

# Lake Havasu City, Arizona

## Class Description



**Title:** Airport Manager  
**Department:** Public Works  
**Division:** Airport Administration  
**Grade:** CP18

**FLSA Status:** Exempt  
**Job Code:** 321857810  
**Updated:** 9/3/2025  
**Salary:** \$4,234.58 - \$6,140.48

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### General Definition of Work

Performs difficult advanced technical work supervising, managing, and organizing daily operations, overseeing construction and maintenance efforts, coordinating and monitoring the performance of contracts such as leases and rentals, ensuring compliance with City, State and Federal regulations, developing the Airport Fund financial plan including Capital Improvement Program funds, , and preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Director of Public Works. Divisional supervision is exercised over all personnel within the assigned division(s).

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### Essential Functions

*The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Plans, manages, directs, and coordinates the operations, construction, and maintenance of airport facilities.

Supervises employees and coordinates personnel-related activities including but not limited to establishing work priorities and assignments; setting performance goals and objectives; recommending/approving personnel actions, coaching and counseling, and writing performance evaluations.

Recommends, develops, and implements airport policies and procedures; consults with government officials and airport representatives and stakeholders concerning such matters as Airport Master Plans, development of land and facilities, operating regulations, minimum standards and lease policies.

Works with the Federal Aviation Administration (FAA) and Arizona Department of Transportation (ADOT) Aeronautics Group and architectural and engineering consultants in applying for and receiving grants for Airport Improvement Program (AIP) grants for Airport Capital Improvement Program (ACIP) projects needed at the airport.

Works with architectural and engineering consultants on the planning and programming, design, bidding, and construction management for airport modernization and restoration projects.

Inspects and reviews inspection reports of airport facilities to determine short- and long-term development, modernization and maintenance requirements to meet projected increases in traffic volume with improved efficiency.

Ensures that operating regulations maximize safety and security considerations and that proper and adequate training is provided to plan and execute emergency procedures and the airport credentialing program

In conjunction with appropriate City departments, ensure proper compliance with airport operating regulations, policies, leases and other agreements.

Prepares and administers the divisional budget to ensure City funds are used conservatively and efficiently and are balanced in order to operate the airport in a manner that is as self-sustaining as possible in accordance with FAA grant assurances.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver license.

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### Minimum Qualifications

Bachelor's degree with coursework in aviation management, business, public administration, or related field and considerable experience in airport management, budget preparation, long-range planning, airport

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maintenance and administration, public relations, capital project administration, including moderate supervisory experience; or equivalent combination of education and experience.

### **Special Qualifications**

National Incident Management Systems (NIMS) training based on assignment.

Must meet and maintain all training and education requirements for the position.

Valid Driver License of appropriate class.

American Association of Airport Executives Certified Member (C.M.) – preferred.

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### **Knowledge, Skills & Abilities**

Comprehensive knowledge of operational characteristics, services and activities of an airport; comprehensive knowledge of federal, state and local aviation policies, procedures, rules and regulations; comprehensive knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; comprehensive knowledge of modern and complex principles and practices of program development and administration; thorough knowledge of principles and practices of municipal budget preparation and administration; thorough knowledge of negotiating strategies and techniques; thorough knowledge of basic accounting principles and practices; thorough knowledge of general practices of building and grounds maintenance as it relates to airfields; thorough knowledge of advanced project management principles and practices.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.

Ability to operate and maintain a variety of aircraft and airport equipment; ability to prepare clear and concise administrative and financial reports; ability to research, analyze, and evaluate procedures and techniques; ability to manage, direct and coordinate the work of personnel and to train and evaluate personnel; ability to provide administrative and professional leadership and direction for the Airport; ability to recommend and implement goals, objectives, and practices for providing effective and efficient airport services; ability to prepare and administer large and complex budgets; ability to manage capital projects; ability to remain in compliance with policies, procedures, rules, regulations, and laws; ability to interpret and apply Federal, State and local policies, procedures, laws and regulations; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with associates, business owners and airport tenants, contractors, elected officials, employees and management, outside agencies, vendors, and the general public.

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### **Working Conditions**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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