

Airport Manager Responsibilities & Duties

Responsible for the management and operational control of both airports located in Big Horn County (BHC) including, but not limited to, the following duties:

Insure that BHC maintains compliance with all FAA regulatory requirements

Maintain a positive working relationship with FAA officials

Work with WYDOT-Aeronautics as a principle regulatory and funding agency for BHC

Process all airport related grants, including application, administration, accounting, and reimbursements

Report to County Commissioners on a bi-monthly basis all airport related activities. The Report will consist of a written synopsis and oral reporting

All financial budgeting for the airports

Long-term capital improvement projects, including funding and coordination with the FAA & WYDOT

Work as the primary point of contact for all airport engineering services for BHC

Preparing of all airport accounts payables

Invoicing and collection of all airport accounts receivables

Generating and maintaining all airport leases

Work with airport tenants to maintain a positive public/private relationship

Supervision of assistant managers at each airport

Assist potential airport tenants in their efforts to bring private or commercial interests to the airports

Marketing and promotion of the airports

Strive to generate additional airport revenues

Responsible for all DEQ and EPA regulatory requirements at the airports

Maintaining accurate files on all airport grants and other financial activities related to the airport, and making them available for auditing purposes if required

Operation and regulatory compliance of the self-serve fueling stations at each airport

Responsible for the maintenance of airport equipment and vehicles

Attend airport related conferences and meetings as necessary

Responsible for the maintenance and upkeep of airport property, both aviation surfaces and non-aviation surfaces. This includes mowing, grading, road repairs, and plowing of snow.

Maintain open airports at all times

Work non-traditional hours if needed to maintain an open airport. Winter operations will require that snow plow operations be conducted during or immediately following snow accumulation at the airports. Early morning, evening, weekend, or holiday plowing may be required.

Although there is oversight, the Airport Manager position has no daily supervision. Self-motivation and the ability to manage the airports as the single responsible party for all airport operations is necessary. All aspects of airport activities, regulation, management, and operation are the direct responsibility of the Airport Manager. The Airport Manager is required to reside in Big Horn County. The Airport Manager reports directly to the County Commissioners.