

POSITION DESCRIPTION - IDA ASSET AND AIRPORT MANAGER

IDA Asset Manager

The function of the IDA Asset Manager for the Industrial Development Authority of Louisa County ("IDA") is to provide: secretarial, financial accounting, and public relations support to the IDA Board of Directors and as directed by the Board of Directors of the IDA, serve as a liaison with the Louisa County Economic Development Director. Responsibilities include but are not limited to:

1. Administrative supervisory and managerial responsibilities:

- Manage agendas for meetings of the IDA and related activities.
- Manage and distribute materials for meetings and prepare Resolutions for adoption.
- Serve as the IDA representative on assigned committees.
- Supervise and manage the entrance, signage, flags and landscaping at the Industrial Airpark entrance. The Louisa County department of Parks and Recreation will replace the flags and care for the grass and landscaping per previous agreements.
- Supervise, manage, and maintain all IDA office files and correspondence.
- Receive and make telephone calls and receive visitors.
- Supervise and manage all correspondence.

2. Financial Responsibilities:

- Supervise and manage all accounts payable/receivable, prepare checks including payroll and taxes, make bank deposits, maintain appropriate accounting system as directed.
- Maintain and prepare documentation for annual audit of IDA financial records.
- Administer the Credit Card payment system for payments received.
- Administer the System for Awards Management (SAM) program for federal grants.

3. Public Relations/Liaison Responsibilities:

- Maintain and manage positive public relations with local business and industry; provide information and assistance when required; plan and coordinate all IDA public and social events as directed.
- Serve as primary contact for the business community and additional source of information on local business issues to the Economic Development Director. Participate in outside civic organizations to foster local business relationships.

4. Perform other duties as assigned

Airport Manager

A major function of the IDA Asset Manager is to manage the Louisa County Airport. The airport manager

supervises the administration, operations, and maintenance of the Louisa County Airport and associated facilities in a manner which complies with State and Federal Regulations pertaining thereto and ensuring compliance under long-term agreements between the IDA (as Airport Sponsor) and the Federal Aviation Administration (FAA) and Department of Aviation (DOAV) as a condition of receiving federal and state funding.

Administrative Responsibilities:

- Attend and represent the IDA and Louisa County Airport at DOAV and FAA sponsored seminars and maintain a liaison with the Virginia Aviation Board.
- Monitor and manage compliance with responsibilities within the FAA and DOAV.
- Manage records of grants and compliance with grant funding received from FAA and DOAV, including the Grant Agreements and Assurances binding upon the IDA.
- Manage and maintain current applicable FAA Advisory Circulars, Federal Air Regulations and DOAV Directives pertinent to operations, planning, construction and maintenance.
- Manage and maintain financial accounting systems appropriate to the airport and prepare Audit Reports when required; maintain and submit airport budget for IDA operations; receive and disburse all moneys related to airport facilities and projects.
- Manage occupancy of “T” hangars and prepare and coordinate the execution of leases by the IDA for same. Ensure the maintenance and good-repair of the all the IDA owned hangars.
- Maintain an up-to-date Airport Master Plan and Data, Airport Layout Plan, and Airport Property Map on file with the FAA and DOAV; plan future expansion projects and maintenance projects, maintaining a current Six-year Airport Capital Improvement Plan with the DOAV and FAA.
- Issue Requests for Qualifications and Requests for Proposals for architectural and engineering services related to execution of airport construction and maintenance projects contained in the Six-year Plan.
- Plan and coordinate all IDA and Louisa County Airport functions and events including, but not limited to, the Annual Louisa County Air-Show, including obtaining performers and exhibitors and submission of Waiver applications to Richmond Flight Standards District Office; coordination of fire and rescue logistics and public address systems.
- Ensure both FAA, DOAV, and Louisa County have accurate Based Aircraft Surveys.

