



## JOB DESCRIPTION

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**JOB TITLE:** Airport Manager

**JOB CODE:** 1940

**DEPARTMENT:** Minden-Tahoe Airport

**FLSA STATUS:** Exempt

**REPORTS TO:** County Manager

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### SUMMARY OF JOB PURPOSE

Responsible for the administration, oversight, and day-to-day operations and safety of the Minden-Tahoe Airport.

### ESSENTIAL FUNCTIONS

1. Directs the planning and management of the Airport; serves as the Airport Manager on-call 24/7 for immediate response to airport emergencies, accidents, crashes, and general maintenance concerns.
2. Directs and manages the day-to-day operations of the Airport by responding to, and resolving, concerns expressed by airport tenants and other department; communicates and initiates discussions with tenants and customers on a regular basis regarding Airport business and services cultivating new ideas/methods to continually develop, maintain, and grow Airport revenues.
3. Develops, evaluates, and implements Airport goals, objectives, policies, and procedures; prepares and analyzes statistical reports and develops and reviews goals and objectives with the County Manager; assures departmental activities are in compliance with all laws, policies, regulations, timelines and goals.
4. Responsible for the coordination of the Airport Advisory Committee which includes meetings, agenda and actions of the Committee for follow-up through the Board of Commissioners and public.
5. Effectively directs and manages Airport personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, participates in the interview and hiring process, trains and evaluates staff, and provides coaching and instruction to employees as required; develops staff skills and conducts performance evaluations.
6. Meets with County representatives, community groups, general public, government officials, and other governmental agencies to provide information on County ordinances and policies relating to operations of the Airport; represents the County's interests with Federal, State, Regional, and Local agencies; provides advice and counsel to the Airport Advisory Committee, Board of Commissioners, the County Manager, and other County departments.
7. Responsible for all Airport marketing, promotions, and economic development activities to include events, community presentations, expo's, and newsletters; work with prospective and interested parties in the development of criteria for new and modified leases, agreements, and other sources of revenue derived from airport-oriented business activities; work with agencies, business groups, and Chamber of Commerce on securing leases for aviation.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. Monitors and reviews trends in Airport operations and management issues; recommends operational, procedural, and policy improvements.
9. Manages the development and processing of leases, assignments, amendments, contracts, bid awards, fee resolutions, and policy issues; obtains Board of Commission approval on items as required.
10. Oversees operations-related activities of lessees, licensees, and other users of Airport land, property, and facilities to ensure compliance with lease boundaries, operating agreements, use contracts, Airport Rules and Regulations, insurance requirements, and other applicable codes and ordinances.
11. Communicates with general public, hangar tenants, management staff, regulatory agencies, and others in order to coordinate daily operations, special events, and maintenance of Airport grounds and buildings.
12. Develops and administers the Airport budget and authorizes expenditures; prepares special and recurring reports; recommends and implements changes to existing policies; and develops financial strategies and alternatives for projects.
13. Researches and identifies grant and capital improvement program opportunities that meet County needs and are consistent with the County's aviation management plans; manages grant programs according to procedures; communicates and coordinates with Federal agencies in acquiring and properly applying grants for airport improvements; prepares FAA grants and makes presentations to the Board of Commissioners for approval.
14. Responds to requests for information; provides technical information to other airport management organization; identifies and researches technical issues, and recommends solutions.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Business Administration, Aviation Management, Public Administration, Accounting, Planning and Facilities Management, or Engineering, plus five (5) years experience in operational services management, including aviation, engineering, planning, facilities and business management, with at least two (2) of those years at a supervisory level; or an equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or Boards of Commissioners.

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### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane, geometry, and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of management and personnel administration methods, techniques, and policies; State and Federal codes and regulations relating to airport facilities and aviation operations; aviation program planning and marketing principles; lease and contract development and negotiation principles; research methods for grant funded programs and grant management procedures; County policies and procedures.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with the ability to obtain a Nevada Commercial Driver's License; possess or have the ability to obtain, within three (3) years, an AAE (Accredited Airport Executive) or CAE (Certified Airport Executive) certification; CPR and first-aid certificate.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

Work is primarily performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; occasional exposure to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions; exposure to hurt or deceased individuals and human blood and body fluids is possible; may experience regular exposure to aircraft noise; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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