



JOB DESCRIPTION

POSITION: Carson City Airport Manager

REPORTS TO: Carson City Airport Advisory Board

PRIMARY RESPONSIBILITIES: To plan, direct, and coordinate the operations, construction, and maintenance of airport facilities in accordance with government and board laws, rules, regulations, and policies. Primary responder for airport related incidents and accidents 24 hours a day, seven days a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directs the regular operations of the airport reporting to the Carson City Airport Authority.

Recommends, develops, and implements airport policies and procedures. Maintains desk manual documenting all necessary administrative procedures.

Consults with CCAA members, government officials, tenants, and air service representatives concerning such matters as development of land and facilities as well as operating rules and procedures for various types of aircraft.

Ensures that operating rules maximize safety considerations, and that proper and adequate training is provided to carry out emergency procedures.

Maintains a sound working relationship with the FAA without sacrificing CCAA's autonomy. Policy and operational reports or changes sent to the FAA must be reported to be reviewed and if required approved in advance by the CCAA members.

Ensures compliance with all applicable regulatory requirements.

Supervises the maintenance and contracted technical and professional staff in carrying out their prescribed duties. Implement snow removal plan and be responsible for effectiveness of overall maintenance plan and continuance of daily operations.

Prepares budget with assistance of CPA and CCAA Treasurer, and monitors and reviews expenditures to ensure proper and efficient management of funds. Assist in preparing annual Airport operating budget to include capital improvements. Ensure timely and accurate accounting entries and administrative activities. Administer the approved budget, adjusting expenditures as necessary with approval of the Chairman and Secretary/Treasurer of the CCAA.

Investigates and resolves tenant complaints, with the objective of positive tenant/CSAA relations. Recommends course of action where tenants refuse to comply with established CCMC Title 19 rules, regulations, and/or policies mandated in lease agreements, and applicable FAA regulations.

Inspects and reviews inspection reports of airport facilities to determine long-term development needs in order to meet projected increases in traffic volume with improved efficiency.

Develops and implements plans for economic and business development that work to maximize the use of land side and air side owned lands to enhance the budget and ensure the financial viability of the airport.



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If required and approved by the board, directs studies on noise abatement, to minimize complaints of excessive noise from operations, drones and low flying aircraft while maintaining high standards of safety.

Coordinates and formulates special procedures with regard to special events, including arrivals/departures, crown control, obtaining city permits, follow -up correspondence etc.

Represents airport before civic and community groups as well as government agencies.

Negotiates with air service agencies and shop owners concerning leases and operation of sub-contracted facilities.

Maintains employee manual and recommends update at least annually.

Other duties as assigned.

REPORTING RELATIONSHIPS: Reports to the Carson City Airport Authority. Supervises the maintenance and contracted technical and professional staff in carrying out their prescribed functions.

JOB QUALIFICATIONS: Bachelor's degree in business, public administration, or closely related field, or equivalent education and experience. At least five years of experience in airport administration in positions which show increasing degrees of responsibility is highly desired.

Experience should include at least three of the following areas:

- Budget preparation and long-range planning
- Operations, supervision, and administration
- Airport maintenance and property management.
- Public relations
- Business Development
- Capital project administration

An FAA pilot's rating is highly desirable, but not required.

WAGE SCALE: \$50,000 - \$85,000 DOE