



Executive Director
Terre Haute Regional Airport

CLASSIFICATION – Salaried, Exempt

NATURE OF WORK

Provides leadership and guidance to airport employees as well as the Terre Haute Regional Airport Board of Directors. The position reports to and receives policy direction from the Airport Authority's Board of Directors. This position is the senior staff position of the Airport Authority and, accordingly, is ultimately responsible for the overall planning and development of the airport. The position also oversees the administrative, operational, security, maintenance, public relations, fiscal and business activities as well as the continued development of the Terre Haute Regional Airport - Hulman Field.

SUMMARY OF DUTIES

- Coordinates federal, state and local legislative issues with elected representatives
- Markets airport facilities and services to prospective general aviation customers as well as other potential airport users/tenants
- Supervises the preparation and maintenance of financial and statistical records and reports as well as preparing operating and capital budgets for board review and approval
- Coordinates with local planning and zoning agencies to protect against encroachment from incompatible land uses and/or developments conflicting with FAR Part 77
- Negotiates and enforces airport leases, and governing rules and regulations
- Determines current and future operational and maintenance needs of the airport and directs planning to meet those needs
- Coordinates short- and long-term development of the airport while coordinating the necessary applications of federal, state, and other available grants
- Attends state and national industry related association events as well as local transportation committees
- Serves as primary airport spokesperson, media contact and liaison with general public and airport tenants
- Ensures safe and efficient operation of the airport in accordance with federal, state, and local laws

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of management principles and practices as applied to airport administration, operation and maintenance; knowledge of Federal Aviation Administration rules and regulations affecting the airport; ability to negotiate and enforce leases and contracts; knowledge of airport administration, operations, maintenance and development programs; ability to plan and supervise the work of professional and technical employees engaged in airport activities; ability to coordinate airport related issues with other governmental agencies; ability to communicate effectively both, orally and in writing; ability to establish and maintain effective relationships with other officials, employees, tenants and the general public.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Airport/Aviation Administration or a related field.
- 5 years of progressively responsible experience at a FAR Part 139 Certificated Airport or related field
- Ability to obtain and maintain an Indiana motor vehicle driver's license
- Designated as a Certified Member (C.M.) of the American Association of Airport Executives or ability to obtain within reasonable time.
- Be able to pass a Transportation Security Administration (TSA) ten-year criminal background check

SALARY AND COMPENSATION

Salary commensurate with education and experience. The beginning salary will be based on experience. Also included is an excellent benefits package.

The Terre Haute Regional Airport is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, marital status, age, disability or any other characteristic not bearing on job performance.