

## Vermilion Regional Airport Authority

Job Title: Airport Manager

The Airport Manager is responsible for the operation, safety, security, maintenance, and appearance of the airport grounds, pavements, equipment, buildings, and other assets of the Authority. To accomplish this responsibility the Manager shall:

- Ensure compliance with all state, federal, and local regulations
- Oversee a safe environment and provide required or necessary training to employees
- Establish policies and procedures to protect, develop, secure, and improve all Authority assets
- Ensure that all equipment is in good working order, maintained, clean, and safe
- Provide for purchases, bid documents, and competitive bids (when required)
- Create/maintain maintenance logs for equipment
- Create /maintain inspection logs and timetables for the airport's pavements, systems, lights, and devices and perform/oversee inspections at regular intervals
- Create/maintain inspection logs for buildings and hangers and perform/oversee inspections at regular intervals
- Maintain/improve the airport grounds, buildings, and equipment so that it is visually appealing, detailed, and otherwise presentable to users and the general public
- Correct discrepancies/deficiencies identified by inspections in a timely manner
- Create/maintain a safety plan and operations continuity plan for the airport
- Maintain a secure airport environment for operators, tenants, and leaseholders
- Be available to work non-standard hours for safety, operations, maintenance, special events, or as needed
- Operate the equipment of the Authority and assist in performing airport maintenance duties such as mowing, snow removal, or other maintenance items as necessary

The Airport Manager is responsible for overseeing the employees of the Authority. The Manager shall:

- Staff and supervise the employees of the airport, in consultation with the Board, with the optimum number of employees to complete tasks efficiently
- Provide a job description to each employee, perform quarterly performance reviews, maintain employment files, and provide expectations, oversight, and remediation (when necessary).
- Present employees with a full-day's work, including performance expectations, and evaluate completed tasks
- Hire outside contractors, when necessary, to complete maintenance/improvement tasks

The Airport Manager shall oversee the finances of the Authority and shall:

- Ensure the Authority has accurate and complete financial records
- Comply with accounting standards/rules, oversee a yearly audit, and present monthly reports to the Board

- Prepare a budget each year for presentation to the Board in December and amend mid-year or more often as necessary
- Prepare and present the annual tax levy to the Board in November
- Oversee state and local grants in consultation with IDOT, the Authority's engineers, and other supporting agencies

The Airport Manager reports directly to the Board of Commissioners and is responsible for implementing Board directives. The Manager shall:

- Attend monthly Board meetings and special meetings
- Provide the Board with a monthly report describing work completed by the manager and staff, discrepancies found in inspections, and timelines for current/future work
- Provide the Board with ample time to evaluate large purchases, projects, or contracts
- Convey to the Board his/her vision for the airport and work with the Board to create a future plan

The Airport Manager will be the ambassador for the airport in public settings and oversee special events that occur on airport grounds. The Manager shall:

- Establish plans for special events, in consultation with organizers, that identify areas of use, safety protocols, operations planning, and other planning that ensures the safety and security of airport and tenant assets while providing accommodations for special events
- Bring aviation-related and non-aviation-related special event ideas to the Board
- Promote aviation, flight training, fly-ins, and other flight activity/opportunities
- Be present in inter-governmental meetings, aviation associations and local civic organizations

The Airport Manager shall be responsible for other duties and obligations as assigned by the Board of Commissioners.

The Airport Manager is a salaried position.