

**AIRPORT MANAGER**

**TOMPKINS COUNTY**

**Department** Public Works - Airport Division

**Classification** Competitive

**Labor Grade** Management Grade R (88)

**Approved** \_\_\_\_\_

**Revised** 03/04; 06/10

**By** AF, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

Reporting directly to the County Administrator, this is a management position involving responsibility for the safe operation of the County's Air Carrier Airport and its associated facilities. Work is performed in accordance with established policies and procedures, permitting the exercise of independent judgment and high autonomy in carrying out the work. Decisions involving Federal Aviation Regulations, Homeland Security Regulations, General Aviation Operations and Safety Practices are made without guidance. The position requires supervision of the Airport, comprising approximately 300 people (employees, contract personnel, security staffs, tenants and tenant employees) to ensure compliance with federal, state and local laws, rules and regulations. The Airport is an enterprise and the airport manager is responsible for all business activity. Performs related duties as required.

**TYPICAL WORK ACTIVITIES**

Manages 470-acre Regional Airport in compliance with federal, state and local laws, and airport rules and regulations to ensure the safe and efficient operation of air carrier, corporate and general aviation aircraft and the overall safety of members of the traveling public;

Complies with Federal Aviation Regulations and Homeland Security Regulations to ensure retention of the County's Airport Operating Certificate;

Inspects runways, taxiways, safety areas, all navigable airspace around the Airport, Navigation Aids, and Airport buildings and grounds to ensure safe operations, in accordance with Federal Aviation Regulations;

Certifies the safe and operational conditions of all aircraft movement areas;

Opens and closes the Airport depending on operating conditions;

Oversees the operation, maintenance and repair of the terminal building, hangars, Aircraft Rescue, Fire Fighting and Maintenance facility, auxiliary buildings, runway, taxiways, ramps, roads and parking lots;

Oversees construction work on Airport property;

Plans the long range development, management, operation and maintenance of the Airport;

Recommends major capital projects, improvements and major equipment purchases based on current and future needs;

Provides training and management to ensure the efficiency and preparedness of Crash/Fire/Rescue equipment and personnel required by Federal Aviation Regulations to meet fire fighting and rescue standards for air carrier airports;

Oversees airport security in compliance with federal security regulations for Air Carrier airports designed to combat terrorism and hijacking activities;

Negotiates leases and contracts, formulates terms, conditions, rates and fees in tenant agreements;

Collects fees and rentals, oversees prompt payment and follows up when necessary;

Prepares and coordinates specifications for equipment purchases;

Prepares and formulates Scope of Services documents for Request for Proposals (RFPs) for all airport contracts;

Prepares Airport resolutions for committee and board approval;

Prepares and submits annual budget including equipment purchases and recommendations for capital expenditure, maintains constant oversight of all airport operating expenditure and revenues;

Markets the Airport within the community and to outside agencies with a view to maximizing revenues and increasing service to the community;

Speaks at public forums and to various professional groups to promote and defend airport issues, maintains good public relations;

Acts as media liaison and spokesperson in all aviation matters, including accidents and incidents that occur at the Airport;

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## **AIRPORT MANAGER (Continued)**

### **TYPICAL WORK ACTIVITIES (CONTINUED):**

Communicates regularly with County department heads, the County Administrator, County Attorney, Risk Manager, Sheriff and members of the County Legislature;

Represents the County and communicates with federal and state elected officials in aviation-related matters;

Maintains liaison with high-ranking officials of federal and state agencies, airlines, members of the public, local businesses, and local municipal officers;

Prepares and submits Airport and aviation-related statistics and financial reports;

Administers the preparation and coordination of grant applications to the Federal Aviation Administration and State Department of Transportation;

Attends committee and Legislature meetings to provide information for elected officials and to answer questions on Airport issues; coordinates activities between the Legislature and federal and state agencies to ensure that fiscal deadlines are met and projects proceed in a timely manner.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state and local laws, rules, regulations and practices applying to airport certification, management and operations;

Good knowledge of the principles, methods, tools and materials used in airport maintenance and construction;

Good knowledge of the principles and practices of aircraft operations and maintenance;

Good knowledge of airport facilities and navigational aids;

Good knowledge of the principles and practices of business management, personnel supervision and leadership;

Ability to communicate effectively both verbally and in writing at the highest level;

Ability to keep records and make reports;

Ability to work well with others;

Good judgment, initiative and resourcefulness, tact and courtesy;

Ability to respond to emergency situations;

Familiarity with the operation and capabilities of computers;

Physical condition commensurate with the demands of the position, including exposure to short periods of intense cold;

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year university or college with a Bachelor's Degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) supervisory or managerial experience at an Air Carrier Airport in airport administration and/or operations, **AND** the ability to become an Accredited Airport Executive (AAE) within three years of appointment; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) supervisory or managerial experience at an Air Carrier Airport in airport administration and/or operations **AND** the ability to become an Accredited Airport Executive (AAE) within three years of appointment; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

### **SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.