

**CITY OF KENAI
KENAI MUNICIPAL AIRPORT**

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| TITLE: | AIRPORT MANAGER |
| RANGE: | 25 |
| SUPERVISOR: | CITY MANAGER |
| NO. SUPERVISED: | 4 |
| NORMAL HOURS/WK.: | 40 (Monday – Friday, 8:00 a.m. to 5:00 p.m.) |
| SERVICE TYPE: | EXEMPT / DEPARTMENT HEAD CLASS |
| CLASSIFICATION: | 112: AIRPORT MANAGER |

GENERAL DESCRIPTION Under the general direction and supervision of the City Manager, the Airport Manager provides administrative direction and leadership for all Kenai Municipal Airport functions, operations, and personnel. The Kenai Municipal Airport, owned and operated by the City, is a certificated airport authorized by the Federal Aviation Administration to operate in accordance with the rules and regulations of 14 CFR Part 139. The position includes daily contact with the public and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage all functions, operations, and personnel at the Kenai Municipal Airport.
2. Develop and direct the implementation of goals, objectives, policies, plans, and priorities for the Airport to maximize services to the users of Airport facilities.
3. Prepare an annual budget request for operation and monitor the expenditures of Department funds to ensure compliance with the adopted budget, grant funds, and City policy.
4. Ensure compliance with federal regulations, City ordinances, state statutes, and environmental regulations to secure the safe and efficient operation of the Airport.
5. Select, train, supervise, evaluate and schedule the work of employees in accordance with City personnel policies.
6. In coordination with the City Manager, negotiate leases and agreements with commercial and general aviation users of the Airport as well as terminal tenants; monitor vendors and contractors to ensure compliance with aviation regulations and security regulations.
7. Work with Fire and Police Departments on transportation emergencies, evacuation, and local disaster planning; ensure Airport emergency response requirements are met.
8. Work with the Planning Department on airport planning and land management, including but not limited to verifying compliance in land use, coordinating with the FAA, compliance with federal, state, and local laws and FAA regulations, orders, and standards affecting the development, use, and management of airport properties and facilities.
9. Represent the Department to the City Council, representatives of federal and state agencies, commercial air carriers, private operators, and the general public. Exhibit high standards of integrity and ethics and a neutral and businesslike demeanor.
10. Obtain and administer Federal Aviation Administration (FAA) grants along with grant assurances through the Airport Improvement Program (AIP).
11. Design, develop, and implement public relations advertising and marketing plans to increase and enhance commercial and general aviation capabilities of the Airport; serve as point of contact for media relations and public speaking to inform the public of changes in Airport rules or security regulations.

12. Develop and maintain a variety of manuals and records, including the Emergency Control Plan, Airport Security, and Airport Certification manuals.
13. Attend City Council meetings and work sessions as requested by City Manager, often at hours outside the normal work hours of the City.
14. Act as staff liaison to the Airport Commission, including attending Commission meetings and work sessions.
15. Attend and participate in professional training and attend conferences and meetings to keep current with respect to new trends and developments in the field of Airport Operations.
16. Perform job duties with minimal or no supervision.
17. Have regular, reliable, and predictable attendance at work.
18. Perform other duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS

1. A bachelor's degree from an accredited college or university in business administration, aviation, airway science, public administration, or related field and a minimum of five (5) years of progressively responsible airport management work experience; or a minimum of eight (8) years of progressively responsible airport management work experience.
2. Two (2) years of supervisory experience, including responsibility for hiring, training, scheduling, corrective discipline, evaluation and separation of employees.
3. Must have or obtain a valid, unrestricted Alaska driver's license within thirty (30) days of employment and prior to operating a City vehicle. Applicants will be required to submit a Division of Motor Vehicles record upon request.
4. Applicants (or an employee after hire) may be subject to background investigations, including but not limited to a criminal background check to meet security requirements for federal agencies regulating Airport Operations.
5. Must be available to work varying schedules, including weekend days, evenings, and holidays; the schedule may vary seasonally and the employee may be asked to respond to emergency call-outs when available.

DESIRABLE QUALIFICATIONS

1. Experience working at an airport that serves large air carrier and passenger aircraft.

WORKING ENVIRONMENT The work environment is typically in an indoor office setting, adequately heated, lighted, and ventilated. The employee must occasionally travel to other areas in the City, in all types of weather. While in the field, the employee may be required to walk on uneven surfaces, be exposed to various climate changes, and to drive a vehicle in various weather conditions.



PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate office equipment including telephones, radios, photocopiers, computers, keyboards, scanners and typewriters; communicate orally in person and on the telephone and radio; sit for extended periods of time; and, stand, walk, stoop, crouch and reach with hands and arms. The employee must occasionally exert up to 40 pounds of force and is required to drive or walk to other City buildings. Specific vision requirements include close, distance, color and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships.

The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone and radio.

MISCELLANEOUS INFORMATION

The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

Department Head Service: This position is included in the Department Head Service, and positions in the Department Head Service are established by the annual budget or classification plan and serve at will. Salaries of employees in the Department Head Service are set by the City Manager within the range approved by the City Council as approved through the budget process.

| Review and Approval: | Initials/Signature | Date |
|----------------------|---|-------------------|
| Human Resources | <u>SLR</u> | <u>07/25/2025</u> |
| City Attorney | <u></u> | <u>07/30/2025</u> |
| City Manager | <u></u> | <u>08/07/25</u> |

RECEIPT AND ACKNOWLEDGMENT

I have received a copy and have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the City without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

A copy of this position description and acknowledgment will be placed in the employee’s personnel file.