

EMPLOYMENT OPPORTUNITY

AIRPORT MANAGER

KERRVILLE-KERR COUNTY AIRPORT

KERRVILLE, TEXAS

ABOUT THIS POSITION

The Airport Manager supervises staff in day-to-day administration, operations, and maintenance activities at the airport and ensures airport facilities and grounds are in compliance with federal, state and local regulations. The Airport Manager is responsible for building strong and productive working relationships with airport tenants, pilots, contractors, government agencies (i.e. TxDOT Aviation) and the general public. Maintain a positive public image for the airport through effective media relations, availability as a speaker for local organizations and pursuit of other publicity opportunities.

ESSENTIAL JOB FUNCTIONS

- A. Manages the airport in ways that implement Airport Board policies, capital improvements and operation and maintenance objectives at costs approved by the Board. This assignment includes ensuring compliance with all Federal Aviation Administration (“FAA”) rules and regulations and relevant Airport Advisory Circulars (“AC”) as well as planning and developing long-term and short-term goals for airport development. Ensure that development is consistent with the current Airport Master Plan and Federal Aviation Regulations (“FAR”).
- B. Coordinates with the Texas Department of Transportation Aviation Division for airport development and grant-funded improvements: oversees grant-funded construction and maintenance projects.
- C. Develops the airport annual budget for approval by the Board and then for final approval by the Kerr County Commissioners’ Court and the Kerrville City Council (“Governing Bodies”). Monitors and forecasts airport revenues and expenses and takes remedial action where necessary.

- D. Proposes appropriate changes to the Airport Code (Rules, Regulations and Minimum Operating Standards) for Board approval. Maintains the current version of the Airport Code and ensures its availability to all interested parties.
- E. Manages airport tenant leases and promotes the airport to prospective tenants and developers for aviation and non-aviation commercial uses.
- F. Proposes agendas for approval by the Board and provides staff support for Board meetings. Performs other duties by acting as representative to various aviation organizations and associations and represents Kerr County and the City of Kerrville as sponsors of the airport.
- G. Acts as primary contact with the FBO(s) on all matters.
- H. Provide and manage all airport maintenance: All weekly maintenance, monthly maintenance and routine maintenance.

COMMUNICATION SKILLS REQUIRED

- A. Ability to communicate using the English language. Ability to read and write the English language. Ability to speak and understand the English language.
- B. Ability to hear the spoken word.
- C. Ability to deal with the public and fellow employees in a clear and concise manner.

EXPERIENCE

- A. Five years of relevant experience in aviation or airport operations is preferred.
- B. Experience in FAA Rules and Regulations.
- C. Knowledge in TxDOT Aviation protocol. Specifically:
 - 1. RAMP Grant Funding
 - 2. CIP Funding Mechanism
 - 3. Primary Entitlement Funding

EDUCATIONAL REQUIREMENTS

- A. Bachelor's Degree in Business Administration, Aviation Management, Public Administration, Engineering, or related field is preferred.
- B. An equivalent combination of related experience and education may be considered.

CERTIFICATES AND LICENSES

- A. Must have a Texas Operator's License minimum Class C and must have and maintain a satisfactory driver's record.
- B. Commercial Pilot and Instrument Rating preferred but not required.

RECRUITMENT DATES

- A. Recruitment may close when we have received a sufficient number of qualified applications.

SALARY RANGE

- A. \$70,000 - \$80,000 annually
- B. Kerr County Health Care Plan and Benefits.

HOW TO APPLY

MAIL OR FEDEX YOUR COVER LETTER, RESUME AND APPLICATION TO:

Bruce McKenzie

Airport Manager

1877 Airport Loop Suite 103

Kerrville, Texas 78028

APPLICATION AND JOB DESCRIPTION AVAILABLE AT: www.kerrvilleairport.com