



"Honoring the Past, Embracing the Future"

Job Description

Position Title: Airport Director/Manager
Full-time/ 40+ hrs./wk.

Salary Range: \$45,000 - \$55,000

General Summary:

Reporting to the Keystone Heights Airport Authority Board of Directors, this position is responsible and accountable for directing the operations, maintenance, business and marketing initiatives for the Keystone Heights airport. This position is also responsible for coordinating airport activities and maintaining excellent customer relationships with tenants and business entities. The Airport Director/Manager shall oversee all operational and business aspects of the airport by maintaining daily communication with the Airfield Manager and Fiscal Clerk personnel. This position is responsible for maintaining a professional and cooperative relationship with tenants, local community and government groups, and associations with interests in the airport. Additionally, the Airport Director/Manager must have the ability to cultivate and maintain strong collaborative and mutually beneficial relationships with other airports and affiliations for the purpose of maintaining, advancing and growing our airport.

PRINCIPAL ACCOUNTABILITIES:

- Provides strategic oversight for present and future growth opportunities in aviation and non-aviation businesses.
- Oversees the day-to-day management, operations, and maintenance of the airport to safely and professionally operate the airport in accord with all legal guidelines for airport operation.
- Oversees all airport improvement projects by coordinating with airport engineer.
- Ensures the quality of aviation fuel is maintained by daily, monthly and annual testing/ reporting. As well, coordinates with fuel supplier for annual training for airport staff.
- Coordinates with the Authority and provides key input in administering Minimum Operating Standards and overseeing Airport Zoning Regulations and reviewing all plans for existing/potential tenants' proposed alterations or scheduled construction work to assure compliance with development standards and leases.
- To ensure the safe and compliant operation of all aeronautical activities undertaken at the Keystone Heights Airport. This includes the coordination with federal, state and local entities to report any suspicious activity on airport property.
- To provide day to day management and leadership to the Airport's Management Team and staff.
- To provide day to day guidance to Airport-based operational teams in their provision of safe and efficient airport operations.
- Works with the Authority in the preparation of the KHA Business Plan & Annual Budget

- To support the maintenance, development and promotion of work place cultures which deliver sustainably high standards of:
 - Staff performance, public and Airport-wide health and safety;
 - Risk awareness and mitigation;
 - Communication and reporting of all safety and risk related events.
- Responsible for the development and motivation of KHA employees to deliver high standards of efficient customer service.
- The ideal candidate will have the ability to create and guide the implementation of capital improvement plans and programs as well as coordinates business affairs with airport tenants, analyzes pricing trends for rate setting of leases, fuel and aviation/non-aviation services, recommends lease terms, drafts professional services agreements, reviews and recommends strategies to enhance services rendered at the airport.
- Personal involvement in local community (i.e., Rotary, Kiwanis) and statewide aviation groups (i.e., Florida Airports Council) is strongly encouraged affording the Airport Director/Manager opportunities to obtain and share aviation related information at these venues.

Minimum Qualifications:

- Applicant must have graduated from an accredited college or university with a Bachelor's degree in Aviation Management or Business Administration or a field relating to the area of supervision. Applicant must have at least four (4) years of experience in a related field but an emphasis in aviation is preferred. Any equivalent combination of aviation related education, training, and experience may be substituted.
- Prefer to have general knowledge of FAA/ FDOT regulations & standards pertaining to airport operation requirements as well as airfield maintenance standards.
- General knowledge of EPA/ DEP regulations & standards as it relates to airport/ airfield operations.
- General knowledge of the federal Storm Water Pollution Prevention Plan (SWPPP) regulations.
- Working knowledge in grant processing of FAA/ FDOT funded projects.
- Proficient in MSOffice Suite and working knowledge of QuickBooks.
- Strong verbal and written communication skills.

Work Environment

The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Guidelines

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,

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as responsibilities and requirements of the job evolve over time.

You may submit your application to Keystone Heights Airport Office located at 7150 Airport Rd., Starke, FL 32091 or email to: dkirkland@keystoneairport.com SUBJECT: AIRPORT DIRECTOR/MANAGER position.

The Keystone Heights Airport is an EEO/AA/ADA/VP employer.

The Keystone Heights Airport is an Equal Opportunity Employer. Drug free/smoke free work place.