

BUTLER AIRPORT AUTHORITY**POSITION DESCRIPTION**

NAME		FSLA STATUS	Exempt
JOB TITLE	Airport Manager	REPORTS TO	Authority Board
DEPARTMENT	Administration	DIRECT REPORTS	All Airport Employees
REVISION DATE	December 2021		

OVERALL PURPOSE OF THE JOB:

The primary purpose of the job is to provide leadership in directing the day-to-day operations of the Airport including maintenance of the airfield and buildings, negotiation of leases, and fuel operations. The Airport Manager is responsible for public relations maintaining a positive image through communications with the public, various local agencies, tenants, State & Federal regulators, and others who benefit from airport services. The Airport Manager will have the ability to develop, lead, and implement a long-term strategic plan as approved by the Authority Board. The Airport Manager is responsible for understanding the sources of funding from various governmental/public entities, securing such funding, and managing the regulatory aspects of this funding. Responsible for leading the economic development efforts around the airport

ESSENTIAL FUNCTIONS OF THE JOB: (other duties may be assigned)

1. Direct, coordinate and review all airport operations including maintenance of the airfield & buildings, negotiation of leases, and fuel operations
2. Make and enforce airport rules and regulations
3. Build public relations to maintain a positive view of the airport through marketing & communications
4. Implement programs & policies to ensure the safety of both the aviation and public communities
5. Develop and execute the long-term plan aligned to the Authority's goals and objectives
6. Function as the primary contact with the Authority Board and government/regulatory agencies
7. Develop the Annual Budget based on various funding opportunities including grants, government allocations, and airport operations
8. Oversee all financial transactions of the Authority including payroll, accounts receivables & accounts payable
9. Advise the Board on financial issues, customer service issues and prepare/implement recommendations
10. Prepares financial reports on regular intervals
11. Establishes and maintains internal control procedures
12. Prepares and reports financial information for the public and outside agencies
13. Adhere to local, state, and federal regulations i.e. zoning, environmental and legal requirements
14. Supervises staff & contractors to ensure work orders are completed satisfactorily
15. Oversees property, building & equipment maintenance, including pavement repairs or replacement of runways, taxiways, ramps, and service roads owned by the Authority
16. Resolves airport security, operation and safety requirements and issues
17. Receives and deposits payments, ensures collections, and approves expenditures not requiring Authority Board approval
18. Researches and makes recommendations relating to major equipment purchases

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19. At the direction of the Airport Authority solicits information & quotes for projects and works with engineers to develop budget & plans, including hanger location and airport design
20. Acts as Authority's liaison with both engineering and legislative consultants to ensure the Authority's goals are being pursued.
21. Coordinates with the Board regarding business development, public relations and events
22. Ensures PADEP stormwater management requirements are completed and reported to PADEP
23. Initiates and maintains contact with PennDOT Bureau of Aviation, PA DCED. And FAA regarding the acquisition and execution of grants
24. Oversees that all grant assurance requirements are being followed per the Airport Authority's obligations
25. Attends public & special meetings of the Authority. Attends trade conferences as needed on behalf of the Authority
26. Recruit hire and train qualified individuals as directed by the Authority Board
27. Review and conduct performance evaluations of Authority team members
28. Implement corrective action when necessary

OTHER DUTIES OF THE JOB:

- Prepare miscellaneous finance and operational reports as requested by the Board
- Perform other duties as assigned or required

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, ability to use creativity, maintain a high level of decision-making, ability to adapt to a constantly changing work environment, maintain a high level of record keeping/routine paperwork, provide close attention to detail, ability to work under high pressure for results, establish own goals, meet frequent deadlines, and ability to work closely with others.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job) Ability to sit, ability to communicate orally, ability to hear conversation, use of color vision

Frequently Incurred (Between 25% - 75% of time on job) Ability to stand, ability to walk, repetitive motion involving fingers, wrists or hands, ability to stoop, use of depth perception

Occasionally Incurred (Less than 25% of time on job) Ability to lift (Max 40 lbs.) ability to carry, ability to push, ability to pull, ability to kneel, ability to crawl, ability to reach, ability to balance, and ability to operate truck/motor vehicle

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WORKING HOURS TYPICAL OF THIS POSITION: 40 Hours Plus – as needed – 24 Hour on call

WORKING CONDITIONS TYPICAL OF THIS POSITION: Normal Office Environment

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION: None

QUALIFICATIONS:

Education – Bachelor’s Degree

Concentrated areas of Study Preferred:

- Air Transportation
- Business/Finance Management
- Engineering
- Public Relations

Experience/ Training

- Strategic Planning
- Aviation Background
- Grant Writing
- 5 – 10 years of Relevant Experience

Licenses/Certifications

- Valid Divers License
- Valid Pilots License (*Preferred but not necessary*)
- AAAE CAM – Certified Airport Manager (*Ability to maintain or obtain*)
- AAE – Accredited Airport Executive (*Ability to maintain or obtain*)

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

- Problem Solving Skills
- Communication & Public Relation Skills
- Computer Knowledge & Proficiency
- Documentation and observation skills
- Math Skills
- Strong organizational skills
- Ability to follow established confidentiality policy
- Ability to follow established safety standards
- Ability to use various office equipment, i.e. copier, fax, shredder. Printer, etc.

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- Knowledge of financial management
- Strong leadership and supervisory skills
- Working knowledge of applicable regulations
- Knowledge of Infrastructure and Facilities
- Knowledge of Human Resource laws and regulations as they relate to management of staff
- Intergovernmental Relations
- Community & Economic Development
- Goal Orientation

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Authority Chair

Date