



***Port of Orcas, Washington  
Executive Director  
Last Updated: March 22, 2024***

Main Responsibilities of the Executive Director

**Financial and Strategic Planning and Oversight:**

- Secure and manage local, state, and federal funding.
- Ensure compliance with all grant assurances and funding mechanisms.
- Complete local, state, and federal audits and reports.
- Lead annual budgeting processes for commissioner review and approval; maintain budget to meet established goals.
- Oversee Finance Administrator in tracking and authorizing budgeted revenue, expenses, and investments.
- Collaborate with the Board of Commissioners, Engineering Consultant, members of the public, and all other constituents on identifying and initiating airport strategy and mission, budgets, short-and-long range plans and programs.

**Operations:**

- Manage contracted Engineering firms for airport projects.
- Manage Disadvantaged Business Enterprise and other government programs.
- Hire and manage airport staff and volunteers.
- Collaborate with FAA and Engineering firms on implementing the Airport Layout Plan.
- Keep apprised of airport requirements and issues in accordance with all local, state and federal regulations.
- Manage regular and seasonal airport maintenance contracts.
- Manage hangar, building, and land leases, aircraft tie down, automobile space and other use and maintenance fees.
- Maintain airport guidelines and procedure manual.
- Maintain all district records in accordance with the Washington State Public Records Act
- Insure safe protocols for airport flight and ground operations.
- Manage airport responses for inclement weather and aircraft incidents to include airport closures, notifying Law Enforcement and Fire Department, issuing NOTAMS and AWOS voice remarks, corresponding with the NTSB and FAA, as appropriate.
- Manage wildlife hazard mitigation plan and handle any wildlife intrusions.
- Manage current and future EV Charge stations.
- Maintain Automatic Weather Observation System.

- Manage fuel operations (tracking, ordering, servicing).
- Oversee maintenance and repair of all airport grounds and facilities; conduct necessary work in areas when needed.
- Collaborate on future economic support.

**Open Public Meetings and Legislative Support:**

- Build and foster a collaborative relationship with the Port's elected five-person Board of Commissioners
- Arrange logistics, including video and agenda, for Commission meetings.
- Draft and present all board documents; report on facility, financial, and project updates monthly and as needed.
- Conduct all district business in accordance with applicable state and federal law.

**Community Relationships:**

- Build and foster consistent and meaningful relationships with community members, vendors, tenants, and other constituents.
- Develop and implement content to keep public informed of district news; Draft and distribute press releases; Build and maintain district website, calendar, and social media presence.
- Coordinate with local pilots and pilot organizations on airport events.
- Manage Noise Abatement procedures and complaints.
- Advocate for Environmental Justice and local land use issues.