Position Title: Manager of General Aviation
Position #: 00021

General Summary:

Reporting to the Director of Operations and General Aviation, this position is responsible and accountable for directing the operations, maintenance, business and marketing initiatives of the Authority’s General Aviation Airports and for coordinating the activities of each Fixed Base Operator and maintaining relationships with the tenants.

The Manager of General Aviation oversees all operational and business aspects of the general aviation airports. The position supervises the Authority personnel assigned to General Aviation, to include administrative, operations and maintenance, and business and marketing personnel.

This position is responsible for maintaining a professional and cooperative relationship with tenants, Fixed Base Operators, local community and government groups, and associations with interest in General Aviation. Additionally, the Manager of General Aviation must have the ability to cultivate and maintain strong collaborative and mutually beneficial relationships with other Aviation Authority Department personnel for the purpose of maintaining, advancing and growing our General Aviation Airports.

PRINCIPAL ACCOUNTABILITIES:

- Provides strategic direction for future growth and opportunities in the industry.
- Oversees the day-to-day management, operations, and maintenance of the Authority’s General Aviation Airports to safely and professionally operate the General Aviation system in accord with all legal guidelines for airport operation.
- Coordinates with the Authority’s Facilities department and provides key input in administering the Authority’s Height Zoning Regulations and reviews all plans for tenant alterations and construction schedule for work at General Aviation Airports to assure compliance with leases and development standards.
- Implements General Aviation business and development goals, business plan objectives, policies, programs, and procedures; prepares and analyzes statistical reports and develops and reviews goals and objectives with the Director.
- Coordinates with the Authority’s Marketing department in identifying opportunities to make the General Aviation Airports financially sustainable by growing the business and generating a profit. Collaborates with other Aviation Authority Departments in identifying business development opportunities.
• Actively monitors the competitive landscape, and proactively identifies and recommends best practices of other General Aviation Facilities.

• Assists the Director in the creation of Project Management Plans (PMP) for projects that support the Authority’s aeronautical and non-aeronautical general aviation development.

• Plans and organizes research and statistical work relating to the various aspects of administration, operations, budget and general management matters; conducts customer satisfaction surveys, and special studies concerning aviation programs and submits recommendations to the Director.

• Closely interacts with internal and external stakeholders for all marketing, public relations, promotions, and economic development activities to include events, community presentations, expo’s, and newsletters; identifies and recommends alternate sources of revenue derived from airport-oriented business activities.

• Establishes cooperative relationships with the public and tenants; effectively promotes the general aviation system; confers with governmental entities, business and commercial representatives and general public about development and operational matters; coordinates General Aviation related activities with other departments, and with outside agencies.

• Keeps records of all hangar and facility rentals; assists the Finance Department with delinquent accounts. Tracks real estate/tenant leases.

• Assists the Director with budget preparation and ensures department expenditures are kept within the budget parameters as approved by the Authority.

• Assists the Director in planning of future airport development programs, business plan programs, and airport master plan updates.

**Qualifications:**

The qualifications to perform successfully in this position are a Bachelor’s Degree in Airport Management or Airport/Aviation Operations from an accredited college or university. The incumbent should possess exceptional leadership, communication and presentation skills. Successful candidate should possess an understanding of airport facilities development and airport operations, federal, state and local rules and regulations affecting airport operations, business principles and practices as they relate to management of airports and should have a minimum of four years of progressively responsible experience at a General Aviation airport. Accreditation under the American Association of Airport Executives is preferred, but not required.

**Compensation**

**AA4:** $82,000-$130,000

Comprehensive Benefit Package:
- Medical: Choice of HMO or PPO plans
- Dental: Full dental coverage with low deductible
- Retirement: Choice of Florida State Retirement Pension or Investment Plan
- Combination Vacation/Sick Leave plan – starts with 4 weeks per year
- Education: Tuition reimbursement for job-related college and career development
AVIATION AUTHORITY
UNCLASSIFIED POSITION DESCRIPTION
HILLSBOROUGH COUNTY AVIATION AUTHORITY
– Environment: Airport is located 20 minutes from America’s award-winning beaches.

TO APPLY:
In addition to completing the Aviation Authority’s application (download here), please submit a resume and cover letter to include a one-page description of qualifications, experience and three references to hr@tampaairport.com; or you may fax your completed application, resume and cover letter to fax number 813-870-8704. Please note, only qualified applicants will be contacted.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

NOTE: The selected candidate must pass a fingerprint-based criminal history records check as required by the Transportation Security Administration.