



AIRPORT MANAGER

FULL-TIME EXEMPT

OVERVIEW

Under the direction of the Mayor with input from the Pinedale Airport Board this is a position of high responsibility which, plans, organizes, directs and controls the operations and activities of the Pinedale Airport. The position requires a high level of expertise in Aviation Management. The Airport Manager (AM) is the liaison between the Airport's Tenants, the Town Council, the FAA, WYDOT Aeronautics and the Airport Board; coordinating the financial, development, maintenance, and operational functions of the Airport.

DUTIES AND RESPONSIBILITIES

The AM performs all functions related to the airport maintenance and management. The work involves constant safety observance and knowledge of related laws, rules and regulations. The AM must carry out daily tasks, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from being a job requirement.

- Perform accounting functions such as accounts payable, accounts receivable, reconcile bank statements, file audit reports with State of Wyoming, prepare reports for Airport Board and Town Council.
- Account for airport revenue generated from rental of hangers, users of the Airport, house rent revenue, landing fees, parking fees, etc.
- Prepare agendas and minutes for Airport Board meetings; attend Airport Board meetings; provide information to the Airport Board upon request.
- Prepare fiscal year budgets for Town Council approval; prepare reports of actual vs. budgeted income and expenses.
- Prepare and submit grant reimbursement requests for reimbursement for State and Federal grants; coordinate grant applications with engineers; collect and track grant income for grant projects.
- Act as liaison between Town of Pinedale and State, Federal and local governmental entities; manage airport leases and contracts; draft airport leases for review by Town Attorney; serve as contact person for airport tenants and public.
- Review plans and specifications for airport construction projects; make recommendations for future projects.
- Plow snow on runway, taxiway, aircraft parking apron and auto parking areas; mow grass on airport, repair runway and taxi lights and windsocks; repair airport fences, buildings and grounds.
- Maintain / enforce approved airport standards for all users of the airport.

- Maintain airport equipment and provide overall care of tools and equipment.
- Maintain and monitor appropriate security measures including access restrictions, access logs, and security cameras.
- Establish and vigilantly maintain safety protocols.

KNOWLEDGE AND SKILLS

The Airport Manager must possess:

- Knowledge of Airport management.
- Basic knowledge of computer, math and accounting functions.
- Knowledge of Notice to Airmen (NOTAM) runway standards for maintaining runways.
- Knowledge of and the ability to implement OSHA safety policies and procedures.
- Skill in the operation of light and heavy machinery and equipment is required of the AM.
- Skill in the repair and routine maintenance of light and heavy machinery and equipment is required.
- Excellent oral and written communication skills
- The ability to think critically and assess potentially hazardous conditions, then take appropriate action.

EXPERIENCE AND EDUCATION

A Bachelor of Science Degree in Aviation Management or a Degree in Business Administration is desired, plus four years of experience in an aviation related field. The designation of Accredited Airport Executive or Certified Member from the American Association of Airport Executives (AAAE) will be given priority. Possession of a Commercial Drivers License is required. The AM must be qualified to operate heavy equipment such as snow blowers, front end loaders, tractors and mowers.

PHYSICAL REQUIREMENTS

The AM must possess overall fitness to perform frequent climbing, walking, sitting, crouching, or standing for long hours; ability to lift heavy items often times in excess of 50 lbs. The AM must occasionally work extra shifts and be on call.

WORK ENVIRONMENT

Work is performed both in the office and in the field. The AM must be able to withstand exposure to extreme heat and cold working outdoors; temperature swings from indoor to outdoors (-30 degrees F to +100 degrees F); travel in extreme weather conditions and sometimes darkness, may be near heavy machinery and equipment. Work schedule is 40-hour work periods, with unscheduled breaks and lunch periods.

Extra hours may occasionally be required based on workload. Work setting is informal, team-oriented, having variable tasks. Frequent attendance at after-hours meetings is required.

As with all employees of the Town of Pinedale, being flexible and willing to help in any area is a must. Additionally, decorum and appropriate conduct and attire will be demonstrated at all times as the AM is a representative of the Town. Participation in Town activities as well as volunteerism is encouraged.

I acknowledge that I have read this job description and requirements and certify that I can perform these functions.

Airport Manager

Date