

AIRPORT MANAGER POSITION

False River Regional Airport is seeking a highly motivated experienced individual for the position of Airport Manager. Individuals interested may send their resume to frapla30@bellsouth.net , subject Airport Manager Position, or by mail to: False River Regional Airport, ATTN: Airport Manager Position, P. O. Box 97, New Roads, LA 70760. Resumes are due by October 31, 2025.

DETAILS:

Location: False River Regional Airport, New Roads, LA

Type: Full Time

Starting Salary: \$60,000 (includes a comprehensive benefits package offering retirement, health insurance, annual leave, sick leave, holidays and numerous other optional benefits such as life, vision, dental)

Education: Bachelor's Degree in Airport Management, Aviation Management, or Airway Science

Substitutions: Bachelor's degree in business administration supplemented by minimum of three years experience in airport management or related aviation field; or five years experience in airport management or related aviation field

Required Experience, Knowledge, Skills, and Abilities:

- Experience in airport management or related aviation field
- Knowledge of FAA regulations, Title 2 and Title 70 Aviation
- Knowledge of airport operations, federal airport minimum standards
- Knowledge of hangar leases, Aviation land leases, aviation rentals and services, aviation grants, grant writing, Capital Improvement Projects experience, Quality Control
- Ability to communicate effectively, both orally and in writing, with airport tenants, vendors, contractors, engineers/consultants as well as with regulatory aviation personnel (FAA, State of LA Aviation)
- Possess valid Louisiana driver's license and operate a vehicle
- Finance, Operations Budget, Projects Budgets, Audits, Accounts Payable and Receivable

Duties and Responsibilities of the Position is not all inclusive and may be expanded to include other duties and responsibilities as manager:

- Ensures compliance with federal and state regulations regarding airport operations of a General Aviation facility (5003'x75' RWY, parallel TWY, LOC/DME, AWOS, REILS, PAPIs, ODALs, terminal, hangars, property)
- Prepares, updates, and/or implements a five-year capital improvement plan annually for runways, taxiways, ramps, fuel farm, adjacent areas, buildings, hangars, airport infrastructure
- Prepares, updates, and/or implements airport minimum standards, operations manual and stormwater management plan, Rules and Regulations, Policy Manual
- Management and coordination of landside and airside operations of the airport, including daily inspections & night inspections of facilities to include paved surfaces/buildings/electrical/lighting equipment and document findings, conducting terminal & perimeter inspections & inspections of all lighting/Navigational Aids & document findings, construction oversight,
- Initiates NOTAMS as required by federal regulations
- Maintenance of all records required by regulatory agencies (State and Federal)
- Emergency response coordination, Security
- Finance, operations budget, projects budgets, grants, audits, accounts receivable and payable
- Perform other related duties of a comparable level/type as required
- Ability to work irregular hours, nights, weekends, or holidays. On call 24 hours per day 7 days per week 365 days per year