Supervisory Responsibilities:

- Supervise and manage the day-to-day operation of the airport assets and safety equipment; inspect facilities (runway, lighting, taxiways, apron, Automated Weather System, Localizer and electronic monitors) for proper operation or need for maintenance, being particularly mindful of any matters affecting safety of operations. This includes monitoring the efficacy of the 3 instrument approaches.
- Issue Notices to Airmen (NOTAMS) when necessary to Leesburg Flight Service and maintain a listing of those personnel authorized to issue such NOTAMS.
- Give airport advisories to arriving pilots on the CTAF radio.

- Assist FSS in the search for lost or overdue aircraft
- Be able to refuel aircraft with both the 100LL and Jet A fueling systems if needed.
- Provide the FBO with suitable tie-down ropes and install such ropes as required.

Maintenance Responsibilities:

- Maintain a supply of materials for routine maintenance (windsocks, light bulbs, etc.); ensure that grounds are properly maintained and coordinate all maintenance with the FBO. This includes the grass cutting, weed removal, vegetation removal of the approach and safety zones, and the removal of snow and ice.
- Contact appropriate maintenance personnel when needed for repair of lighting, Automated Weather System, Unicom transceiver, Localizer, or other airport equipment; notify NOTAMS when outages affect safety of flight.

Knowledge, Skills and Abilities:

This position requires a unique combination of technical detail with leadership skills that exhibit flexibility, an ability to multi-task and move quickly from one responsibility to another demonstrating independent/sound judgment. Acting with minimal oversight, s/he must have a proven and comprehensive understanding of the processes and demands associated with airport administration along with an in-depth knowledge of the day-to-day operations of an airport facility. Knowledge of Federal Aviation Regulations and Department of Transportation's Code of Federal Regulations, and experience in emergency preparedness are strongly preferred.

S/he will establish and maintain sound public relations between Authority regulators, contractors, public officials, citizens, and County Departments and staff. The IDA Coordinator and IDA Asset Manager will handle confidential information of a sensitive nature requiring considerable discretion. The successful applicant must have a demonstrated and proven understanding of sound business and management principles. This will include leadership skills, strong analytical and organizational skills, attention to detail and excellent professional and administrative judgment. A proven ability to formulate policies or other projects in written format and to make effective oral presentations also required. Exceptional communication skills, including oral, written and presentation, as well as excellent customer service skills are also crucial to deal with a broad range of customers. Must also be able to establish and maintain successful professional working relationships with outside agencies department heads, County staff, government officials and the citizens. This is an exempt level position.

Education, Training and Experience:

A combination of education, training and experience will be considered in meeting the requirements of the position. A bachelor's degree in aviation or a related field with a demonstrated knowledge and work experience in airport management is preferred.

Essential Functions of the Position

1. Ability to maintain regular work schedule, i.e., report for duty on-time for daily attendance five days a week and at other times as required for critical airport management duties.

2. Must be able to lift or carry up to 30 pounds on a regular or recurring basis
3. Must be able to climb and balance on ladders, ramps, unguarded heights, and powered lifts
4. Must have sufficient mental acuity to:
 - a. Solve problems and analyze
 - b. Read and comprehend
 - c. Learn
 - d. Prioritize and meet deadlines
 - e. Take directions and correction
 - f. Be able to see and orient to surroundings during day or night conditions
 - g. Manage and tolerate stress
 - h. Accomplish all job functions with little or no supervision
 - i. Make independent decisions with incomplete facts or in emergency situations
5. Ability to tolerate excessive noise (i.e. noise level that requires you to shout to be heard on a regular or recurring basis)
6. Must be able to operate motor vehicles and maintain a driver's license in good standing
7. Must be able to operate motorized equipment and power tools
8. Must be able to sit and/or stand for extended periods of time on a regular or recurring basis
9. Must be able to effectively communicate, orally and in writing
10. Must be able to type and utilize word processing software
11. Must be able to operate aviation radio equipment to communicate with aircraft

The Louisa County IDA is an Equal Opportunity Employer