



POSITION DESCRIPTION

POSITION:	Director of Aviation	GRADE:	B
DIVISION/DEPARTMENT:	Aviation	FLSA:	Exempt
REPORTS TO:	Executive Director	UNION:	N/A
SUPERVISES:	Airport Operations Manager(s)	UPDATE:	5/2023

The Port of Bellingham is a Washington State special purpose municipal corporation serving all of Whatcom County. It is a unique organization that makes significant contributions to the local community through leveraging its resources by directly participating in revenue-earning lines of business, as well as by capitalizing on its strategic assets through special public agency powers.

By using combined expertise in both the business and government sectors, the Port has a role in job preservation and job creation, as well as a role in the operation of transportation facilities for seaports and airports. This combination is distinct from that of either the private sector or other government entities.

The Port of Bellingham's mission is:

"Promote sustainable economic development, optimize transportation gateways, and manage publicly owned land and facilities to benefit Whatcom County."

JOB SUMMARY

The **Director of Aviation** is responsible for the safe, secure and efficient management of Bellingham International Airport as a customer service oriented public-use facility, and to ensure that it is operated in a business oriented, fiscally responsible and economically competitive manner. Incumbent must successfully pass a Criminal History Records Check (CHRC).

ESSENTIAL FUNCTIONS

1. Work closely with senior management and the general public in meeting Port established goals and in serving the needs of the diverse public utilizing the Port's aviation facilities.
2. Establish short and long-range development plans and service program goals for the Airport. Work closely with contractors, consultants, regulatory officials and the public to ensure that Port plans reflect the region's aviation needs.
3. Oversee the administration and management of airport operations, maintenance, security, planning and financial services. Manage the annual budget and capital improvement programs and make recommendations on purchase of major items.
4. Develop the Aviation team by providing sound leadership and engaging in team building and training activities that result in a productive and cooperative environment for all employees at the airport. Ensure that the aviation team works well with and utilizes other relevant port divisions and departments.

5. Represent and market general aviation services, fixed-base services, commercial airline services, and the use of airport facilities in the retention and attraction of new tenants/airport users. Negotiate contracts and agreements with perspective customers.
6. Serve as the Port's key interface with citizens, the community, and the airport advisory committees; meet with various civic groups and interested individuals to promote public interest and gain community support for the Airport.
7. Serve as the primary liaison with Federal, State, and local regulatory and emergency service agencies to ensure airport compliance with established regulations/requirements related to safety, security, grants administration, etc.
8. Represent the Port in professional and industry associations.
9. Undertake special assignments and duties as assigned by the Executive Director.

QUALIFICATIONS

Required:

- Bachelor's degree in Business or Aviation related field required.
- Minimum five (5) years' experience managing airport operations at a commercial and general aviation airport.
- Previous experience must include experience in airport operations, grant application and administration, and management of complex airport projects.

Preferred:

- Master's degree preferred
- A.A.A.E. Accreditation strongly preferred.
- Prefer experience with route development, advisory committee leadership, and tenant and employee relations.

KNOWLEDGE, SKILLS, AND ABILITIES

We are looking for a candidate with strong leadership, communication, collaboration, and entrepreneurial skills to continue to grow the airport while being mindful of the community interests and concerns.