

## City of Lynchburg

# Airport Director

<b>SALARY</b>	\$87,692.80 - \$162,739.20 Annually	<b>LOCATION</b>	Lynchburg, VA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	03311
<b>DEPARTMENT</b>	Airport	<b>OPENING DATE</b>	11/19/2024
<b>CLOSING DATE</b>	Continuous		

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### Description

The City of Lynchburg seeks an innovative and visionary Airport Director to lead the Lynchburg Regional Airport. The Director will provide strategic direction, managerial oversight, and administrative leadership to ensure the airport operates efficiently, effectively, and with a commitment to excellence. This role is a cornerstone of Lynchburg's transportation network, enhancing connectivity and fostering economic growth.

For more information about this exciting opportunity, and the application process:

[View Airport Director Profile](#)

This position is open until filled, with application review expected to begin December 9, 2024.

### Essential Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties necessary to deliver services to customers and citizens may be assigned.

- Works under the direction of the City Manager's Office and exercises a wide latitude of control in directing, supervising and coordinating the activities of staff engaged in a variety of functions.
- Plans, organizes and directs airport operations, including activities associated with the operation and economic development of Lynchburg Regional Airport.
- Supports economic growth by identifying and developing cutting-edge technologies that attract and support business growth.
- Serves as primary City official in dealing with all state and federal agencies holding authority over airport functions.
- Coordinates with the Federal Aviation Administration (FAA) to remain aware of current rules, regulations, policies, safety measures and lease requirements in order to communicate and interpret them to Airport staff, users and tenants.
- Develops, coordinates and enforces airport rules and regulations and minimum operating standards for aeronautical activities.
- Works closely with all stakeholders in guiding the airport's overall success by building positive relationships.
- Maintains a sound financial structure, creating annual budgets, assisting with audit activities and managing federal and state funding resources, including coordination of grants.
- Oversees administration of federal, state and local capital improvement projects to maintain and enhance City-owned

buildings, infrastructure and aeronautical equipment.

- Negotiates aviation and non-aviation-related leases to maintain competitive rates and charges.
- Facilitates innovative marketing strategies to attract and retain air services, customers and business development at the airport.
- Ensures public safety activities, including Aircraft Rescue and Fire Fighting (ARFF) services, airport security and law enforcement functions as provided by the Airport Police Office, are in compliance with federal regulations.
- Makes effective presentations and interprets federal, state and local policies, procedures, laws and general plans to Airport stakeholders including staff, the City Council, commissions, and community and business organizations.
- Plans, directs and manages an innovative air service development program.
- Serves as Secretary and airport staff liaison to the Lynchburg Regional Airport Commission.

ADDITIONAL DUTIES AND RESPONSIBILITIES include the following:

- Other duties to provide directly or indirectly services to citizens as may be assigned.
- When unusual situations occur and/or the City Manager declares a State of Emergency, all City employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.

#### SUPERVISORY RESPONSIBILITIES

Directly supervises all department managers at Lynchburg Regional Airport, including finance, administration, operations and maintenance and security, with additional oversight of on-airport safety functions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### Minimum Education and Experience Required

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION/EXPERIENCE

Bachelor's degree from a four-year college or university in aviation management, public or business administration or related field; Master's Degree preferred.

At least ten (10) years of experience required in increasingly responsible roles within an airport or airport system, including exposure to a wide array of airport functions and services; both commercial aviation and general aviation airport experience preferred.

### Additional Requirements

Professional certification as an Accredited Airport Executive (A.A.E.) from the American Association of Airport Executives (AAAE) or International Airport Professional (IAP) from Airports Council International (ACI) is preferred.

VA driver's license and acceptable driving record according to City criteria within thirty days of appointment. [View Driving Criteria here.](#)

Relevant background checks must be completed satisfactorily

Residency within the City of Lynchburg limits preferred.

Must successfully complete IS100 and IS700 National Incident Management (NIMS) training within 90 days of employment. May also be required to complete higher levels of NIMS training as determined appropriate for the position.

**Agency**

City of Lynchburg

**Address**

900 Church Street

Lynchburg, Virginia, 24504

**Phone**

(434) 455-4200

**Website**<https://www.lyncburgva.gov/human-resources>**Airport Director Supplemental Questionnaire****\*QUESTION 1**

Please explain why you believe your experience is in alignment with the description for this position.

**\*QUESTION 2**

Describe in detail your experience making presentations to citizens, elected bodies, and community groups.

**\*QUESTION 3**

Provide an example of a time you have used technology to analyze data, solve a problem, and/or convey information to an audience.

**\*QUESTION 4**

Recall a professional accomplishment you are proud of. What was it and what made it special to you?

**\*QUESTION 5**

**DMV Release Notice:** This position requires a valid driver's license and acceptable driving history. I hereby certify that I have read the DMV Record Release Notice, and give the City permission to obtain my driving record.

- Yes
- No
- I do not currently possess a Virginia Driver's License

**QUESTION 6**

If you answered in the above question that you currently possess a Virginia Driver's License, please provide your License Number.

**\*QUESTION 7**

(Current Out-of-State applicants and applicants who have had an Out-of-State Drivers License at any time in the last 3 years): I agree to provide, **WITHIN 2 WEEKS OF MY APPLICATION**, a copy of my driving record from that state where I am currently licensed or have been licensed within the past 3 years. I will contact Human Resources within 2 weeks if I am unable to obtain my out of state driving record in that time. I understand that my application may not be considered for this position until I submit my out of state driving record. You can email this information to [human.resources@lyncburgva.gov](mailto:human.resources@lyncburgva.gov), or fax to 434-845-4304 or mail this information to Human Resources, 900 Church Street, Lynchburg VA 24504. Include the name of the position for which you are applying. If you have a driving record less than 30 days old you can upload as an attachment to your application.

- Agree to provide record within 2 weeks of application date
- Do not agree (I understand I will no longer be considered for this position if I disagree.)
- Not applicable (I have not had an Out-of-State Driver's License during the past 3 years.)

\* Required Question