

**TOWN OF NANTUCKET
NANTUCKET MEMORIAL AIRPORT**

AIRPORT MANAGER

The Nantucket Memorial Airport Commission seeks a well qualified individual to serve as Airport Manager to plan, organize and direct all airport operations and maintenance. Nantucket Memorial Airport is the second-busiest in Massachusetts with a mix of commercial and general aviation traffic and has annual revenues exceeding \$12 million. The activity is highly seasonal. The airport manages its own Fixed Base Operation (FBO).

Job responsibilities include managing all aspects of staffing, facilities, budgets, security, safety and tenant, user and community relations; overseeing and implementing programs to ensure effective operation and safety of the airfield; directing all maintenance and construction; responsibility for preparation of operating and capital budgets and for performance against budget; managing the collection and audit of all revenues; staff direction and oversight; assisting the Commission in planning and formulating overall airfield policy; overseeing compliance with applicable rules and regulations, Commission policies and priorities, and airport procedures; responsibility for day-to-day working relationships with the FAA, Mass DOT Aeronautical Division, airline and general aviation customers, tenants, users, service contractors, etc.; directing and participating in the negotiation and management of real estate transactions, concession contracts, and commercial service agreements; overseeing contract compliance; and designing and implementing new business opportunities. The Airport Manager reports to the Airport Commission.

Minimum qualifications include a degree in aviation management or a related field; 5-7 years airport management-related experience, preferably at a medium hub or large general aviation airport; extensive knowledge of aircraft and airport operations, airport certification requirements, FAA Part 139, security, FAA and TSA regulations, as well as procurement law and grant assurance procedures. Work beyond the usual 8 hour day may be required.

Compensation is commensurate with experience.

Application deadline: January 5, 2012.

Send cover letter, resume and completed Nantucket Memorial Airport application to Nantucket Memorial Airport, 14 Airport Road, Nantucket, MA 02554 or by email to info@nantucketairport.com. Applications are available at www.NantucketAirport.com

The Town of Nantucket is an Affirmative Action / Equal Opportunity Employer.