

Midcoast Regional Redevelopment Authority
Position Description

Position Title: Aviation Services Manager

Reports To: Director, Midcoast Regional Redevelopment Authority

General Summary

Under the administrative direction of the Executive Director of the Midcoast Regional Redevelopment Authority, the Aviation Services Manager performs work of significant difficulty in proactively working to develop the former naval aviation airport into a civilian general aviation airport and governmental enterprise, providing management direction and policy recommendations while also interfacing with major companies in the private sector interested in locating and developing within the airport property. The Manager will also be responsible for organizing and managing air shows and special events.

Primary duties during the first year of this position (2010 or longer) will include all of the startup activities with a new airport including working with the Executive Director on the public benefit conveyance transfer from the FAA to MRRA, documenting all grant assurances, working to see that the airport becomes a public airport and included *National Plan of Integrated Airport Systems (NPIAS)*, organizing and managing air shows and other special events on the airport property, developing a two year capital improvement budget request to the FAA's Military Airport Program to assist in the transfer to a civilian reuse of the airfield, establishing and implementing operating procedures and protocols for a new general aviation airport and overseeing an FAA required update to instrument and other precision approach procedures.

The Manger will also provide property and facility management in accordance with the policies promulgated by the Executive Director, and the MRRA Board of Trustees. The Manager will deal with specialized airport problems as they relate to the region, community, tenants, and other government agencies and perform related duties as required.

Distinguishing Characteristics

This is a single position classification with management responsibilities in the planning, development, maintenance and operations of the airport. Responsibilities include planning and implementation of a long term quality development program integrating all legal, economic and political aspects; initiation of property management programs; directing day-to-day operations and maintenance of existing facilities and services; and coordinating airport/aviation planning. The Aviation Services Manager is expected to use independent judgment and initiative to accomplish performance objectives.

Essential Job Functions:

- ❑ Provides management of land-lease facilities and parking for private and corporate aircraft, fixed-base operators, and other airfield tenants. Keeps tenants appropriately informed.
- ❑ Coordinates and manages air shows and special events on the airport property.
- ❑ Formulates and manages programs for the development and promotion of aviation and airport facilities at the former NASB airfield.
- ❑ Analyzes air carrier and general aviation operation needs and prospective recruitment strategy.
- ❑ Oversees and manages the lease(s) with all Fixed Based Operators to assure the safe and efficient delivery of avgas and jet fuel service to all customers.
- ❑ Manages all airport property leases.
- ❑ Responds to emergency situations.
- ❑ Investigates complaints, and provides information regarding airport operations, policies, rentals, fees and compliance with the *Minimum Standards and Requirements for the Conduct of Commercial and Noncommercial Aeronautical Services and Activities at NASB Airport*.
- ❑ Recommends, negotiates and administers contracts with private individuals and firms, air carriers and governmental agencies for the use of airport facilities. Administers service contracts, concession contracts, and real estate/tenant leases.
- ❑ Confers with federal, state and local governmental officials, business and commercial representatives and general public about development and operational matters of the airport;
- ❑ Evaluates existing and proposed legislation and communicates with legislative representatives regarding laws applicable to the airport, aviation, and the community.
- ❑ Researches and stays abreast of current industry issues in order to anticipate impacts from industry changes.
- ❑ Prepares the airport annual operating and capital investment budget by determining staff, supplies and equipment needs and the five-year Capital Improvement Program.
- ❑ Assigns and keeps records of all aircraft parking, landing fees and hangar rentals; develops, recommends to the Executive Director a fee schedule for the use of airport facilities and services, and manages collection activities with delinquent accounts.
- ❑ Maintains airport records for reports to federal, state and local agencies.

- ❑ Directs planning and implementation of airport operation to ensure compliance with existing environmental standards and all applicable government regulations.
- ❑ Directs airport security activities.
- ❑ Directs short and long term planning; Monitors airport programs to ensure consistency with annual and long-term budgets; and permits for airport property.
- ❑ Conducts special studies concerning aviation programs and submits recommendations to the Executive Director.
- ❑ Provides management of land-lease facilities and parking for private and corporate aircraft, fixed-base operators, and other airfield tenants. Keeps tenants appropriately informed.
- ❑ Maintains good working relationships with fixed-base operators, government agencies, airport organizations, and community/airport participants.
- ❑ Directs personnel selection and staff development programs. Assigns and supervises work of assigned subordinates.
- ❑ Manages preparation of federal grant applications and accompanying Environmental Impact Reports.
- ❑ Directs the inspection of aviation and airport facilities and arranges for corrective maintenance work, landscape installation and maintenance.
- ❑ Develops a public affairs program for the airport; coordinates airport related activities with outside agencies.
- ❑ Other duties as assigned.

Qualifications

Knowledge of:

- ❑ Thorough knowledge of: modern business principles and practices as they relate to governmental management of an airport.
- ❑ Thorough knowledge and experience in organizing and managing air shows and special events.
- ❑ Considerable 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 Maine Department of Transportation Aeronautics Program decisions and regulations; research methodology, report writing and basic statistics and their application.

- ❑ Working knowledge of: modern office methods and procedures; the development of airport master plans, airport land use and zoning regulations, as well as airport construction and preventive maintenance principles.
- ❑ Budget preparation and administration.
- ❑ Effective supervisory principles and practices.

Ability to:

- ❑ Organize, manage and evaluate the operation of a modern airport facility;
- ❑ Organize and manage major air shows and special events.
- ❑ Plan, direct and evaluate the work of employees;
- ❑ Determine long range needs for 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 municipal airport operation and the benefits of air transportation;
- ❑ Establish and maintain effective working relationships with management personnel, employees, and the public in carrying out sound management policies;

Education:

Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed above. Typically, college level course work in business management, public administration, budgeting, finance, human resources, civil engineering, planning, business administration, finance and related subjects.

A Bachelor's Degree in Airport or Aviation Management, Airport Operations, Civil Engineering, Planning, Business Administration, Finance, or a closely related field is highly desirable.

Experience:

Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed above. Normally, eight (8) years of executive or administrative experience including at least three (3) years of program development level responsibility in one or more of the following areas: airport development, airport operations, airport marketing and promotions, civil engineering, finance, or property

management. Administrative or program development experience in an airport facility is highly desirable.

License:

Possession of a valid Maine Class C driver's license required.
Possession of a valid single or multi-engine pilot's license desired.

Fair Labor Standards Determination

Exempt

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment. Minimal physical effort required; normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Regularly operates a desktop computer, requiring hand-eye coordination and finger dexterity; and routinely communicates face-to-face and on the telephone.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.