



Airport Manager Notice of Job Offering and Request for Resumes

POSITION: Carson City Airport Manager

REPORTS TO: Carson City Airport Authority

PRIMARY RESPONSIBILITIES: To plan, direct, and coordinate the operations, development, 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 operations of the airport. Supervises the maintenance personnel in carrying out assigned duties. Oversees efforts of technical and professional contractors to ensure spending and results are in line with airport strategic plan and annual budget. Implement snow removal plan. Oversees maintenance plan and ensures continuance of daily operations.

Prepares annual Carson City Airport (CCA) operating budget, include capital improvements, with assistance of outside CPA service and Carson City Airport Authority (CCAA) Treasurer. Monitors expenditures to ensure proper management of funds. Ensures timely and accurate accounting entries and administrative activities. Adjusts plans and expenditures as necessary, with approval of the Chairman and Treasurer of the CCAA.

Ensures compliance with all applicable regulations, policies, and procedures. Ensure appropriate training is provided and the training is documented. Recommends, develops, and implements Carson City Airport (CCA) policies and procedures. Maintains desk manual documenting administrative procedures. Maintains employee manual. Develops and maintains operating rules and procedures for airport, including several types of aircraft.

Builds and maintains airport user satisfaction. Communicates regularly with airport users on airport plans, happenings, and concerns. Investigates and resolves tenant complaints, with the objective of positive user/CCAA relations. Recommends course of action where lessees/tenants do not comply with requirements of tenancy, including 1) Carson City Municipal Code Title 19 rules, 2) CCA safety rules, 3) language of lease agreements, and 4) applicable FAA regulations.

Consults with CCAA members, government officials, tenants, and air service representatives concerning development and upkeep of land and facilities. Designs and implements plans for developing leasing land side and air side space to increase airport revenues. Optimizes airport utilization by attracting new business, airport tenants, and based aircraft.

Maintains a sound working relationship with the Federal Aviation Administration (FAA). Sends operational reports and policy changes and to the FAA as instructed by the CCAA. Responds to FAA requests for information. Keeps CCAA members apprised of FAA requests and regulatory changes.

Plans, organizes, and manages approved special events.

Represents CCA before civic and community groups and government agencies.

Other duties as assigned.

JOB QUALIFICATIONS: Bachelor's degree in business, public administration, transportation, or a closely related field or equivalent is required. A minimum of five years of experience in operations, supervision, administration, and financial management is required. Experience in any of the following disciplines is beneficial: Airport administration, public relations, business development, and capital project management. An FAA pilot's rating is beneficial. Consideration given to those with economic and business development activities in aviation.

Annual Compensation: \$65,000 - \$95,000, depending on experience.

Resumes should be provided by **April 23, 2021** to:
Bradley Harris, Carson City Airport Authority Vice President
bharris@flycarsoncity.com

Airfield Reports (CXP)

Filter

Operations (2795)

Dashboard

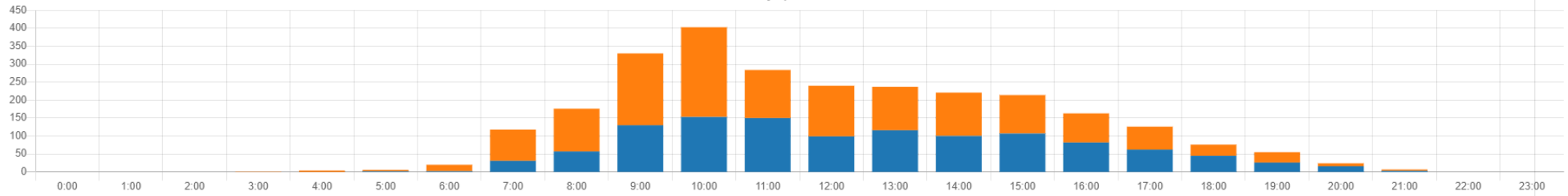
Weather

Aircraft on Field

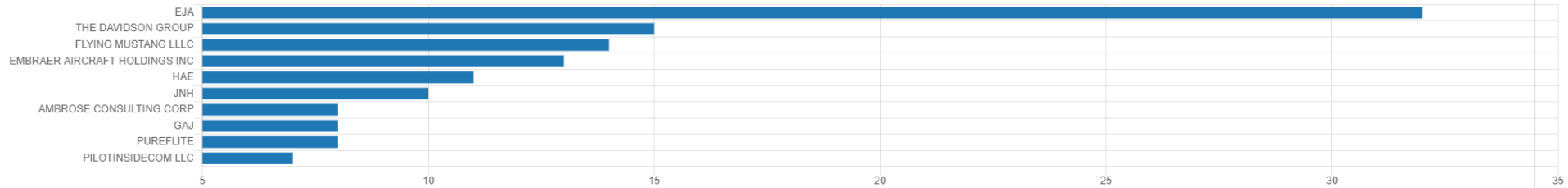
Current Date Range: 3/1/2021 - 3/31/2021

