

CITY OF PERRY JOB DESCRIPTION

Title: Airport Manager

Department: Public Works

Reports To: City Administrator/Public Works Director

FLSA: Full Time- Exempt, Part time hourly, Contract Employee

Date: July 1, 2022

SUMMARY

Provide highly professional management, administration and supervision associated with the operations and marketing of the Perry Municipal Airport (Airport). Develop the Airport and its staff to provide a positive user experience beyond their expectations. Accordingly, the position is responsible for and coordinates the operations and activities of the department, which includes:

- Oversight of all activity at the Airport
- Oversight and implementation of the Airport Commission's directives
- Maintaining a safe, welcoming, friendly, and presentable atmosphere at the Airport
- Enforcement Airport rules and regulations.
- Act as the spokesperson of the Airport

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Manages and supervises departmental operations to achieve goals within available resources, delegates work to staff, provides first-line supervisor of departmental staff, approving timesheets, requests for overtime and time off, trains new employees, performs annual performance evaluations of departmental staff.
- Working with departmental staff, other city departments and the City Engineer, to ensure proper operation and maintenance of the Airport operations, buildings, and grounds including mowing and snow removal.
- Provide oversight of the fuel system and make recommendation for the setting of fuel prices.
- Supervises and assists in the maintenance, updating and completion of required reports to regulatory agencies and others; corresponds with regulatory agencies and others.
- Assures that all work performed at the airport meets the City's standards for customer service, accuracy, quality, and efficiency.
- Oversees the financial aspects of the department's operations, including accounting for department revenues and expenditures, preparing for the annual department budget, applying for appropriate grants and other outside funding opportunities. Also oversees the capital expenditures, such as vehicles, as needed. Assures that all operations of

assigned unit are within authorized resources (i.e., budget, staffing). Find new and innovate ways to increase airport revenues.

- Attends workshops and seminars as approved to further develop knowledge, skills and abilities in order to develop new or to maintain and enhance areas of expertise.
- Implement the policies and regulations of the Airport Commission, Federal Aviation Administration, Iowa Department of Transportation and City of Perry. Recommend and develop new or modified regulations when conditions warrant for consideration by the Airport Commission.
- Maintain current knowledge of changing FAA, DOT and IDOT regulations relating to the Perry Municipal Airport and keep the Airport Commission informed of these changes. Interpret, explain, and enforce federal, state, and local rules and regulations governing the use of the airport.
- Advise the Airport Commission on airport matters through written and oral reports. Makes available to the Airport Commission necessary and helpful facts, comparisons, information and reports and advice on special or technical matters. Assists the City Clerk in the preparation of Commission Meeting agendas in cooperation with the Commission Chair.
- Develop short and long-range goals and plans for the Airport Commission to review and adopt. Assist in working with IDOT, FAA and airport consultants in developing and maintaining five-year capital plans.
- Develop and implement a marketing program for the airport aimed at increasing airport usage, increasing community awareness and support, and expanding the availability of commercial aeronautical services at the airport. This includes but is not limited to the following: assist with the development of marketing materials for the airport. Coordinate the development of advertising and public service announcements in various media. Coordinate airport marketing efforts with local events and activities. Identify and develop mutually beneficial corporate relationships. Speak before civic and professional groups on airport matters.
- Assists with the management of airport tenant leases including invoicing and collections. Monitor leases for compliance with airport operating policies and procedures. Assists in negotiations with fixed base operators, car rental agencies, and other concessionaires and airport tenants in the establishment of lease agreements for services at the airport.
- Establish and direct a safety program for all airport buildings and grounds. Inspect all airport buildings and grounds monthly. Schedule and coordinate aircraft rescues and firefighting training with the Perry Fire Department and Perry Police Department.
- Coordinate with airport consultants and contractors in the completion of airport capital improvement projects.
- Develop and maintain a close working relationship with the FAA, IDOT, Perry City Council, Greater Dallas County Development Alliance, Perry Area Chamber of Commerce, and other agencies on matters relating to the airport.
- Manages full and/or part time employees. Ensuring the grounds and facilities are maintained in an orderly manner and equipment is operated safely and maintained properly.

- If properly licensed by the Federal Aviation Administration, may be providing pilot services commensurate with commercial flight experience and licensing, and/or may provide flight instruction.
- Assists other departments as requested.
- Follow OSHA procedures to ensure safety policies and procedures are enforced for the protection of crews, co-workers and public.
- Other duties may be required and assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Graduation from high school.
- Bachelor's degree in Airport Administration, Aeronautics, Aerospace Engineering, Business or Public Administration or related field and two years of experience, or combination of education and experience. Five (5) years of related work experience. Supervisory and/or administration experience; may consider other field related experience.
- Ability to express ideas effectively, verbally and in writing and to prepare comprehensive records and reports.
- Ability to establish and maintain effective working relationships with other officials, civic organizations, employees and the general public.
- Valid driver's license and good driving record.
- Subject to a post-offer drug and alcohol screening and background check.

Preferred Training and Qualifications:

- Commercial pilot's license with IFR (instrument) and CFI (certified flight instructor) rating.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

- Driving, climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, felling, talking and hearing.
- Sitting 30 percent of the time, sitting and using arm/leg controls 20 percent of the time
- Standing (but not walking) 10 percent of the time.
- Standing and walking 40 percent of the time.
- Frequently lifting objects less than 10 pounds.
- Routinely lifting objects from 10 to 25 pounds.
- Infrequently lifting objects from 25 to 50 pounds.

Cognitive Demands

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an

ongoing relationship with outside agencies. Prepare and submit annual budget information and monitor same. Supervise areas as needed.

Language Ability and Interpersonal Communications

Abilities in: understanding and following oral and written instruction; supervising work of staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

Environmental Adaptability

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, mechanical hazards, electrical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions.

Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.