



## POSITION DESCRIPTION

**TITLE:** Airport Manager

**STATUS:** Exempt

**REPORTS TO:** Chief Operating Officer

**FT/PT:** Full-Time

**DEPARTMENT / AREA:** Airport

**DATE:** January, 2024

---

### **PURPOSE:**

As a member of the Port leadership team, the Airport Manager has overall responsibility for the Airport functions/facilities as well as contributing to setting and achieving strategic plans and goals for the entire Port.

- Provide excellent leadership and guidance of the team to ensure quality function, maintenance, and security of Bremerton National Airport and infrastructure.
- Operate with appreciable latitude for independent action and decisions, commensurate with demonstrated ability in alignment with Port policy, goals, and objectives.
- Assure the efficient and effective utilization of departmental personnel, funds, materials, facilities, and time. Work closely with CEO and COO.

### **ESSENTIAL FUNCTIONS:**

Work effectively with the Port's leadership team providing expertise regarding the airport functions/goals perspective to all decision-making. Participate in establishing strategic goals and bringing forth initiatives to enhance the Mission, Vision, and Core Values of the Port. Serve as a role model in the organization.

- Plan, organize, direct, and control all activities of the airport maintenance department and large and small works contract administration related to the airport. Operate with understanding decisions could have a major impact on public safety, legal liabilities, costs, efficiency, and employee motivation.
- Project Management: Develop and recommend short range, preventative, and long-range goals and budgets for the improvement and development of the airport. Direct or prepare estimates, plans and specifications for small works construction projects. Demonstrate effective problem-solving skills. Provide progress reports and advice to COO on the administration of short term, preventive, and long-term maintenance, capital improvement projects and budgets.
- Budgeting/Purchasing: Prepare annual budget for the department. Administer an efficient and effective system to purchase, secure and utilize departmental supplies and equipment.
- Develop and nurture economic opportunities associated with the airport.
- Develop, negotiate, and manage ground and space leases and their effective rates of return to the Port.
- Communicate effectively, both oral and written to a wide variety of target audiences as required.

- Maintain harmonious and effective collaborative working relationships with all Port departments and Port tenants. Provide technical advice and service to other Port departments as appropriate. Interact in a positive way with officials, Port Commissioners, community organizations, tenants and customers, and the public. Handle citizen concerns relating to any facility or departmental activity in area of responsibility by providing a timely response, investigation, if necessary, resolution and report to the COO.
- Maintain and operate Bremerton National Airport, a federally obligated airport, consistent with FAA standards and compliance guidelines, AIP capital improvement projects, inspection requirements, and grant assurances.
- Coordinate as required with the Washington State Department of Transportation Aviation Division and other federal, state, and local agencies.
- Ensure the Airport operating rules and governing policies maximize safety considerations, and that proper and adequate training is provided to carry out emergency procedures. Determine safety of the airfield and airport, and if necessary, recommend temporary closure. Determine and recommend reopening following closure.
- Participate in the overall daily inspection, operation, maintenance, and safety of the airport; including but not limited to runway, taxiways and airfield surfaces, snow and ice removal, aeronautical aids, weather systems (METAR, AWOS), all lights, ground equipment, all aircraft parking, automobile parking areas; building and ground maintenance including heat, vent and air conditioning units, and any other activity which may affect public and operational safety on a 24/7 basis.

### **CORE COMPETENCIES / EDUCATION REQUIREMENTS:**

A bachelor's degree in Business Administration, Public Administration, Airport Management, or similar field coupled with experience in airport administration, operations, and maintenance. Accreditation through the American Association of Airport Executives is desired. Knowledge in municipal government desired.

A record of progressive responsibilities in airport operations and facility maintenance and infrastructure development. Demonstrated leadership abilities. Knowledge and application of modern engineering design, systems, methods, and practices; equipment utilized in construction, maintenance, and design; and sound airport management and administration.

Demonstrated computer ability, including utilizing various office-related programs and applications, preparing spreadsheets, and budgeting.

Knowledge of local, state, and federal laws, codes and regulations and their relation to public works projects.

**WORK ENVIRONMENT/TRAVEL/PHYSICAL REQUIREMENTS:**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities*

- While performing the duties of this job, the employee is required to sit 2-3 hours at a time (at least 85% of job is sitting); use the hands to handle, finger, or feel objects, tools, or controls.
- Outdoor work involved includes walking to communicate with prospective tenants, showing land and checking in on current tenants.
- Successful performance requires specific vision abilities that include close vision and the ability to adjust focus.
- This position requires the ability to work at a high level of concentration in a fast paced, often highly demanding environment.
- Ability to present information and interact professionally with others on a regular basis. Must be able to stay focused and handle multiple interruptions.

*Approved by HR and CEO  
January 2024*

***Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities, and expectations may change at any time with or without notice.***

***The Port of Bremerton is an equal opportunity employer***