

**PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERATIONAL AIRPORT**

**JOB DESCRIPTION**

**CLASSIFICATION:** Executive Director

**DEPARTMENT:** Executive

**SUPERVISOR:** Airport Board

**EFFECTIVE DATE:** October 1, 2020

**PAY LEVEL:** 270 (\$132,737.32 - \$219,202.52)

**PAY CLASSIFICATION:** Exempt

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**GENERAL STATEMENT OF DUTIES:** Plans, directs and administers the overall operation of the Panama City – Bay County Airport and Industrial District; performs related work as required and as directed by the Airport Board.

**DISTINGUISHING FEATURES:** The Executive Director has responsibility for developing and administering policies established by the Airport Authority. Prepares and updates plans for airport expansion and ensures that new construction conforms to approved plans. Responsibilities involve considerable liaison and public relations work in dealing with federal, state and local authorities, other airport managers, and with users and tenants of airport facilities. Must have in-depth knowledge of a wide range of federal, state and local regulations and rules relating to federal aviation, airfield maintenance and operations, emergency response, strategic planning, contract management and personnel management. Knowledge is usually gained through several years of experience with multi-faceted airport management. Work is performed under the general direction of the Airport Authority.

**ESSENTIAL FUNCTIONS:**

**Management:** Presents information and recommendations to the Panama City – Bay County Airport and Industrial District including resolutions for leases and agreements and the Airport budget to the Airport Authority; sets up meetings, prepares agendas and information, and sees that policies are carried out; negotiates lease agreements, landing fees and other contracts with the Airport tenants and air carriers.

Financial: Projects and develops Airport revenue through Airport Lease and Use Agreements; develops and manages the Airport budget assuring that expenditures are within projected revenues; makes application for Airport Improvement Programs and bills FAA for fees as project progresses; develops widest financial base possible, making certain that all Airport users pay equitably; interprets collection guidelines and decides on appropriate action for tenants who have failed to meet payment agreements on contracts or leases. Implements detailed planning to ensure the economic viability of the airport, preparing it for future growth and development.

Airport and Community Development: Develops, updates and implements the Airport Master Plan for short and long-range developments; prepares annual construction and capital improvement programs for the Airport; acts as chief negotiator on land acquisitions; acts as spokesperson for zoning, height restrictions and land use planning around the Airport; sets standards, responsibilities, scope and results of contracts with varying professionals including engineers, architects, attorneys, police and fire.

Operation/Maintenance: Develops and administers operational policies and rules regarding Airport security, safety, crash rescue and facility operation and maintenance; assures adequate security and fire/crash rescue coverage through contracts with the Police and Fire Departments; develops safe air traffic patterns, noise abatement and aircraft operating procedures.

Public Relations: Makes and approves of news and press releases involving the Airport; represents the Airport at a variety of meetings to include but not limited to, legislative and professional meetings.

**MINIMUM QUALIFICATIONS:** (Knowledge and Abilities)

Preferred graduate from an accredited four (4) year college or university with a degree in Airport Management, Business Administration, Public Administration or equivalent professional experience. Knowledge of airport and real estate management including leases and contracts; of aviation planning, financing and Federal Grant-In-Aid programs; of real property values; of federal, state and local rules and regulations pertaining to visual and instrument flight, airport traffic control and management of commercial airports; of airport maintenance requirements and of necessary supplies, materials and equipment; negotiating skills.

Ability to present facts clearly and concisely both orally and in writing; to project costs and expenditures; to forecast incoming grants and revenue to maintain positive cash flow; to forecast short and long-term needs for construction and capital improvements; to analyze operating conditions and problems and to recommend or install appropriate solutions; to establish and maintain effective working relationships with airlines, local officials and the general public. Advanced professional with knowledge in the principles and practices of airport administration and management, practices and precedents; of federal state and local rules and regulations pertaining to airport operations and management; of operational requirements of airlines; of real

estate management, including leases and contracts; of governmental budgeting, purchasing and accounting methods; of project and team management techniques; of long-range planning techniques and procedures; of Airport emergency response and safety programs; of effective supervision and performance management; of contract management and human relations techniques; of computer operations, systems and applications.

Ability to analyze and effectively report upon operating conditions and problems and recommend or install appropriate solutions; to gather, organize and analyze management, financial and related data; to prepare and present oral and written reports clearly and concisely; to effectively plan, assign and direct the work of others; to negotiate rates and charges for leases, contracts and other agreements; to oversee a multi-million dollar annual division budget; to evaluate and interpret various federal, state and local regulations; to compute rates and charges for billing, contracts, and agreements; to prepare detailed staff studies, reports, and correspondence; to effectively manage and supervise the performance of staff; to assess training needs and develop responsive programs for meeting needs; to communicate effectively both verbally and in writing; to develop and maintain effective working and professional relationships with employees, other agencies, and the public; to handle controversial issues in a diplomatic and professional manner. Must be accredited by the American Association of Airport Executives or complete accreditation process within three years of employment.

**ADDITIONAL REQUIREMENTS:** Ability to pass a criminal history check and successfully complete a Transportation Security Administration 10 year employment background investigation; possession of a valid Florida driver's license. Must be on call during off duty hours in case of emergency.