



Airport Manager Job Description

Position Title: Airport Manager	Department: Administration
Reports to: Airport Authority	Salary Range: TBD
FLSA Status Exempt	

General Description:

Responsible for the Management of the Moore County Airport Operations, Economic Development, Development & Management of the Budget, Public Relations, and Airport Administration with the Governing and Guidance of the Moore County Airport Authority. Ensure compliance with all applicable Federal, State, & Local Government Statute, Laws & Guidelines.

Management Objectives:

- Research and promote potential Economic Development Projects to improve the services and safety, and secure the growth and success of the Airport.
- Provide the Leadership necessary to gain Federal, State, & Local Grant Funding to improve & maintain integrity of the Airport and its operations in accordance with FAA, NCDOT, NCDOA, and Local Government Laws, Statutes, & Guidelines.
- Manage the Day-to-Day Operations, Administrative Processes, and Customer Service needs of the Airport.
- Develop, Implement and Manage the Airport Budget.
- Foster positive Customer and Organization Relations within the Aviation & Local Communities.

Specific Responsibilities:

1. Research and recruit organizations and/or vendors, businesses, and services for the potential Economic Development Opportunities available for location at the Moore County Airport.
2. Continue communications with Federal, State, & Local Government to solicit possible grant funding for the maintenance, growth, and improvement of the Airport.
3. Develop and manage public relations, marketing, and operational plans to improve all aspects of the Airport, to include but not limited to, increasing revenues, providing exceptional services, and ensuring customer satisfaction.
4. Oversee the Budget Development and presentation to the Airport Authority, and manage the Financial Revenues & Expenditures.

5. Represent the Airport & Authority with Government Organizations, Organizational Groups & Associations.

Additional Responsibilities:

1. Identify potential improvements, programs, and business opportunities with the goal of providing exceptional aviation services.
2. Research other successful aviation operations for potential options to enhance the Airport.
3. Manages acquisition of potential properties for the safety or expansion of the Airport.
4. Monitors potential development options to expand the Airport facilities or hangar development.
5. Initiates education and guidance for the Authority and staff on grant processes & procedures to execute grant requests for the maintenance, repair, or expansion of the Airport.
6. Implements training and education opportunities for staff to maintain safety, integrity, and customer satisfaction.
7. Develop plan to increase operations; manage human resources and employee performance.
8. Implements safety standards and ensures compliance.
9. Devise and implement cost saving methods.
10. Develop strategies to increase revenues.
11. Develop and manage Public Relations with marketing strategies, community involvement, speaking engagements, conference participation, and organization memberships.
12. Develop and implement plan to improve customer satisfaction and manage customer complaints.

Minimum Qualifications:

- Management Skills and Experience
- Public Relations & Public Speaking Skills and Experience
- High School Education or Equivalent with Some College
- Possess a valid Driver's License

Knowledge, Skills, & Abilities:

- Communicate effectively both orally and in writing
- Demonstrated leadership skills
- Demonstrate the ability to work effectively with employees, customers, government agencies, boards, and other organizations

Additional Preferred Qualifications, Skills, & Abilities:

- Operational and/or Administrative Management Experience in General Aviation
- Possession of a valid FAA pilot license
- A Bachelor's Degree
- Understanding of the Grant Administration, Budget Process, Staff Management, and Airport Operations

Benefits:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Voluntary Employees' Retirement System, NC 401(k);
- **Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual, and Sick Leave** for eligible employees.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.