

POSITION DESCRIPTION - CITY OF FOSTORIA

Airport Manager

Full-time Exempt Position – Eligible for insurance and benefits.

Not eligible for overtime compensation.

40 hours per week – Monday – Friday 8AM – 5PM; additional weekend hours as needed.

Salary Commensurate upon experience - \$40,000 - \$50,000

The person occupying this position is responsible for ensuring that Fostoria Metropolitan Airport operations comply with Local, State and Federal Statutes and Regulations. They are directly responsible for coordinating and ensuring all day-to-day operations of the Airport. The Airport Manager acts as the City's Chief Representative to Airport Leaseholders, Contractors, and others. In that capacity, the Airport Manager enforces City Policy and other regulations applicable to the Airport Operations.

Supervisor: Director of Public Service and Safety

Required Duties & Responsibilities:

- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, equipment and infrastructure of the airport, including development and improvement projects.
- Evaluates airport needs and formulates short and long range plans to meet needs in all areas of responsibility, including maintenance, operations, safety and promotions.
- Responds to public or other inquiries relative to department policies and procedures.
- Maintains regular contact with City, County, State and Federal agencies, professional and technical groups and the general public regarding airport activities and services. Represents the airport at functions.
- Supervises and monitors the use of airport facilities by tenants and patrons.
- Maintains records of fuel and other supplies sold or used. Reorders as necessary.
- Interprets flight safety and other flight and airport use regulations for the public; enforces airport regulations and assures compliance with a variety of local, State and Federal laws and regulations related to airport operations. Enforces Federal Aviation Administration and Ohio Department of Transportation regulations.
- Facilitates grounds and facilities maintenance; coordinates improvements or changes to facilities and equipment.
- Inspects airport grounds, facilities and equipment, and notes maintenance needs, safety hazards and other problems; initiates corrective actions and follows-up as necessary.
- Assesses a variety of emergency situations requiring airport closure or altered operations such as snow-plowing, ice removal or other extreme weather conditions, bomb threats, fire, crashes or other emergencies; coordinates fire, crash and rescue procedures.
- Coordinates the development of airport standards, leases, contracts, agreements, including those with private companies for the rental of airport facilities including hangers, building space, and airport service
- Develop and Maintain maintenance schedules for equipment and facilities
- Coordinates day-to day operations of the Airport in compliance with all applicable Federal Aviation Regulations, State Statutes, and City policy.
- Monitors leasing Airport farm property.
- Directs the operation, maintenance and security of the Airport facility.
- Develops and monitors the Airport budget.

- Maintains working relationships with FAA, State Aviation Division, OSHA, and other agencies on matters relating to the Airport.
- Explains and enforces Federal, State and Local Regulations governing use of the Airport.
- Participates in the study, modification, formulation, and updates of the Airport Master Plan.
- Manages all City-owned aircraft storage spaces (hangars, tie downs, and buildings).
- Initiates requisitions for supplies, materials, and equipment required for Airport operations.
- Facilitates snow removal and lawn maintenance.
- Issues, posts and distributes FAA Air Space Notices and FAA NOTAMS.
- Prepares yearly Airport reports.
- Assists in all forms of field maintenance and repair to hangars and buildings, including general maintenance of airport lighting and circuit system, and daily inspections of runways lights, airfield for obstructions and natural hazards.
- Prepares billing and facilitates collection of rent payment and renewal of expired leases.
- Prepares the annual operating budget and capital improvement budget.
- Prepares requests for the 5-year Capital Improvement Plan.
- Maintains expenses within budget constraints.
- Maintains Appropriate UST licensure.
- Performs any other lawful tasks as directed through the upward chain of command.

Education, License & Certification

- Five years' experience in airfield administration and operation or an equivalent combination of education, training and experience. Must possess a valid Ohio driver's license with an acceptable driving record.
- Extensive knowledge of Federal, State, and Local Regulations pertaining to airport management, safety, aircraft, aviation fueling, wildlife hazard management, security, and aircraft operations.
- Working knowledge of airport systems, including pavements, electrical systems, aviation fuel systems, heavy equipment, computerized equipment, lighting, storm water drainage, aircraft de-icing, communication systems, and aviation navigational systems.
- Ability to coordinate responses during events such as aircraft crash, disaster, security threats, and increased operations.
- Ability to resolve operational, safety, security, and maintenance issues.
- Ability to communicate clearly and effectively, build and maintain effective working relationships with the news media, and the general public.
- Must possess a valid BUSTR certification level A, or have the ability to obtain one.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Director of Public Service and Safety as the needs and requirements of the job change.