

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**AIRPORT MANAGER**

**CLASS SUMMARY:**

Under general direction, the Airport Manager plans, supervises, organizes, directs and manages the daily operations and economic development of the Nut Tree Airport property, facilities, and services in accordance with Solano County expectations and polices and Federal, State and local regulations; serves as a member of the Department's management team. Incumbents of this class assume significant responsibility for preparing and administering assigned budgets and grant funding; participate in the development and implementation of Solano County goals, objectives, policies, and priorities for short- and long-term operational activities. The class/position is an at-will position, exempt from civil service. The incumbent serves at the discretion of the Appointment Authority.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Director of General Services** class, which plans, organizes, and directs the activities of the Department of General Services including architectural and real estate services, facilities operations, central services (purchasing, mail, records, and surplus property), fleet services, and the Nut Tree Airport;
- **Assistant Director of General Services** class, which assists the Director of General Services in managing the operations of the County's General Services Department through the supervision of subordinate supervisory, professional, technical, and support staff;
- **Facilities Operations Manager** class, which manages, plans, organizes, directs, and oversees the maintenance programs and operations for all County facilities excluding the Nut Tree Airport.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by Director of General Services or designee.

**AND**

Exercises supervision over maintenance and clerical staff.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the Nut Tree Airport and performs managerial responsibilities such as:
  - plans and manages the operations and use of the Nut Tree Airport; prepares and administers the budget for airport operations; reviews and updates the airport master plan; airport business plan, and the associated environmental impact documents and conducts studies to determine usage and assess need for improvement;

- manages and implements various operating budgets and grant funding opportunities; develops and submits operating budgets for approval; implements budgetary guidelines to control expenditures and monitors costs; prepares and maintains the Airport Capital Improvement Program (ACIP), researches potential grant funding opportunities; prepares various grant applications; enforces Federal and State airport compliance requirements for grant funding; administers Federal and State grants and State loans;
- establishes, interprets and enforces rules governing airport facilities, use and service, including Federal Aviation Administration Regulations, Transportation Security Administration and Federal, State and local statutes; coordinates and supervises the enforcement of air traffic; safety and security rules and regulations; maintain compliance with aviation approach/departure requirements, and airspace protection regulations; conducts inspections of the airport equipment, grounds and facilities; oversees necessary repairs and maintenance of the airport;
- enforces and implements aviation accident procedures; ensures the protection of aviation accident scene; coordinates emergency scene management with Federal Aviation Administration, local law enforcement, and the National Transportation Safety Board; participates on a 24 hour/7 day a week basis with the County Sheriff's department and local law enforcement to coordinate accidents, hazardous material spills or other emergency activities at the airport;
- conducts negotiations and administers contracts, leases, agreements, permits and other transactions, development interests, commercial aeronautical with fixed-based operators, commercial non-aeronautical operators, public and private agencies, organizations, and individual parties; manages the collection of rental, lease and other service fees, and annually updates fees and rental rates;
- performs related administrative tasks; manages State storm water monitoring and sampling and prepares annual Storm Water Monitoring reports; participates in marketing and promoting the airport facility for economic development and supports and implements the delivery of high quality customer services; supports revenue growth through airport development and public and private improvements; interacts with other airports, aviation organizations, state legislative bodies and airport management groups;
- issues Notice to Airmen (NOTAMs) to report unusual conditions at the airport as needed.
- approves non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
- prepares unit's budget;
- monitors goals and objectives of the unit and taking corrective actions as appropriate;
- recommends and implements new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
- coordinates and monitors the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and reviews and approves claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports such as:
  - conducts interviews and makes recommendations regarding personnel transactions

