards and government regulations.

- Directs airport security activities and the airport's noise monitoring program.
- Directs short and long term planning; Monitors airport programs to ensure consistency with annual and long-term budgets; and permits for airport property.
- Conducts special studies concerning City aviation programs and submits recommendations to the City Manager.
- Provides management of land-lease facilities and parking for private and corporate aircraft, fixed-base operators, and other airfield tenants. Keeps tenants appropriately informed.
- Represents the department with state and federal officials, as well as agencies, advisory groups (i.e. Airport Commission, Planning Commission), and legislative committees.
- Arranges and/or attends meetings and conferences with governmental, civic and aviation organizations; prepares agenda, schedule, and attends all Airport Commission meetings, and provides primary staff support for same.
- Maintains good working relationships with fixed-base operators, airline personnel, government agencies, airport organizations, legislators, and community/airport participants.
- Directs personnel selection and staff development programs. Assigns and supervises work of subordinates.
- Manages preparation of federal grant applications and accompanying Environmental Impact Reports.
- Directs the inspection of aviation and airport facilities and arranges for corrective maintenance work, landscape installation and maintenance.
- Develops a public affairs program for the airport; coordinates airport related activities with other City departments, and with outside agencies.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of: modern business principles and practices as they relate to governmental management of an airport.
- Considerable knowledge of: federal, state and local rules and regulations affecting airport operations; methods of airport financing; noise abatement requirements and procedures; current and proposed legislation as it affects airports and air transportation in general, airport security and safety, air carrier operations; Federal Aviation Administration and California Aeronautics Program decisions and regulations; research methodology, report writing and basic statistics and their application.
- Working knowledge of: modern office methods and procedures; the development of airport master plans, airport land use and zoning regulations, as well as airport construction and preventive maintenance principles.
- Budget preparation and administration.
- Effective supervisory principles and practices.

Ability to:

Organize, manage and evaluate the operation of a modern airport facility; plan, direct and evaluate the work of employees; determine long range needs for expansion and development; plan and organize research and statistical work relating to the various aspects of administration, budget and general management matters; interpret and apply local state and federal rules, regulations and ordinances; effectively communicate orally and in writing, and present conclusions before advisory and policy bodies; establish cooperative relationships with the public and effectively promote the concept of municipal airport operation and the benefits of air transportation; establish and maintain effective working relationships with management personnel, employees, and the public in carrying out sound management policies; perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters; analyze and evaluate complex administrative problems,

budget requests, and a variety of programs, systems and procedures; and address financial, technical, administrative, and personnel problems.

Education:

Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed above. Typically, college level course work in business management, public administration, budgeting, finance, human resources, Civil Engineering, Planning, Business Administration, Finance and related subjects. A Bachelor's Degree in Airport or Aviation Management, Airport Operations, Civil Engineering, Planning, Business Administration, Finance, or a closely related field is highly desirable.

Experience:

Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed above. Normally, six (6) years of administrative experience including at least three (3) years of program development level responsibility in one or more of the following areas: airport development, airport operations, airport marketing and promotions, civil engineering, finance, or property management. Administrative or program development experience in an airport facility is highly desirable.

Necessary Special Requirements:

- Possession of a valid California Class C driver's license required.
- Possession of a valid single or multi-engine pilot's license desired.

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