



City of Klamath Falls

Position Description

Position: Airport Business Manager	Group: Management/non-represented
Department: Airport	FLSA: Exempt
Evaluated by: Development Services Director	Salary Grade: 122

Summary

Under the supervision of the Development Services Director, the Airport Business Manager is an exempt position under FLSA. Under direction of the Development Services Director, manages business functions of Crater Lake Klamath Regional Airport. The Airport Business Manager analyzes and coordinates administrative services, such as organizing and maintaining accurate financial records and reports; oversight and management of leases and contracts and maintaining compliance with regulatory agencies. This is a non-supervisory position.

Distinguishing Career Features

The Airport Business Manager is a position that assists the Development Services Director in administering the overall airport business operations within the City’s established mission and goals. The incumbent is the Crater Lake Klamath Regional Airport liaison responsible for the day-to-day coordination and administration of assigned functions.

Essential Duties and Responsibilities

- Processes applications for security access keys, troubleshoots problems with keys and/or controllers and performs annual audit and update of system and keys.
- Performs annual compliance processes required by FAA in regard to financial, Disadvantaged Business Enterprise (DBE) and grant programs.
- Prepares business activity reports. Ensures effective control of business plan results and corrective actions necessary to achieve objectives within designated budgets.
- Ensures compliance with City’s procurement and financial policies.
- Advises management on community relations projects and activities. Arranges for company and airport tours.
- Provides development and coordinates marketing, event planning, and public relations efforts.
- Prepares and presents Crater Lake Klamath Regional Airport requests and updates to City Council.

- Analyzes such administrative practices as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
- Coordinates collection, preparation, and submittal of operating reports such as statistical records on airport operations, based aircraft, and financial reports to regulatory agencies.
- Coordinates collection and preparation of required reports to Federal and State Government entities. Compiles and submits reports such as tracking contracts, modifications, and related requirements. Liaison to Federal and State Government entities to ensure compliance with all requirements. Tracks all records related to Federal and State Government airport projects as necessary for City Auditor purposes.
- Research, write and submit grants for Crater Lake Klamath Regional Airport and oversees grants' compliance with Federal and State laws.
- Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions.
- Acts as liaison with airport tenants and stake holders regarding airport events, operating rules, regulations, and procedures. Maintains lease agreements and issues monthly rental, utility, and landing statements.
- Prepares reports including conclusions and recommendations for solutions of administrative problems.
- Assists in preparation of budget and capital improvement needs and annual reports of organization.
- Compiles, stores, and retrieves management data, including Agenda preparation and distribution; records, summarizes and/or transcribes minutes of meetings.
- Responsible for such administrative duties as answering telephones, correspondence, destruction of records, and filing.

Qualifications

- **Knowledge and Skills**

Management methods, budget process, lease management, record keeping systems and performance standards; and advertising and promotional activities. Requires extensive knowledge of current airport management procedures; thorough knowledge of all applicable Federal Aviation Regulations and Federal Aviation Administration Advisory Circulars; thorough knowledge of current Department of Homeland Security regulations and programs. Federal Aviation Regulations parts 77, 139, and Advisory Circulars related to areas such as airport operations, maintenance, construction, wildlife management, emergency management planning, security, crash fire rescue, and the Airport Improvement Program. Transportation Security Regulations (TSR) parts 1540, 1542, 1544, and Airport Security. Department and environmental quality regulations. Responding to inquiries or complaints from customers, regulatory agencies, or members of the business community; effectively presenting information to top management, public groups, and/or boards of directors.

- **Abilities**

Analyze and coordinate office services; and effectively assist visitors (general public and contractors). Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; work with mathematical concepts such as probability and statistical inference, and fundamentals of planes and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form. Work with computers and software.

- **Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to walk on uneven terrain.

- **Education and Experience**

Associate's Degree in Business Administration or equivalent; with five to seven years related experience and/or training; or a Bachelor Degree and three to five years or other equivalent combination of education and experience.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon Driver's License. Desired: either a Certified Member (CM) or Accredited Airport Executive (AAE) certification by the American Association of Airport Executives (AAAE) is preferred.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and a fit-for-duty exam. In addition, candidate must be able to pass a comprehensive ten (10) year criminal history background check and complete training consistent with Airport-related security requirements.

- **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The duties of this position are typically performed in a well-lighted, temperature-controlled office environment. May be subject to inclement weather while walking on uneven surfaces near moving mechanical parts. The noise level in the work environment ranges from quiet to very loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.