- establishes standards for acceptable work products and evaluating performance;
- reviews, approves and implements disciplinary actions and terminations;
- assigns work and plans and schedules staff's work activities and deadlines;
- reviews work and recognizes employees' work efforts and accomplishments;
- provides career development, mentors and recommends training
- ensures that employees are properly trained;
- reviews and approves timesheets and requests for leave; and
- supports and ensures compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Department in community outreach efforts by:
  - conducting public information programs designed to promote the development and use of the airport facility, represents the County at meetings related to the airport; coordinates with public State and Federal agencies and maintains cooperation with other County Divisions and Departments and various airport users and customers; effectively participates in community relation activities in dealing with elected officials, County appointed committee members, and members of the public, at all levels;
  - developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
  - representing the Department in a variety of community outreach activities and public awareness programs;
  - speaking with groups and individuals regarding departmental activities and services; and
  - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

**Education:** Bachelor's degree from an accredited college or university is required in Airport Management, Business Administration, Public Administration, Planning and Facility Development Business Management, or other closely related field.

**Experience:**

Three years of experience in overseeing and/or managing daily airport operations, which includes two years of supervisory experience in administration, facility operation or maintenance preferably in an airport.

Accredited Airport Executive (AAE) certification through the American Association of Airport Executives (AAAE) is preferred for this position.

## **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Possession of a valid Class C California driver's license is required by the time of appointment.

**Note:** All licenses, certificates and registrations must be kept current while employed in this class.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Land use and facility planning and economic development utilization of airport properties and facilities and the delivery of customer services.
- Knowledge of environmental regulations regarding airport planning, development and operations.
- Knowledge of airport and aircraft emergency preparedness procedures.
- Knowledge of airport aviation fuel delivery services and management of fuel systems, inventory control and fuel pricing.
- Knowledge of facility maintenance programs and organization.
- Federal, State and Local laws and regulations affecting airport operations and general aviation.
- Public administration, including budgeting and program planning/evaluation.
- Grant funding opportunities including research and compliance techniques.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Training and accepted safety practices.

### **Skill and/or Ability to:**

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Utilize basic office equipment and fuel testing equipment.
- Effectively manage airport aviation fuel delivery services and manage the maintenance of fuel systems, inventory control and fuel pricing, and market fuel services to the flying public.
- Plan and implement aeronautical and non-aeronautical airport economic development generating airport revenues and opportunity for business growth.
- Deliver excellent customer services to the local flying community, on-Airport business operators and organizations, and to inter-County divisions and departments.
- Resolve conflicts and issues and identify solutions through collaboration.
- Plan, organize and manage the airport operations.

- Establish and maintain accurate records and complete reporting requirements.
- Prepare budgets, funding proposals and narrative and statistical reports; assist in the implementation and control of an airport budget; understand and analyze expenditure reports.
- Recommend, establish and implement airport operating rules and regulations.
- Negotiate effectively with interested groups and agencies and potential users of airport properties and facilities.
- Market and promote an effective airport program and airport economic development plan.
- Collect and analyze data to identify needs, evaluate program effectiveness, draw logical conclusions, and make appropriate recommendations.
- Develop and implement short- and long-term goals and objectives.
- Communicate clearly and concisely, both orally and in writing; compose correspondence independently. Interface and communicate with diplomacy and tact with members of the public, the local airport community and pilots, airport tenants / customers and on-airport businesses and organizations.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

**WORKING CONDITIONS:**

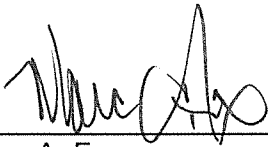
- **Office Work plus Outdoor Work:** While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions and exposure to intense noises, pollens,

inadequate lighting, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.

- **Work in an Industrial Area:** Employees in this class will often be working in an industrial area and thus will be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dirt, dust, and vibrations; employees may be subject to injuries when working with hand and power tools and equipment.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

**OTHER REQUIREMENTS:**

- **Independent Travel:** Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



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Marc A. Fox  
Director of Human Resources

**Established Date:** April 13, 1988

**Revised Date:** February 2003; May 2003; March 30, 2020

**BOS Date:** June 30, 2003