

City of Fernandina Beach
Job Description



City Manager's Signature
3/28/14

Date

Title: Airport Manager
Department: Airport
FLSA Status: Exempt
Reports to: City Manager
Pay Grade: 137

Minimum Qualifications:

A. Education and Experience:

BS in Aviation Management or Business/Public Administration, with major coursework in Airport Management or equivalent. Five (5) years experience in a management capacity of an airport with a strong record and leadership in aviation operations, budgeting and administration. A comparable amount of training, education, or experience may be considered as a substitute for the minimum qualifications. Accredited Airport Executive (AAE) designation or demonstrating a significant effort towards the designation is encouraged.

B. Licenses / Certifications:

Valid Florida Drivers' License required.
Possession of a valid single or multi-engine pilot's license is desirable.

C. Knowledge, Abilities, and Skills:

The Airport Manager must be capable of exercising independent judgment and initiative to accomplish performance objectives. The Airport Manager must have proficiency in managerial administration, financial and supervisory functions and be knowledgeable about modern business principles and practices as they relate to governmental management of an airport. Excellent interpersonal skills, oral and written communication skills are required.

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 impacts municipal airports and air transportation in general; airport security and safety; FAA and FDOT decisions and regulations; report writing and basic statistics and their application is required.

Working knowledge of modern office methods and procedures, the development of airport master plans, airport use and zoning regulations as well as airport construction and preventive maintenance principles is required.

General Description:

The Airport Manager is responsible for managing all aspects (planning, development, maintenance and operations) of the Fernandina Beach Municipal Airport.

Essential Functions:

1. Serves as primary City liaison with the FAA, FDOT, DEP, and other agencies regarding airport operations. Maintains good working relationships with fixed base operator, lease-holders and tenants, governmental agencies, airport organizations and community/airport participants.
2. Ensures compliance with FAA, FDOT, and other government agencies regulations/standards regarding airport activities.
3. Assigns and supervises work of airport staff.
4. Confers with local, state and federal officials, business and commercial representatives and the general public about development and operational matters.
5. Develops airport proposed fiscal year budget and ensures spending and purchases are within approved budgetary limitations and oversees department purchases of supplies and equipment.
6. Manages airport capital projects, including oversight of outside consultants and contractors performing authorized airport project work.
7. Responsible for RFPs, bids, and accounts payable related to the airport.
8. Responsible for operation of airport facilities and other auxiliary operations/buildings.
9. Works with the City Manager to recommend updates to the Airport Master Plan, as needed, and to develop, coordinate, monitor, and report business development and activity.
10. Responsible for formulation, implementation, monitoring and enforcement of airport rules and regulations, airport minimum standards, and procedures as related to the airport operation.
11. Researches, identifies and recommends new revenue sources for the airport.
12. Negotiates and develops tenant leases for commercial activity, aircraft storage, and land use.
13. Attends meetings and conferences with governmental, civic and aviation organizations. Attends all Airport Advisory Commission meetings and provides primary staff support. Attends City Commission meetings when requested.
14. Inspects or reviews inspection reports of airport facilities including airfield pavement; buildings; navigation aids, beacons, airfield lighting; and airport equipment to determine repairs, replacement, or improvements needed.
15. Coordinates activities of personnel involved in repair and maintenance of airport facilities and equipment to minimize disruption of airport operations and improve efficiency.
16. Updates safety procedures for use in event of aircraft accidents, natural disasters, or other emergencies and coordinates, as appropriate, with all appropriate City departments and agencies.
17. Directs airport security activities and the airport's noise monitoring efforts.
18. Handles through FAA proper notification of airfield capability (AFD updates, 5010 updates, NOTAM, etc.)
19. Handles tenant/user administrative responsibilities: annual renewal (and rate adjustment), insurance coordination, permit requirements, etc.
20. Addresses public concerns; direct studies on noise abatement if necessary.

21. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation and working with outside advisors. Advises the City Manager of actions and potential risks.
22. Coordinates special events as related to the airport.
23. Attends and participates in administrative meetings as required.
24. Performs other duties as assigned.

Essential Physical Skills:

Acceptable eyesight, hearing (with/without correction), ability to communicate (oral and written), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, walking, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions:

Works primarily inside in an office environment, however, regular outside work is required as part of the review and evaluation of airport needs and operations. All City buildings and vehicles are smoke-free. Given the nature of the work environment (in proximity to operating aircraft and vehicles), increased noise levels are common.

Key Competencies:

Integrity, business acumen, professional knowledge, analysis, attention to detail, interpersonal skills, communication (oral and written).

