

## **FRANKFORT CITY/COUNTY AIRPORT AUTHORITY**

### **JOB DESCRIPTION: AIRPORT ADMINISTRATOR**

The Airport Administrator oversees and manages all Airport operations in compliance with FAA and MDOT regulations. The main responsibility of the Airport Administrator is to ensure the safe and efficient operation of the Airport on a daily basis. This includes knowledge of Airport, FAA, MDOT AERO, and Michigan Aeronautics Commissions policies and procedures. The Airport Administrator works closely with federal and state aviation committees and departments that generate rules and regulations for all aspects of Airport business and security. The Airport Administrator must ensure that all aspects of the Airport are functioning within these regulations or he/she must take the necessary actions to bring them into compliance. The Airport Administrator is an independent contractor who is appointed, reports to, and serves at the will of the Frankfort City/County Airport Authority (FCCAA) as a non-voting board member.

#### **Duties:**

1. Ensure safe and efficient operation of Airport in compliance with Federal Aviation Administration and MDOT regulations.
2. Manage revenue operations including all applicable accounting responsibilities.
3. Administer leases for Airport space on behalf of the FCCAA Airport and handle related tenant problems. Oversee leased hangar and land facilities for private and corporate aircraft, fixed-base operators, and other airfield tenants.
4. Oversee Airport maintenance, including snow removal, and seasonal grounds keeping; ideal candidate will be capable of operating Airport equipment including tractor and snowplow. Coordinate contractors performing Airport construction and maintenance. Direct the inspection of aviation and Airport facilities and arrange for corrective maintenance work, landscape installation and maintenance.
5. Assist FCCAA Board in preparation and management of annual Airport budget.
6. Prepare Monthly Status Reports for the FCCAA Board.
7. Maintain a dialog with the City of Frankfort, Crystal Lake Township and Benzie County; attend FCCAA and other City/County/township meetings when requested.
8. Maintain good working relationships with fixed-base operators, government agencies, Airport organizations, legislators, and community/Airport participants. Using excellent customer service skills, establish and maintain effective working relationships with all employees, contractors, officials and members of the general public.

9. Review and recommend changes, as necessary, to all Airport rules and procedures including the Airport Emergency Plan.
10. Oversee response to all Airport emergencies (including anything from a minor incident to a major airplane crash).
11. Prepare recommendations and specifications for Airport purchasing and capital improvement projects
12. Coordinate any construction work with contractors, Airport tenants and the public.
13. Write and administer Airport grants.
14. Accompany Federal Aviation Administration (FAA) and MDOT inspectors throughout their inspections of the Airport; oversee all inspections as required..
15. Oversee response to complaints.
16. Recommend and manage programs for the development and promotion of the Airport.
17. Direct planning and implementation of Airport operation to ensure compliance with existing environmental standards and government regulations.
18. Oversee effective filing of all documentation and responses to FOIA requests.
19. Oversee the Dow Memorial Field website.

## **QUALIFICATIONS**

### **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 Michigan Department of Aeronautics Program decisions and regulations.

Office methods and procedures including Microsoft Word, Excel and PDF documents.

Airport master plan development, airport land use and zoning regulations, as well as airport construction and preventive maintenance principles.

Budget preparation and administration.

**Ability to:**

Organize, manage and evaluate the operation of a modern airport facility; plan, direct and evaluate the work of contractors.

Determine long-range needs for Airport 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 Airport operation and the benefits of air transportation to the City, County, and Township.

Establish and maintain effective working relationships with management personnel, employees, contractors, tenants 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; address financial, technical, administrative, and personnel problems.

Operate in stressful situations and meet deadlines.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license.

MDOT Airport Manager Certification.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive, climb, stoop, kneel, crouch, or crawl, and must frequently lift and/or carry up to 25 pounds.

## **WORKING ENVIRONMENT**

Work is primarily performed in an office environment and in the field where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting and moving moderate weight objects; occasional exposure to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions; exposure to injured or deceased individuals and human blood and body fluids is possible; regular exposure to equipment and aircraft noise; may work under stress of deadlines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.