



Job Specification

Job Title: Airport Director	FLSA Type: Exempt	Date Established:
Department: Airport	EEO Code: 01	Date Revised: 9/11/2024
Class Code: 01-01-79	Reports To: Mayor	Date Approved:

Job Summary

Direct, plan, and coordinate the work of employees to effectively operate the Coleman A. Young Airport, a 24-hour International Airport. Ensure compliance with any and all City, State, or Federal laws and regulations as it pertains to acting as the subject matter expert for all aviation activities for the City of Detroit.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Oversee the day-to-day operation of a 24-hour State and Federally compliant International Airport
- Ensure compliance with Federal Aviation Administration (FAA) regulations and design standards by conducting various airfield inspections, overseeing airport design regulations, and working with the State and Federal Agencies
- Attend Aviation Conferences to market the airport in a positive manner, increasing revenues and overall reputation
- Oversee and responsible party for all maintenance activities of the department in accordance with FAA Advisory Circular (AC) 150-5300-13B
- Work with Private and Government industries in the development of the physical airport environment
- Ensure compliance with all City of Detroit rules and laws
- Responsible for the acquisition of real property for the department in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act
- Prepare, oversee, and track annual operating budget for the department
- Identify and secure grant funding opportunities
- Develop Airport Capital Budget to ensure compliance with federally funded projects
- Prepare and oversee all contract and lease agreements for the City airport
- Act as the City of Detroit Aviation Expert for any special projects that may be assigned by the Mayor or their Cabinet
- Prepare recommendations to City of Detroit and City Council, and set airport rates and charges based on market trends and analysis
- Make or reviews general work assignments of direct reports.
- Oversee preparation and maintenance of records and reports.
- Confer with operations management with regard to needed maintenance, repair, and snow removal operations.
- Provide direct oversight on the siting, planning, environmental, and construction of all facilities
- Work with Airport Stakeholders in the development of Aviation Education Initiatives

Qualifications (required):

Bachelor Degree in Business Administration, Aeronautical Science, or other fields related to Airport Management or other combination of education, training and practical experience to warrant equivalent recognition, preferably some flight training and possession of an aeronautical rating, or industry certifications such as ACE, CM, or AAAE.

8 years of recent experience in an airport, comparable in size (number and type of operations) to the Coleman A. Young Airport.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Qualifications (preferred):

Experience with FAA standards for land acquisition and disposal.

Experience working with the State of Michigan under the State Block Grant program.

Knowledge, Skills, and Abilities

- Knowledge and understanding of all Federal and State regulations relating to Airport management, operations, safety and security to include strong familiarity with the corresponding Advisory Circulars (AC)
- Knowledge of FAA Airport Master Planning and preparation of ALP updates
- Knowledge of CFR part 107 operations
- Knowledge of operational and business practices and problems associated with airport operations
- Work with a diverse group of stakeholders
- Knowledge of FAA standards for Aircraft Rescue Fire Fighting (ARFF)
- Must have the ability to lead and/or manage change
- Must be able to work under stress.
- Must have management and program management skills
- Must have excellent time management skills and the ability to be on call 24/7 for long periods of time
- Knowledge of the FAA NOTAM System
- Knowledge of the FAA RCAM procedures
- Knowledge of airport environmental actions and NEPA processes
- Must be able to work with governmental entities, including politicians
- Must be a SME in CFR 77 and airport compliances
- Ability to effectively communicate both verbally and written
- Ability to persuade others of competing interests to gain alignment with the airport's vision
- Must have a firm understanding of business development and strategic planning
- Must be able work with outside groups of airport and city stakeholders
- Interact with co-workers, city officials, officials of other government agencies, airport users, tenants, and the general public in a tactful and effective manner
- Ability to understand the aviation industry, trends, and changes in standards to include the role of an airport in a municipality and be able to clearly articulate a vision for the department
- Knowledge of drone use for airfield inspections
- Knowledge of Union Contracts and Union Employees

Licenses, Certifications, and Other Special Requirements:

Valid State of Michigan Airport Operator License or be able to secure within 90 days of onboarding
Must maintain an Airport Operators License to operate an airport in the State of Michigan.

The position requires knowledge of FAA Order 5190.6B, 14 CFR Part 77, AC 150/5070-6B, 49 CFR Part 1542, FAA Order 5050.4, AC 150/5300-13b, FAA NOTAM System, FAA 5010 database, State OSHA Regulations, State Block Grant Program, and FAA Airport Improvement Program.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

The employee generally engages in light to strenuous physical activity which may include operating machinery, motor vehicles, heavy equipment, and using tools for an extended period of time. The employee is expected to move about and ascend/descend (e.g. stairs, ladders, etc.) to accomplish tasks. The employee must be able to lift, push, pull, and carry up to (50) pounds.

Work Environment

This position requires the ability to be on call 24 hours a day and 7 days a week. Work is performed in indoor and outdoor environments with potential exposure to conditions which may include fumes, extreme heat and cold, wetness, loud noise, dust, inclement weather and hazardous chemicals. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes: