

Oscoda-Wurtsmith Airport Authority - Airport Director

The Oscoda-Wurtsmith Airport Authority (OWAA), is northeast Michigan's largest and one of the State's largest general aviation facilities. Covering nearly 2,500 acres, OWAA has added millions of dollars' worth of infrastructure within the last two years, including new taxiways, hangars and roads and utilities. Additional funding is secured for utility upgrades, concrete repair and more. Funding for an Airport Layout Plan is secured and is underway. Lease revenue has exceeded an all-time high and our partners and tenants are committed for decades. Additional acreage, taxilanes and aprons are slated for repair and recovery, and Oscoda is ready to take flight!

OWAA is in search of an energetic, passionate, professional and strategic leader that understands how to lead a team, identify strengths and weaknesses and design and implement plans, policies and procedures to address, these challenges and succeed.

Airport Director Responsibilities include but are not limited to:

- Supervision and oversight of all airport operations in compliance with FAA and MDOT regulations.
- Responsible for all business development and revenue operations.
- Interface and collaboration with MDOT Aero and FAA Partners.
- Executive Director of the Local Development Finance Authority (LDFA)
- Zoning Administrator – Responsible for all zoning approvals and procedures.
- Public liaison and Airport advocate to partners, tenants and Trustees.
- Preparation and management of all budget, expenditures and audits.
- Strategy and policy driver! Sets goals and designs and implements plans to achieve them.
- Airport staff oversight and well-being. Directly works with the Airport Manager to ensure all employees are well taken care of and working in a safe productive environment.
- Works with the Property Manager to ensure long-term stability and revenue.
- Works with Airport engineer to ensure ACIP, ALP and MAP process is followed and goals and strategy are clearly communicated.
- Provides detailed and robust briefings to the various Boards.
- And much more!!!

Valid driver's license required. Experience and/or education in Aviation Management or Business, or comparable aviation experience preferred. Position requires Airport Manager license through State of Michigan or the ability and desire to earn license within the first three months of employment. A.A.A.E. Certified Member and other qualifications may be required or preferred, based on experience.

Position is salaried. The workload of the position necessitates on average 40-50 hours per week on average. No overtime pay is provided. Training and travel budgets are

robust and important for success. The position will include some weekends, evenings, and holidays. Salary will be dependent upon qualifications and experience. Health benefits or health subsidy payment for non-use is authorized. MERS defined contribution retirement plan, paid time off, life, short-term disability.

The Airport employs a full-time Airport Manager, full-time Property and Administrative Manager, and 5 full-time operations and 4-5 seasonal operations staff. The current Director has given ample notice of departure. The Board intends to utilize this time to provide at least 30 days of overlap in employment to ease the transition for the new Director. This is a challenging position. Candidate must be ready to address all community and State concerns environmentally.

To apply please submit a cover letter, resume and three professional references to James Downes, Airport Director (jdownes@oscairport.com) email only. Deadline is open.

OWAA is an equal opportunity employer.