

JOB TITLE: Airport Director

REPORTS TO: Missoula County Airport Authority Board of Commissioners

CLASSIFICATION: Exempt Full Time

DATE APPROVED: April 2021

JOB SUMMARY:

The Airport Director is responsible for the day-to-day management and operations of the Airport, including responsibility for developing long range planning and administering policies and rules regarding public safety, airport staffing, airport operations, airport security, Aircraft Rescue and Firefighting (ARFF), construction and facility operation and maintenance and overseeing concessionaires, tenants and other agencies and contractors involved in airport operations. Continue to oversee airport expansion and development.

ESSENTIAL FUNCTIONS AND DUTIES:

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Maintains the highest ethical standards and carries out the job duties for the benefit of the public;
2. Ensures that the Airport conducts its business in as transparent a manner as possible, in particular by complying with all Montana laws regarding open meetings and access to public records;
3. Responsible for the planning and direction of staff on day-to-day operations of the airport;
4. Promotes revenues and aviation activities of the airport through negotiation of leases with tenants and contracts with concessionaires, oversee all airport leases and contracts;
5. Applies for and seeks approval of available federal funds; ensures compliance with FAA regulations and grant obligations, related federal standards and requirements to maintain airport certification;
6. Prepares and updates strategic plans for airport;
7. Oversees preparation of the annual budget and ensures that expenditures are within projected revenues;
8. Promotes the development of air service by developing an active airline information program and by continuing open communications and regular meetings with air carriers;
9. Encourages innovation and cost saving methods and development of new revenue streams in management team members;
10. Administers and coordinates all site and facility planning, engineering, and construction activities of the airport, including the activities of consultants, architects, engineers, and contractors engaged in designing and construction airport facilities;
11. Develops and administers operational policies and procedures regarding airport security, safety, ARFF and facility operation and maintenance;
12. Directs, evaluates, and ensures that established policies and procedures are understood and adhered to by airport employees;
13. Participates in labor contract negotiations and responds to grievances;

14. Directs land acquisition, environmental, noise control, expansion and related functions and activities;
15. Represents the airport in City, County, state and national forums; makes presentations before various advisory committees, legislative, regulatory and community groups; informs local media of airport activities; projects a positive and professional image of the airport; facilitates the resolution of problems and the development of coordinated policies;
16. Manages the Airport Emergency Operations Center (EOC) in the event of an aviation accident or other airport emergency;
17. Has responsibility and accountability for airport operating and capital budgets, expenses and revenues;
18. Attends and represents the airport at FAA meetings, aviation industry executive conferences; participates in other industry organizations regional meetings and conferences as deemed in the best interest of the airport;
19. Oversees coordination with other agencies to assist with airport security and larger natural and manmade disasters.

An employment agreement will be negotiated. Salary will be commensurate with experience and include a benefit package.

QUALIFICATIONS:

- Bachelor's Degree, preferably in Airport Management, Business, Economics, Law or Public Administration, with 7 years of progressive experience in airport management.
- Experience with winter operations preferred.
- Accredited Airport Executive certification (AAE) by the American Association of Airport Executives (AAAE) required.
- Ability to pass a rigorous 10-year background security check required by the Transportation Security Administration (TSA).

PROFESSIONAL COMPETENCIES AND CHARACTERISTICS:

In addition to the above qualifications and previously identified characteristics, the following attributes have been identified as being critical to the predictable success of a new Airport Director. Ideal candidates will display:

Knowledge of:

- Principles and practices of business administration;
- Principles, practices, policies and procedures of airport operations, applicable laws, codes and regulations;
- Basic finance, accounting, federal AIP grant procedures, and recordkeeping functions.
- Well-developed entrepreneurial skills, financial concepts, reasoning, and business management skills;
- Principles and practices of goal setting, program development, implementation and evaluation and the management of employees through multiple levels of supervision;
- Techniques for representing the airport in meetings and negotiations with a wide variety of individuals and groups;
- Techniques for making effective public presentations;
- Principles and practices of developing teams, motivating employees and managing in a team environment.

Ability to:

- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction;
- Operate Snow Operations desk and/or drive snow removal equipment;
- Interact and contribute with sensitivity within a multi-cultural, multi-ethnic and socio-economic diverse community;
- Communicate clearly and effectively, orally and in writing;
- Prepare clear and concise reports, correspondence and other written materials;
- Manage multiple projects and prioritize multiple tasks and demands;
- Delegate authority and responsibility;
- Identify and respond to staff, Board, and community issues, concerns and needs;
- Prepare clear, concise administrative and financial reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods and techniques;
- Handle sensitive interpersonal situations calmly and tactfully.

WORK ENVIRONMENT

- Work environment is dictated by the activities of the airport; duties will occur both indoors and outdoors, under possible adverse weather conditions. Extended periods in difficult work environments may occur as a result of emergency conditions and weather conditions.
- This work requires the occasional exertion lifting up to 10 pounds with pushing/pulling exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Will spend a large amount of time viewing a computer screen.
- Vocal communication and normal hearing are required for expressing or exchanging ideas by means of the spoken word.
- Work environment noise level is frequently loud. Requires hearing which falls within normal limits for both pure tone and speech, per audiogram.
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.).
- Frequent use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.
- Ability to recognize occupational hazards in work activities and take safety precautions.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions