

## CITY OF RIO VISTA

### AIRPORT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, performs a variety of mid-management, supervisory and administrative work in the operation and maintenance of the City airport's aeronautical and non-aeronautical activities; develops, implements and enforces airport related policies and procedures; serves as a member of the City's management team; participates as the City's Liaison at meetings of the Rio Vista Airport Advisory Commission; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Airport Manager** is a single position, middle management classification responsible for planning, organizing, directing, administering, supervising, and participating in the work activities of the City's general aviation airport and related facilities. The incumbent ensures that the airport is maintained in a cost-effective manner to preserve its status as a safe and useful base of aviation operations, markets the airport to attract new customers, negotiates and administers contracts, leases, agreements and permits related to airport operations and facilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

The Airport Manager coordinates airport activities with the Rio Vista Airport Advisory Commission. Receives general direction from the City Manager or assigned designees. Exercises direct and indirect supervision over assigned staff. These may be employees, contractors or service providers/vendors.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Manages, coordinates, supervises and participates in day to day activities, including but not limited to fueling service supervision, tie-down and hangar rentals, commercial leases, and maintenance of the Rio Vista Municipal Airport; plans, organizes and coordinates the City airport's aeronautical and non-aeronautical operations and other activities; reviews and recommends updates to the airport master plan, Airport Layout Plan, Airport Improvement Plan, and Business Plan.
- Supervises and participates in the development, implementation and maintenance of airport goals, objectives, policies and procedures; recommends, interprets and enforces rules governing airport facilities, usage, safety, security, and service, including local rules and regulations, FAA Orders, DOA Regulations, and tenant general rules and regulations; reviews and evaluates work methods and procedures for improving organizational performance and meeting the airport goals; ensures that goals are achieved.
- Conducts public information programs to promote the development and use of the airport facility; markets the airport via coordination with City Departments to attract new businesses, customers,

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clients and users; develops local opportunities for revenue generation; negotiates and administers contracts, leases, agreements, permits and other transactions with fixed-based operators, private parties and public and private agencies.

- Prepares, manages and coordinates the development of airport operational and capital improvement budgets; participates in the forecast of necessary funds for staffing, materials, services, supplies and capital outlay; administers and monitors the approved airport budget; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary; collects fuel flowage data, maintains fuel supplies and equipment; facilitates preparation of monthly/annual financial and other reports as needed; develops federal and state funding sources; identifies, writes or facilitates writing, obtains, complies with and administers grants and loans via Federal and State and other funding programs.
- Reviews and makes recommendations to the City Manager, Airport Commission and City Council regarding potential agreements persons/entities seeking to conduct commercial activities at the airport in accordance with the Airport's FAA reviewed and published Minimum Standards document for these activities.
- Coordinates and supervises the enforcement of air traffic and safety rules and regulations; conducts inspections of airport equipment, grounds and facilities; supervises necessary repairs, improvements and maintenance of the airport. Posts NOTAMS as required. Oversees tenant compliance with lease agreements.
- Coordinates Emergency Response training and exercises to include aircraft rescue for appropriate staff with the City's Fire Chief schedules and prioritizes work of subordinate staff, vendors, contractors.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current airport issues to the City Council, regulatory agencies, airport customers and community groups; ensures timely action on City Council directives and initiatives. Works in cooperation with all the Departments of the City: Finance, Community and Economic Development, Public Works, Police, and Fire Departments.
- In conjunction with appropriate City staff (e.g., City Clerk), responds to inquiries and requests for information regarding the airport and its activities, provides information and resolves service issues and general complaints; represents the City and the airport with other City departments, other agencies, civic groups and the public.
- Works with representatives of community organizations, state/local agencies and associations, City management and staff and the public. At the direction of City Manager, attends meetings of local residents, the Rio Vista Pilot's Association, Travis Aero Club, Chamber of Commerce, AOPA, Senior Citizen and other community groups, and School Board to increase public awareness and support of airport and to answer questions. Working relationships will also be established with neighboring airport managers and Travis Air Force Base.
- Attends to emergency calls, over-due aircraft calls, emergency fuel requests, and other types of calls to maintain a safe and efficient operation of the airport.

### **WORKING CONDITIONS:**

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Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service. The nature of the work also requires the incumbent to use power and noise producing tools and equipment, drive motorized vehicles, and work in airport traffic conditions. The need to lift, drag, and push equipment and materials weighing 25 pounds or more is also required. Work is frequently performed outdoors in all types of weather. Work is also performed in the normal office setting at the Airport Terminal or City Hall.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Airport Manager** will be considered. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in airport operations or a related field. Must have related field experience and have extensive responsible experience relating to management of an FAA Part 139, airport.

A bachelor's degree in Aviation Management, Business or Public Administration or related field is preferred. Two years of progressively responsible airport management experience which included overseeing construction, maintenance and operations of an airport is preferred.

### **License/Certificate:**

Possession of a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

### **Knowledge of:**

Extensive knowledge of planning, development and utilization of airport properties, services and facilities; principles and practices of program and budget development, Airport Enterprise/Proprietary Fund and general and governmental accounting practices, airport administration, evaluation and grant management; airport security and emergency procedures, methods and techniques of supervision, training and motivation of assigned staff; use and safe operation of airplanes, AWOS/NAVAIDS/Communications, airfield lighting, pavement equipment, fueling, sweeper, tractors, mowers and power and hand tools; modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures. Working knowledge of FAA Parts 139, 152, AIP, FAR77, airport traffic control, aviation and airport safety, aircraft rescue, aviation fueling, wildlife hazard management, pavements, airport security, methods, and procedures used in general aviation operations. Extensive knowledge of airport maintenance requirements and of necessary supplies, materials, and equipment/heavy equipment. Knowledge of Fixed Based Operator activities/services, Aero Clubs, crop dusting operators, commercial business management, and civil engineering. Preferred knowledge would be of technical and engineering design for airports and aviation/airport related equipment.

**Ability to:**

Plan, organize and manage airport operations; establish and maintain accurate records to assist in the preparation and management of an airport budget; review financial activities for accounts receivable/payable and Enterprise Fund Accounting practices, prepare scopes of work for requests for proposals and review responses; interpret and implement applicable federal, state and local laws, codes and regulations pertaining to general aviation airport operations and safety; recommend, establish and enforce airport operation rules and regulations; negotiate effectively with interest groups, agencies and potential users of airport properties and facilities; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; serve as a project manager; analyze complex issues, evaluate alternatives and reach sound conclusions for a variety of tasks simultaneously or in rapid succession with frequent interruptions; make adjustments to operating procedures as necessary to improve organizational effectiveness; work flexible hours including evenings and weekends; communicate clearly and concisely, both orally and in writing. Address customer/tenant/user/community complaints or issues for the Airport as appropriate and keep the City Council and City Manager notified and advised of such as well as taking charge of increased operations during events such as aircraft accidents, disasters and security threats. Ability to perform responsibly in a timely manner to meet scheduled deadlines, direct and supervise assign staff, contractors and vendors.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate motorized and hand held equipment used in the maintenance and repair of airport facilities. Demonstrate strong leadership qualities, tact, initiative, and good judgment. Demonstrate good human relations skills to work effectively with others.