

Grayson County, Texas

Job Posting

Position Title: Airport Manager (General Aviation)

Department: Airport / County Administration

FLSA Status: Exempt

Employment Type: Full-Time

Salary Range: \$125,000 – \$140,000 annually, depending on qualifications

Position Summary:

Grayson County is seeking a qualified and motivated Airport Manager to oversee the operation and development of its county-owned general aviation airport. This position is responsible for managing daily airport operations, ensuring regulatory compliance, maintaining facilities, and advancing the airport's role as a driver of local economic development.

The ideal candidate will be a hands-on professional capable of working independently in a small-team environment while building strong relationships with tenants, businesses, and community stakeholders.

Essential Duties and Responsibilities:

- Manage day-to-day airport operations, including airfield safety, inspections, and facility oversight
- Ensure compliance with Federal Aviation Administration (FAA), Texas Department of Transportation aviation standards, and county policies
- Conduct routine inspections of runways, taxiways, lighting systems, and navigational aids
- Oversee airport tenants, hangar leases, the FBO, and customer service for general aviation users
- Develop and manage the airport budget, including monitoring revenues and expenditures
- Identify, pursue, and administer grant funding opportunities, including FAA Airport Improvement Program (AIP) grants
- Plan, coordinate, and oversee capital improvement projects
- Promote the airport as an economic development asset by supporting business recruitment and aviation-related growth
- Serve as liaison between the county, airport tenants, economic development organizations, and the public
- Maintain required records, reports, and regulatory documentation
- Coordinate emergency response planning with local agencies

- Perform hands-on operational duties as needed
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Minimum Qualifications:

- Bachelor's degree in Aviation Management, Business Administration, Public Administration, or a related field (experience may substitute)
 - Minimum of 5-10 years of experience in airport operations, FBO management, or aviation-related field
 - Working knowledge of general aviation airport operations and applicable regulations
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Preferred Qualifications:

- Experience managing a general aviation airport
 - Familiarity with FAA grant processes and compliance requirements
 - Certified Member (CM) or Accredited Airport Executive (AAE) from the American Association of Airport Executives
 - Strong background in budgeting, capital planning, and economic development initiatives
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Knowledge, Skills, and Abilities:

- Ability to manage multiple responsibilities in a small-team environment
 - Strong leadership, communication, and interpersonal skills
 - Financial and project management proficiency
 - Ability to build partnerships with tenants, businesses, and community leaders
 - Self-directed with sound judgment and decision-making abilities
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Working Conditions:

- Combination of office and outdoor work in various weather conditions
 - Exposure to aircraft operations, noise, and equipment
 - On-call availability for emergencies, including nights and weekends
 - Occasional physical activity, including walking airfields and light lifting
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Benefits:

Grayson County offers a competitive benefits package, which include:

- Health, dental, and vision insurance
 - Participation in the Texas County and District Retirement System (TCDRS)
 - Paid vacation, sick leave, and holidays
 - Life and disability insurance
 - Employee assistance programs
 - Training and professional development opportunities
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Application Process:

Interested candidates should submit a completed county application, resume, and cover letter. Position is open until filled.

Equal Opportunity Employer:

Grayson County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.