

## **Airport Manager Natchitoches Regional Airport**

### **Details:**

Posted: March 1, 2024

**Location:** Natchitoches, LA

**Type:** Full Time

**Salary:** \$60,000 - \$70,000

Includes a comprehensive benefits package offering retirement, health insurance, annual leave, sick leave, holidays and numerous other optional benefits such as life, vision, dental, long-term disability, short term disability.

**General Description:** Directs and coordinates all activities related to the day-to-day operations of Natchitoches Regional Airport.

### **Essential Duties:**

1. Supervises the day-to-day activities of Natchitoches Regional Airport.
2. Ensures that the airport grounds are properly groomed, maintained and kept in a manner that is safe for all users of the airport.
3. Responsible for working with the various technicians to ensure that all navigation, lighting, weather, and communication systems are properly working.
4. Responsible for keeping the main terminal and other airport owned buildings in good repair and in a clean and tidy condition.
5. Plan and/or assist in planning events promoting aviation activity at the airport.
6. Attend and promote the airport at the annual FAA Partnership Conference.
7. Attend and promote the airport at the annual LAMA Conference.
8. Trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
9. Ensures that the airport is in compliance with all related agencies such as the Federal Aviation Administration, LA Department of Transportation, LA Department of Environmental Quality, Federal Communication Commission, City of Natchitoches and other agencies that may have a role in the operations of the airport.
10. Prepare the agenda and attend monthly Airport Advisory Commission meetings to report on airport operations.

11. Assures that assigned areas of responsibility are performed within budget. Assists in budget preparation. Performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, materials, facilities, and time.
12. Assures compliance with established policies and procedures.
13. Keeps accurate records and makes periodic reports to the Finance Director.
14. Establish and maintain a list of capital improvement projects for the airport.
15. Work closely with the FAA, LA DOTD and airport engineers on planning and execution of capital improvement projects.
16. Must be able to safely fuel aircraft and to be familiar with the various types of refueling requirements for the different types of aircraft that use the airport.
17. Must be able to safely move aircraft in and out of the service hangar and be able to safely move aircraft as needed for fueling.
18. Will be responsible for all quality control related issues of receiving and reselling fuel.
19. Must keep all fuel related records current and up to date.
20. Take daily fuel inventories and ensure that there isn't any water or debris in the fuel tanks.
21. Perform any other related duties as required.

**Education and Experience:**

Broad knowledge of such fields as accounting, marketing, business administration, finance, and management, coupled with good communication skills. Equivalent to a four-year college degree, plus 5 years related Airport Management experience and/or training.

**About Natchitoches Regional Airport:**

The Natchitoches Regional Airport (KIER) is located at 450 Wallenberg Drive, just southwest of downtown Natchitoches, Louisiana. Natchitoches Regional Airport sits at an elevation of 121 feet and offers two runways. Runway 17/35 measures 5,000 x 150 feet, which is critical to landing larger corporate jets, and is lighted and paved. Runway 7/25 is 4,000 x 100 feet and is also lighted and paved. The main ramp, fuel pumps, and terminal are midfield, east of Runway 17/35, which is the runway most used.

Natchitoches Regional is a LADOT Airport of the Year award winner. Airport facilities and management have been recognized as being exceptional.

Natchitoches Regional hosts a variety of tenants including agricultural applications, aerial mapping, medical evacuation and fire patrol operations.

## **About the City of Natchitoches**

Natchitoches offers a unique blend of attractions and amenities that appeal to all ages. From our award-winning historic downtown to the cultural landscape of Cane River National Heritage Area and Cane River Creole National Historical Park, to the scenic campus of Northwestern State University, to the stunning piney hills of Kisatchie National forest, Natchitoches is the oldest town in the Louisiana Purchase.

Please submit resume's to:

City of Natchitoches  
Attn: Edd Lee  
1400 Sabine Street  
Natchitoches, LA 71457

Or by email to: [elee@natchitochesla.gov](mailto:elee@natchitochesla.gov)