

**MANAGER SHALL BE ACCOUNTABLE FOR THE FOLLOWING**  
**RESPONSIBILITIES/DUTIES**  
**July 2020**

**Daily**

- Open airport offices (7:00 am)
- Check flight aware for incoming flights
- Check phone for messages and respond accordingly
- Check emails/texts and respond accordingly
- Launch scheduled departing aircraft as needed
- Schedule the daily work as necessary
- Check all runways and taxiways for FOD – burned out light bulbs, debris, etc.
- Check all buildings – heat, water, leaks etc.
- Check all fuel systems – sump all tanks for H2O
- Supervise fuel deliveries
- Check delivery of fuel by checking tanks for fuel type and capacity
- Test fuel as per fuel vendors SOP
- Finalize fuel delivery by verifying proper amount, measure tanks, record recording and confirm amounts on receipt
- Check “fuel master” for previous days sales and accuracy
- Confirm pumps are in working order
- Answer phone throughout day
- Monitor radio for aircraft in area
- Rollout aircraft as needed
- Monitor fuel inventory and order as necessary – 100LL; Jet-A; Off road diesel
- Respond to Building alarms – 24 hrs./day; 7 days/week
- Observe and respond to unfamiliar vehicles on airport property

**Ground, Building, Equipment and Vehicle Maintenance**

- Supervise/participate in preparing all equipment for use during appropriate season
- Maintain all equipment (plows, lawn mowers, tractor, and aircraft towing equipment)
- Track and arrange inspections for all vehicles
- Develop and maintain preventative maintenance schedule for all equipment
- Monitor and schedule preventative maintenance for automatic gate, building security system and fire/burglary systems

**Buildings**

- Inspect buildings for needed repairs
- Clean, repair, paint as needed
- Schedule carpentry and plumbing tasks as required.

**Tenants**

- Monitor leases with aircraft owners
- Monitor tenant lease files for current and valid insurance certificates
- Respond to tenant issues
- Follow up with tenants to insure timely payment of leases

- Coordinate daily with Moyer Aviation – i.e. Vern Moyer
- Coordinate Tenants' needs such as aircraft movement, customer concerns
- Cooperate with Moyer Aviation staff in the general operation of PMMA

### **Fuel Pricing**

- Monitor, on a weekly basis, our position in the local market to ensure our fuel margins are competitive while providing income for the airport. Follow Fuel Pricing SOP.
- Monitor our UST (fuel storage) for compliance with state and federal mandates and guidelines – i.e. – fuel filter changes; fuel safety; fire safety
- Ensure staff are following proper fueling procedures for both safety and in compliance with regulations of DEP, BOA and fuel supplier.

### **Certifications (schools and/or seminars needed to run airport)**

- Fuel Supplier Quality Control/fuel management
- TSA General Security Course
- PA Class A/B Petroleum Storage Tank Operators training (mandated by DEP)
- PA Class C – certified trainer for Petroleum Storage Tank Operators

### **Special Events**

- Coordinate the use of the airport and its facilities with outside organizations (i.e. – Rotary, etc.)
- Responsible for Air traffic/ground traffic control during special events
- Responsible for parking and fuel sales during special events

### **NASCAR/INDY Car Weekends**

- Issue NOTAMS for closing of runway for parking
- Organize rental car arrivals and distribution to drivers and flight crews
- Monitor fuel orders
- Ensure completion of fueling and proper receipt of payment for fuel
- Responsible to transform Moyer Hanger into lounge/dining area
- Arrange for catered meal for each event
- Plan, shop, prepare, serve, and clean up all food and beverages

### **Manage**

- Responsible 7 days a week for the operations of the entire airport complex including scheduling coverage, snow removal, lawn mowing, bookkeeping, billing, tenant, and public interaction
- In the event of a plowable snow event monitor situation, call in support from Papillon and Moyer, work round the clock to clear runways, ramps, access roads and parking lot to keep airport open
- Maintain and promote a clean, tidy, and safe working environment for all airport personnel, based tenants, and customers. Complete applicable reporting for any incidents, accidents that occur on airport property
- Issue NOTAMs if necessary
- Monitor all billing for accuracy and timely payments by tenants for rentals and fuel
- Coordinate/review, with bookkeeper, financial reports for the board
- Oversee airport insurance renewals

- Interact with airport vendors and suppliers to assist in guaranteeing the best products and pricing
- Schedule employees to guarantee coverage of Airport for operating hours.
- Schedule employee annual mandatory trainings such as fuel safety program and bulk fuel storage.
- Prepare and distribute monthly board meeting packets and attend board meetings
- Report to Chairman any issues and send board email as advised
- Recommend to board needed changes, improvements and/or processes for the betterment of the airport
- Send out managers' report 2 days prior to each board meeting and during monthly board meeting to inform board members of past months activities at airport.
- Take minutes at each board meeting.
- Advertise personal cell phone and email and respond 24/7 to calls/emails

Acknowledgement of understanding and receipt:

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Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature