

**Title:** Airport Director  
**PG:** PB3  
**Status:** Non Civil Service  
**Position Reports to:** Deputy City Manager  
**Department:** Airport

**Class Code:** 1002  
**Date:** 09/09

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible, administrative, and supervisory work administering the finance, planning, development operation and maintenance of Lakeland Linder Regional Airport. Functions supervised include: maintenance department; the Lakeland Airside Center, and a business center. Work involves airport development and maintenance facility and infrastructure inspections, development and implementation of aviation and non-aviation policies and procedures, extensive coordination with the Federal Aviation Administration and Florida Department of Transportation, including both grant and regulatory aspects. Supervision is exercised over airport personnel. Work is performed under the administrative direction of the Deputy City Manager and is reviewed through conferences and observation of results obtained.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for the administration, management, planning & development, marketing, construction, maintenance, and operations & security of the airport.
2. Manages the Lakeland Airside Center.
3. Prepares, directs and monitors the airport annual operation and capital budget.
4. Directs and oversees development of the Airport to coincide with Master Planning requirements and objectives.
5. Manages and negotiates terms and recommends approval of leases and contracts for the airport. Develops programs and makes recommendations on revenue development. Actively engages in the marketing of the airport and airport property.
6. Institute and enforces operational policies concerning aviation including airport rules and regulations insures compliance with Federal Aviation Administration policies and directives including advisory circulars, and federal aviation regulations. Responsible for promotions, public relations and marketing of the aviation and non-aviation facilities.
7. Coordinate matters relative to the operation and improvements of the airport with Federal Aviation Administration offices and with the Florida Department of Transportation, Aviation Division, at the district, state, regional and federal levels.
8. Conducts or oversees technical research and surveys concerning airport use, expansion programs, alterations or additions to existing facilities and placement of new installations; prepares recommendations for future airport programs, policy implementation and operating procedures.
9. Develops and implements procedures to insure continuous operation of airport and uninterrupted flow of air traffic.
10. Schedules maintenance projects based upon periodic inspections and/or maintenance schedule.
11. Makes recommendations for modifications or additions to existing installation and facilities.
12. Prepares preliminary estimates and grant applications to the Federal Aviation Administration and Florida Department of Transportation.
13. Conducts research and surveys to determine landing fees, rates and charges for use of airport facilities.
14. Prepares/updates rates and changes policies and procedures as necessary. Develops and recommends modifications, if necessary, associated with Airport Minimum Standards documents.
15. Prepares reports on departmental operations
16. Maintains liaison with contractors engaged in airport construction projects; confers with tenants on proposed leases and
17. Oversees alterations or additions to existing facilities; reviews completed construction or alteration projects; recommends acceptance or rejection of the work.

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**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the principles of airport finance, planning, grants operation and maintenance
2. Thorough knowledge of federal rules and regulations relating to airport operation.
3. Ability to analyze airport problems and to develop and implement sound policies and regulations for their solutions.
4. Ability to plan, assign and supervise subordinate personnel.
5. Ability to establish and maintain effective relationships with co-workers, other City Departments and the general public.
6. Ability to express ideas clearly, orally and in writing.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major course work in Aviation Management or Business Administration. Formal education in Aviation Management or closely related field is preferred.
2. Accredited Airport Executive (AAE) certification preferred, but not required.
3. Five (5) years of supervisory experience in airport development and management.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Experience with a Federal Aviations Regulations Part 139 certified facility preferred.
2. Commercial service airport experience preferred.
3. Must possess a valid state of Florida driver's license.
4. Must maintain a valid telephone number.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical.