

The City of Naples Airport Authority Invites Applications For FBO Manager

The City of Naples Airport Authority is seeking an FBO Manager for the Naples Municipal Airport (APF) to manage and plan all FBO activities including aircraft servicing, ground handling, office/flight support facilities, ramp management, personnel and office administration associated with airside flight line activities. This includes the servicing of general aviation, military and commercial service aircraft with fuel and oil, and other services including but not limited to baggage and cargo handling.

The successful candidate will need to demonstrate exceptional customer service and people skills without compromising operational safety. Examples include: attentiveness, patience, clear verbal and written communication skills, effective time management, embodying a calm presence, handling surprises, and the innate ability to “read” customers and users of the FBO.

Essential Duties Include:

- Responsible for the daily activities of the FBO and ensuring appropriate staffing
- Inspire staff to perform duties and achieve goals using practices and procedures that contribute to a safe, profitable, positive and enjoyable work environment
- Provide leadership, technical training and supervision for staff, hiring, development and performance management
- Coordinate with airport tenants and other customers to assure safe, efficient and timely delivery of service. Resolves customer service issues
- Manage the operation of fuel storage facilities and be responsible for maintaining adequate fuel inventories
- Coordinate with facilities department to ensure FBO facilities and equipment are maintained and operating properly. Initiate incident reporting, investigation and assist solution planning for preventing reoccurrence
- Assist in developing strategic goals and objectives for the department
- Assist with the preparation and administration of the department’s annual budget
- Assist with coordination, negotiation, and administration of airport fuel, rental car and related line service contracts.

Position Preferences

It is preferred that the successful candidate will have a minimum of seven (7) years related experience in the FBO industry and a Bachelor’s degree (B.A.) from a four-year college or university in aviation management or business administration. An equivalent combination of education and experience may be acceptable.

Salary & Benefits

The starting salary range for this position is expected to be between \$75,500 to \$95,800 with an attractive benefit package. A higher starting salary may be possible for the exceptional candidate. For instructions on how to apply, please [click here](#) to see the recruitment brochure, or visit the searches tab at www.adkexecutivesearch.com.

Posting closes January 12, 2018.