



Airport Manager Notice of Job Offering and Request for Resumes

POSITION: Carson City Airport Manager

REPORTS TO: Carson City Airport Authority Board of Trustees

PRIMARY RESPONSIBILITIES: To plan, direct, and coordinate the operations, development, construction, and maintenance of the 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 the airport strategic plan and annual budget. Implement snow removal plan and weed control 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 CCA policies and procedures. Maintains desk manual documenting administrative procedures. Maintains employee manual. Develops and maintains operating rules and procedures for the airport with consideration for the various types of aircraft operating at the airport.

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 applicable requirements of tenancy, including 1) Carson City Municipal Code Title 19 rules, 2) CCA safety rules, 3) language of lease agreements, and 4) FAA regulations.

Maintains close coordination with the CCAA Board of Trustees concerning active and potential business development, infrastructure, maintenance, and operations projects as well as administrative and managerial responsibilities.

Attracts new businesses, tenants, and CCA-based aircraft consistent with the Master Plan. Designs and implements plans for developing airport property to increase revenues. Consults with CCAA Board of Trustees, government officials, tenants, and air service representatives concerning land development and upkeep of land and facilities.



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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 Board of Trustees. Responds to FAA requests for information. Keeps CCAA Board of Trustees apprised of FAA requests and regulatory changes. Maintains the Airport Capital Improvement Plan, identifies airport improvement projects, coordinates applications for and advocates for FAA Airport Improve Program grants.

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. Strong 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 May 9, 2021 to:
Bradley Harris, Carson City Airport Authority Vice President
bharris@flycarsoncity.com

and

Jon Rogers, Carson City Airport Authority Treasurer
jayraj89703@sbcglobal.net