

# **Morton County Airport Manager**

## **Job Description**

**Job Title:** Airport Manager

**Status:** Part time

**Department:** Airport

**Reports To:** County Commissioners

**Prepared Date:** April 2019

**Approved By:** Airport Board/ County Commissioners

Manage operational activities of airport facility.

Ensure that airport follows aviation and security rules.

Monitor and manage all expenses within the approved budget.

Ensure customer complaints are handled and resolved in accurately and timely manner.

Follow government rules and regulations for airport operations.

Attend board meetings and update Airport Advisory Board on airport projects and airport related information

Assist in preparing annual budget for airport operations with direction from the Airport Advisory Board. Manage fuel tanks, pumps, hoses, and fuel management software.

Provide KDHE with a monthly fuel usage report by the 25<sup>th</sup> of each month

Inspect runway grounds and lightings on regular basis.

Ensure that airport facility is kept clean, safe and secure.

Ensure airport facilities and equipment are in good working order.

Coordinate with Kevin Shook on mowing around lights and down runways and taxiways.

Coordinate with Dana Baldwin on mowing airport grounds.

Routinely check courtesy car and van and insure that they are clean and in working order.

Complete a weekly inspection check list and document any problem and corrective actions.

Complete a monthly Airport Managers Checklist.

Ensure that all airport FCC licenses stay current.

Maintain a list of current hanger renters and owners and send out yearly invoices to those individuals.

Also perform annual inspections on the contents of the hangers.