
Airport Director Resume

Job Objective

Seeking a position as Airport Director in an organization, where there is an opportunity to exhibit strengths and enhance skills while striving for the growth and development of organization.

Highlights of Qualifications:

- Remarkable experience in the operations and management of civilian airport
 - In-depth knowledge of general airport operations, procedures and terminologies
 - Profound knowledge of Federal Laws, rules and regulations pertaining to airport use, safety and management
 - Amazing ability to develop and maintain working relationships with airport management and staff
 - Strong budgetary, projections, and cost control skills
 - Ability to produce written documents with clearly organized thoughts
 - Ability to analyze problems and develop practical solutions
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Professional Experience:

Airport Director, August 2005 – Present

Middle Peninsula Regional Airport Authority, Hickory, PA

- Ensured safety and consistency of station operations and customer service through effective policy and procedure development.
- Maintained financial objectives through divisional budgeting process and monthly reviews of all department budgets.
- Developed and maintained communication channels, trainer's calls, newsletters and focus groups for frontline employees.
- Ensured station policies are aligned with regulatory requirements, company objectives and customer needs.
- Ensured policies, procedures and clear expectations for performance of station personnel are outlined in the Customer Service Manual.

Airport Director, May 2000 – July 2005

The Eastern Iowa Airport, Hickory, PA

- Planned, directed, supervised and coordinated development and capital improvement projects and maintained operation activities.
 - Enforced applicable regulations pertaining to flying, airport operations and public safety.
 - Scrutinized equipment and work areas for proper maintenance and repairs.
 - Prepared and maintained required reports and records for submittal to federal, state and local agencies.
 - Researched and prepared program and grant applications for state and federal funding of airport improvements and maintenance projects.
 - Provided monthly report of airport operations and issues.
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Education:

Bachelor's Degree in Business Administration, Southern Oregon University, Ashland, OR

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