Print

Hourly Operations

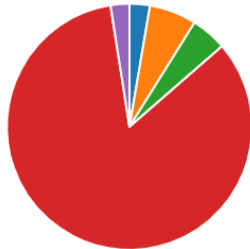


Top Operators



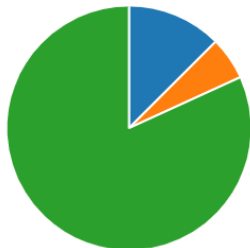
Aircraft Type

Helicopter Jet Multi-Prop Single-Prop Unknown

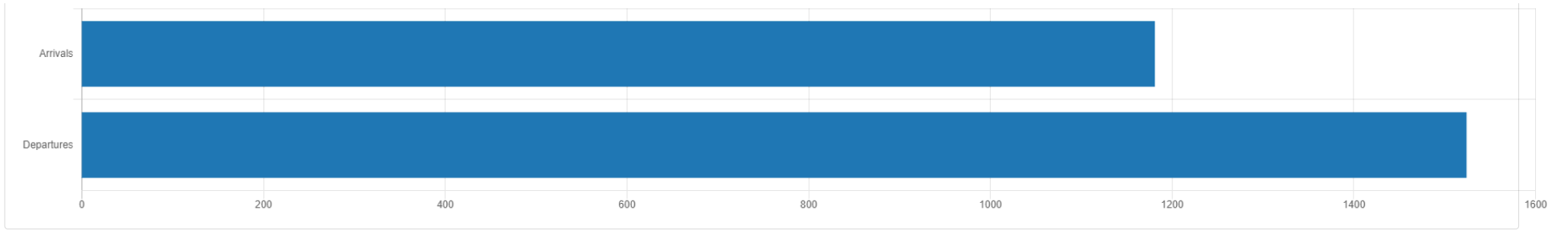


Weight Class (lbs)

UNK UNK Up to 12,499



MotionInfo Aircraft Tracking





FlyCarsonCity.com

April 7, 2021 Airport Manager's Report

Update on transition of duties to Tim Puliz, Interim Airport Manager:

On Tuesday morning, March 23rd a 9:00am I was scheduled to meet Ken Moen Michael Golden and Paul Hamilton to facilitate the transition of Ken's departure and my duties as Interim Airport Manager. Ken arrived at approximately 10am and was cooperative in turning in his keys, codes, cards, laptop and misc. airport property. Ken offered me one hour of his time to familiarize me with his filing procedures, and job functions. Within 24 hours, we were able to accomplish the typical tasks associated with the departure of an employee.

- changed office door lock code
- changed terminal building alarm code
- removed Ken's credentials for banking, accounting, payroll, credit cards, etc.
- Had Ken Moen's airport email credentials and computer access removed and his emails forwarded to me.
- notified FAA & NDOT personnel as well as our AIP consultants Armstrong Consultants, Coffman Associates
- notified the tenant/users

I created a list of priorities for getting up to speed as our Interim Airport Manager.

- Determine necessary safety procedures and tasks to keep aircraft safe. Rick Lee, our Maintenance Specialist, is a pleasure to work with and confirmed his skills at:
 - Daily runway/taxiway inspection and FOD removal
 - Updates to our AWOS broadcast when necessary
 - Understanding and maintenance of our airport lighting system and vehicles
 - Posting notams
 - Rick has airport issued credit cards, so he is able to purchase necessary supplies & equipment when needed.
- Fiscal Responsibilities
 - I met with Taffy McDonnell at Bullis & Company to become familiarized with QuickBooks and our scheduled accounting procedures. I now have QuickBooks access and know what needs to be done on a weekly/monthly basis
 - Jon Rogers has volunteered to manage the accounting, banking, payroll and bookkeeping procedures
- FAA related item
 - Met with Larry Cheek, FAA FASTEAM Manager and Kurt Haukohl, NDOT Aviation Manager. They got Rick

Lee and myself up to date on our tasks and obligations as airport management. Rick and I had on-line notam training on April 6 and are now able to create notams for KCXP when necessary.

- Met with Chris Nocks, Mike Dikun and Nadine Crow of Armstrong Consultants to get up to speed with our ongoing and future FAA funded airport projects and procedures
- Airport lease agreements
 - Michael Golden has agreed to handle all FBO/Tenant related transactions
- New Gate Card access system
 - The new gates are functioning with our existing gate card reader
 - Our new gate card readers are still not functioning so I enlisted the services of Matt Bowers, an IT specialist and flight instructor at KCXP to assist me in working with the vendors to get this new system up and running
 - We will be able to issue gate cards to those who have requested them as soon as the new system is functional. I'm hoping it will be operational on Friday, April 9th.

In summary; I have been able to get familiar with many of the responsibilities of an airport manager but I have a long way to go to become competent in all required duties

Airport Numbers:

Fuel Flow 100 LL 6639.39

Jet A 3220.93