

**Job Title: Airport Manager**

**Location:** Houghton County Memorial Airport, Houghton, MI

**Job Type:** Full-Time

**About Us:** As Michigan's northernmost airport, Houghton County Memorial Airport (CMX) provides essential access to the national air transportation system for approximately 50,000 to 55,000 passengers annually. It is a vital transportation hub serving the residents and visitors of Houghton County and the surrounding areas. CMX is seeking a dynamic and experienced individual to ensure the smooth operation of our airport.

**Job Description:** The Airport Manager will be responsible for overseeing all aspects of airport operations, including administration, maintenance, safety, and customer service. This role requires a strategic thinker with strong leadership skills and an understanding of airport management.

**Key Responsibilities:**

- Oversee daily airport operations to ensure safety, efficiency, and compliance with all regulations.
- Develop and implement policies and procedures to enhance airport services and operations.
- Manage airport staff, including hiring and training.
- Coordinate with federal, state, and local agencies to ensure regulatory compliance.
- Prepare and manage the airport's budget, including financial planning and reporting.
- Develop and maintain relationships with airlines, tenants, and other stakeholders.
- Ensure the maintenance and improvement of airport facilities and infrastructure.
- Handle emergency situations and develop contingency plans.
- Promote the airport within the community and work to attract new business.
- Oversee the management and development of the airport industrial park.
- Manage the airport's water and sewer systems to ensure proper operation and compliance with regulations.

### **Preferred Qualifications:**

- Bachelor's degree in Aviation Management, Business Administration, or related field.
- Minimum of 3 years of experience in airport management or a related field.
- Strong knowledge of FAA regulations and airport operations.
- Excellent leadership, communication, and organizational skills.
- Ability to work effectively with a diverse range of stakeholders.
- Proficiency in budgeting and financial management.
- Strong problem-solving skills and the ability to handle high-pressure situations.

### **Salary Range:**

- \$80,000 - \$90,000 per year, commensurate with experience and qualifications.

### **Benefits:**

- Competitive salary
- Health, dental, and vision insurance
- Retirement plan
- Paid time off
- Professional development opportunities

**How to Apply:** Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to [dhex@cmxairport.gov](mailto:dhex@cmxairport.gov) by **September 12, 2025**.

**Houghton County Memorial Airport is an equal opportunity employer.**