

Princeton Municipal Airport Airport Manager Duties

The Airport Manager shall be responsible to the City Administrator for the operations of the Princeton Municipal Airport. The following shall provide an outline of the duties, and may be modified by the City Council at the recommendation of the City Administrator or the Airport Board.

- Manage the day to day operations of the Princeton Municipal Airport with the assistance of the Princeton Airport Advisory Board, Princeton City Council, and City staff personnel.
- Maintain liaison with the Federal Aviation Administration, the Minnesota Department of Transportation, City Council, County Boards, Airport Board, and other related organizations.
- Coordinate the maintenance and repair of airport property and equipment.
- Enforce operating rules and regulations and coordinate the activities and use of facilities by various groups and agencies using airport buildings, grounds, and services.
- Monitor airport lighting for proper operation and initiate corrective action for any noted or reported deficiencies.
- Shall maintain or have access to all contracts, agreements, leases, documents, and records relative to the Princeton Municipal Airport.
- Shall participate in any land use planning or zoning which may have affect the Princeton Municipal Airport.
- Shall maintain contact information for all hanger and aircraft owners at the Princeton Municipal Airport.
- Participates in aviation conferences and seminars, as approved by City Administrator as a representative of the City of Princeton.
- Initiate and attend meetings of the Airport Advisory Board and keep minutes and other records.