CITY OF MINOT JOB DESCRIPTION

AIRPORT BUSINESS AND DEVELOPMENT MANAGER

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Airport</th>
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<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Airport Director</td>
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<tr>
<td>FLSA STATUS:</td>
<td>Exempt</td>
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<tr>
<td>DIRECT REPORTS:</td>
<td>Airport Security Coordinator, Airport Intern, other Airport Administrative Staff as assigned</td>
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<td>PAY GRADE:</td>
<td>69</td>
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<td>DATE REVISED:</td>
<td>DRAFT-2022-01-21</td>
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NATURE OF WORK

Responsible for the strategic and day-to-day administrative and financial operations of the Minot International Airport. Responsible for airport leasing, contracts and compliance. Ensures they are in accordance with local, state, and federal regulations. Manages tenant relationships, customer service, business development, and marketing/public relations. Acts as the airport security coordinator. Provides the Airport Director, Airport Operations and Maintenance Manager, and other stakeholders with statistical data, lease information, and budget information. Acts as a liaison between the Airport and other City of Minot administrative departments. Acts as Airport Director in his/her absence.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)

Prepares, develops, maintains, coordinates and implements procedures and policies for the day-to-day operations of the Airport as they relate to finance, administration, tenants, and users. Ensures compliance with requirements as established by city, state and federal policies and regulations.

Serves as the Airport Security Coordinator per CFR 1542. Oversees and conducts security training, badge authorization, and updating of the Airport Security Plan.

Directs airport administration functions including marketing, communications, customer service, and distribution of airport and air service statistics, website and social media administration, and preparation, filing and storage of official records.

Researches, coordinates and manages air service, business and land development opportunities on behalf of the airport’s interest.

Serves as an airport liaison to all tenants and the general aviation community and provides training and oversight of public relations programs, special events.

Directs analytical studies and reports of administrative and operational issues pertaining to public, passenger, airline, concessions, tenants, and general aviation customers; recommends options and solutions to leadership; and coordinates implementation.

Oversees and implements property management, conducts contract compliance checks including environmental assessments and manages all airport tenant, commercial vendors, and concessionaire lease agreements. Reports findings as needed.

Directs all aspects of airport fiscal management including budgeting, accounting, reporting, and auditing.

Works with administrative and finance staff to update customer credit files; collect payments for services or products supplied.

Directs the preparation, presentation, implementation, accounting, reporting and auditing of all airport budgets including operational and capital.

Coordinates with finance staff the Airport Improvement Project Federal grant program, Passenger Facility Charge, and Customer Facility Charge in accordance with applicable federal, state, and local regulation.

Selects, hires, assigns, schedules, trains, evaluates and supervises administrative personnel.

Provides key research and advice on the development of the airport to the Director.

Performs other duties as assigned.

QUALIFICATIONS

Considerable knowledge of principles, methods, practices relating to airport administration and finances.

Considerable knowledge of federal, state and local laws, regulations and standards relating to airport administration, airport security, and finance.

Considerable knowledge of marketing, communications, and customer service.

Knowledge of effective supervisory practices and methods.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees and to assess and define training needs of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to demonstrate proficiency in word processing and computer spreadsheet applications.

Ability to maintain records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees, airport tenants, and the general public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university, preferably in airport management, business management, marketing, public policy and administration, or related field.

Three (3) years of professional experience; or any equivalent combination of training and experience.

Two (2) years of professional experience may substitute for one (1) year of the required education.

American Association of Airport Executive (AAAE) accreditation (AAE), certified member (CM), or ACI certified preferred.

Pilot's Certificate preferred.

NECESSARY SPECIAL REQUIREMENTS

A valid North Dakota driver’s license or, the ability to obtain by date of hire; must pass driving records check and, if hired, maintain a driving record that meets the City’s standard.

Must be able to obtain airfield driving privileges within three (3) months of hire.

Must satisfactorily meet and maintain STA and CHRC background check requirements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.