



Job Description

Kittitas County, Washington

TITLE:	AIRPORT MANAGER		
CREATED:	DECEMBER 2018		
REPORTS TO:	PUBLIC WORKS DIRECTOR		
DEPARTMENT:	AIRPORT		
JOB SUMMARY:	This position manages Bowers Field Airport. The Airport Manager is responsible for the general operations and development of Bowers Field as a critical economic benefit for Kittitas County. The Airport Manager must maintain effective working relationships with all County staff, outside agencies, local stakeholders, and the general public, and works under the guidance of State/Federal regulations, and must abide by County/Department policies and procedures. The Airport Manager reports directly to the Public Works Director.		
CATEGORY:	Full-Time	OCCUPATION CODE	
UNION AFFILIATION:	None	WORKWEEK BASIS:	40 Hours
FLSA STATUS:	Exempt	DRS ELIGIBILITY:	PERS

ESSENTIAL FUNCTIONS:

Plans, organizes and directs the operations, development, maintenance and construction of general aviation and related facilities at Bowers Field. The Airport Manager is the point of contact for all issues regarding and related to Bowers Field. Prepares the annual airport budget and manages all lease agreements including negotiations and compliance with KCC Title 19 and current FAA regulations.

- Interprets and enforces federal, state, local rules and regulations applicable to airport operations; communicates with government and regulatory agencies to coordinate activities, resolve issues and exchange information.
- Responds to emergencies as the Airport Point of Contact; coordinates emergency response efforts and assists management of interagency coordination and notification of emergency events.
- Performs airfield, hangar and landside inspections consistent with FAA requirements
- Monitors and reports aircraft and aviation activities and operations with daily checks of the runway and taxiways for damage.
- Assists County staff and local economic development agencies in the recruitment, retention and expansion of business at the Airport creating new employment opportunities and tax revenues.
- Provides high-quality customer service to airport users and the flying public and satisfactorily meets the reasonable needs and expectations of airport tenants and lessees.
- Evaluates airport operations to improve customer service, productivity and efficiency; documents and resolves customer-related complaints and issues.
- Issues, monitors and updates all Notices to Airmen closely coordinating with FAA airspace control personnel
- Monitors weather conditions and prepare/respond with appropriate aviation safety measures; manage snow removal/winter operations.
- Manages the Airport Fuel system including, but not limited to, contract administration and negotiation, collection of fees, ongoing maintenance, servicing and testing of the fuel system as required per state and federal regulations.

- Manages wildlife hazards at the airport in accordance with established industry best practices
- Recommends changes to Kittitas County Code regarding airport regulations; recommends policy and administrative action as appropriate.
- Communicates with other County departments, airport tenants and external organizations regarding airport maintenance, finance, development, operations, security, zoning, utilities, and public relations.
- Coordinates with the Auditor's Office on all fiscal issues associated with the airport and assists in conflict resolution with all lessees with overdue accounts.
- Prepares the annual airport budget, Capital Improvement Plans and other financial reports.
- Manages all contractor service packages.
- Prepares updates to the Airport Master Plan and Airport Layout plan.
- Manages all consultant contracts for service.
- Coordinates with other County staff, contractors, engineers and the FAA for all county-led airport improvement designs and construction.
- Acts as staff support for the Airport Advisory Committee including, but not limited to, the management of regular and special meetings, agenda development, meeting minutes, and coordination with the Board of County Commissioners' office on Committee appointments; ensures meeting notices and minutes are posted as required.
- Assists County IT staff with development of and content for the airport website.
- Represents the County at industry-related events and functions.
- Coordinates the use of Public Works Maintenance personnel with the County Engineer/Public Works Director.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in the following fields of expertise: planning, engineering, environmental science or public administration.
- Four (4) years of airport related management.
- An advanced degree in the above desired areas may be substituted for up to two (2) years of the required work experience.
- Valid Washington State driver's license.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Establish and maintain an effective working relationship with the Board of County Commissioners, Public Works Director, personnel from Public Works and other County departments, municipalities, agencies, community groups and business leaders, general aviation users and the public.
- Deal with the public in a pleasant, courteous and calm manner, often under stressful and/or emergent situations.
- Governmental organization, rules, regulations and processes.
- Promote airport use and economic development; determine land and building use.
- Current trends, literature and developments in the field of aviation.
- Develop/maintain sound fiscal programs and budgeting processes necessary to manage assets to ensure that

budget constraints and timelines are met.

- The basic principles of proactive management.
- The principles and practices of aviation planning and organization.
- Interpret, review and understand complex technical reports and regulatory requirements.
- Monitor, manage, or conduct complex airport studies.
- Familiar with Federal Aviation Administration grant reporting and billing procedures.
- Make decisions and use good judgment to solve complex technical or political problems with minimal supervision or direction.
- Supervise or perform multiple simultaneous ongoing tasks or projects.
- Effectively manage projects through to completion and according to established deadlines.
- Communicate effectively and tactfully, both verbally and in writing, with the public, regulators, and other municipal agencies and County decision makers.
- Explain complex technical or scientific issues to non-technical officials, media, and the general public.
- Provide testimony at public hearings and/or trials.
- Highly skilled in the use of personal computers and various software programs, specifically, Microsoft Word, Excel, PowerPoint and GIS mapping software.

PREFERRED QUALIFICATIONS:

- Negotiation skills including experience negotiating with private land owners, land developers, state and federal resource agency staff.
- Masters degree in the following fields of expertise: planning, engineering, environmental science or public administration.
- Understanding politically sensitive issues.
- Ability to tactfully present controversial issues and understanding the governmental decision-making process.
- Public speaking and presentation skills.
- Accredited Airport Executive (AAE) or Certified Member (CM) from the American Association of Airport Executives is highly desirable.
- Possession of a pilot's license is highly desirable.

WORKING CONDITIONS:

Work is typically performed in an office environment, but could include others such as vehicles, public meeting locations, and private residences. Must be able to stand, walk, sit, crouch, kneel, stoop and grasp. Must be able to traverse a variety of surfaces and ascend/descend stairs. Must be able to read printed materials and a computer screen; must possess hearing and speech to communicate in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

Occasional travel may be required for training opportunities and /or meetings; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which includes evenings and weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED & REVIEWED BY:

Must be completed with all revisions of the job description. A copy will be returned to supervisor.

Supervisor Name & Title Date

HR Representative Name & Title Date

EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Name Date