

AIRPORT MANAGER POSITION
HUNTSVILLE EXECUTIVE AIRPORT
MERIDIANVILLE, ALABAMA

AIRPORT MANAGER POSITION OPEN AT HUNTSVILLE EXECUTIVE AIRPORT

The Madison County Executive Airport Authority (the "Authority") is seeking its first full-time professional Airport Manager who will be expected to work with the Authority to carry forward the Huntsville Executive Airport's operations, expansion and development. The successful candidate will be an individual who demonstrates the training, experience, professionalism, and integrity to represent the Authority and will possess excellent communication skills. The Airport Manager will work under the direction of the Madison County Executive Airport Authority's five-member Board to execute its plans, programs, and goals.

The Huntsville Executive Airport (MDQ) has one runway (6,500'x100') with multiple instrument approaches, including an ILS. The Airport has a full-service Fixed Base Operator that provides both Avgas (100LL) and JetA fuel. The airport features a modern general aviation terminal facility that can provide a wide range of services and conveniences to pilots and aircraft owners based at MDQ. The airport is also home to over 100 based aircraft and a successful and expanding Maintenance, Repair and Overhaul Facility for both fixed and rotary wing aircraft.

DUTIES AND RESPONSIBILITIES:

The Airport Manager will be responsible for advising and reporting to the Board and carrying out the planning, prioritizing, and implementation of the routine management and operations of the airport. He or she will exercise general supervision of all airport operations and coordination with the Fixed Base Operator will provide the highest level of service to both based aircraft owners and transient aircraft operators and passengers. Ability to work flexible hours, including nights, weekends, and holidays.

The Airport Manager will oversee all hiring, training, and supervision of airport personnel and will supervise and/or oversee the airport's professional engineering consultants and contractors performing work at the airport.

The Airport Manager will prepare grant proposals or applications to the Alabama Aeronautics Bureau, the Federal Aviation Administration, or any other public or private entities that provide funding for airport improvements. Such grant requests will be for the purpose of the successful implementation of the Airport Capital Improvement Plan (ACIP) and other activities approved by the Authority.

The Airport Manager will be responsible for recommending policies and procedures to the Board and implementing the Board's overall policies and procedures; negotiating with a variety of airport service providers or contractors; preparing, updating, and implementing the ACIP; preparing and implementing the airport's budget in coordination with the Authority.

The Airport Manager will work with professional consulting engineers, Federal Aviation Administration personnel, Alabama Department of Transportation Aeronautics Bureau personnel, and Madison County, Alabama elected officials and personnel, to assure compliance with all local, state and federal laws, rules, and regulations and compliance requirements.

The Airport Manager will, on a routine and continuing basis, perform or oversee the performance of runway, taxiway, and lighting system inspections for the purpose of maintaining a safely operating airport; will assure that the airport is maintained in a safe and operable condition for the types of aircraft the airport is designed for; will arrange for repairs as needed; and issue NOTAMs as needed.

The Airport Manager will assist or be responsible for representing the airport's interests in economic development, marketing, and community planning activities, at the Board's direction.

The Airport Manager will develop and present the proposed annual airport operations budget to the Board for review, revision, and approval.

The Airport Manager will prepare the Board's meeting agendas and participate in such meetings and assure that the minutes of such meetings are recorded and made available to the public.

On behalf of the Board, the Airport Manager will act in the capacity of the landlord for all airport properties and facilities, review and recommend to the Board for approval all airport tenant leases, contracts, and activities, including lease compliance and maintenance obligations of the airport's tenants.

SKILLS AND ABILITIES:

The Airport Manager will be expected to effectively communicate with local, state, and federal representatives, including elected officials at all levels of government; meet with airport tenants and other local stakeholders (e.g., airport neighbors) and resolve issues that affect airport operations and the goals of the Authority.

The Airport Manager will give presentations to public groups and government representatives on the Huntsville Executive Airport's plans, programs, and goals.

The Airport Manager will administer the Airport's annual budget and administer all financial transactions of the Airport on behalf of the Board.

The Airport Manager will be expected to perform with independence under the general guidance of the Board.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma plus graduation from an accredited college or university with a bachelor's degree in business administration, aviation management, Aeronautical Science, or a closely related field
- Master's Degree in Business Administration or Public Administration is desirable but not required
- Demonstrated coursework in airport planning, design and management
- Knowledge and familiarity with safe airport operating procedures
- Private pilot's license or greater is helpful but not required

BENEFITS:

- Participation in the Retirement System of Alabama
- Health Insurance Coverage through the Retirement System of Alabama
- 9 paid holidays
- 1 week's paid vacation after one year; 2 weeks paid vacation after the second year
- Automobile mileage allowance for personal vehicle use on airport business
- Annual salary range of \$65,000 - \$102,000, negotiable depending on qualifications and experience

Mail resume with cover letter to:

Tom Sharp, Jr., Chairman
Huntsville Executive Airport Authority
Post Office Box 110
Meridianville, AL 35759
Or email to: tomjr@sharpprop.com

IMPORTANT NOTE: The deadline for applications to be received is March 31, 2025