



The Ogdensburg Bridge and Port Authority invites Applications for

**Ogdensburg International Airport Manager  
(Ogdensburg, NY)**



# OVERVIEW

**The Ogdensburg Bridge and Port Authority**, (Authority or OBPA), owner and operator of the Ogdensburg International Airport (OGS or Airport), invites applications for the position of **Airport Manager**. *Steven Baldwin Associates* is conducting a national search for this position on behalf of The Ogdensburg Bridge and Port Authority.

Ogdensburg International Airport is a public airport located in Oswegatchie, two miles southeast of Ogdensburg, New York. The OBPA also owns and operates the Ogdensburg-Prescott International Bridge, Port of Ogdensburg-Marine Terminal Facility, Commerce Park, a medium-heavy industrial park, and one short-line railroad. The International Airport is used for Commercial and general aviation service with commercial flight service provided by Contour Airlines.

While remaining self-sustaining, the Authority's mission is to create sound economic business development through the promotion of buildings, river, road, rail, and air transportation. This is accomplished by providing exceptional customer service, safe and secure facilities, good environmental stewardship, and focused professionalism.

The Ogdensburg International Airport is the gateway to northern New York and beyond. Conveniently located near vibrant international markets, OGS offers a level of convenience and value that perfectly aligns with traveler needs.

*This forward-thinking Airport is seeking an entrepreneurial, collaborative, and strategic-minded Airport Manager to join its team.*



# THE OPPORTUNITY

## *Airport Manager*



*OGS is seeking a knowledgeable, engaged **Airport Manager** with strong management skills to lead the Airport, transform the culture, and take the Airport to the next level. A professional who will ensure customer service excellence, provide safe and secure facilities, demonstrate responsible environmental stewardship, and operate transparently and with accountability to all stakeholders. The successful candidate will have strong self-awareness, will build trust in others through using good judgment, and will act with diplomacy at all times.*

### Overview Requirements & Qualifications

The Authority is seeking a **candidate with an entrepreneurial mindset** to enhance operations and improve the customer experience strategically and collaboratively at the Ogdensburg International Airport. The ideal candidate will possess a minimum of 2-5 years of experience in airport operations management, airport maintenance management, airport fire & rescue management experience, or ATO/FAA management at an airport with scheduled air service. The principal responsibility is to ensure the safe and compliant operation of all aeronautical activities undertaken at the Airport for airside, terminal, and landside operations as well as line service and customer service. Also, accountable for the day-to-day oversight of FBO operations, budget, marketing, media relations, and capital projects. Work is performed under the supervision of the OPBA Executive Director. The Authority is seeking an individual who can exercise independent judgment and resourcefulness. The Airport Manager will have frequent contact with various stakeholders including tenants, concessionaires, airline personnel, contractors, and community groups, and will professionally represent the Authority.

# KEY DUTIES AND RESPONSIBILITIES

The Airport Manager for the Ogdensburg International Airport reports to the Executive Director and will be responsible for the following duties:

## Personnel Management

- Able to lead by example while holding people accountable.
- Ensures employees have the tools, resources, and training necessary for success.
- Coaches, trains, and motivates employees in a collaborative environment.

## Functional Duties and Responsibilities

- Manages day-to-day Airport operations and determine operational needs.
- Develops policies and procedures to ensure the safe, secure, and effective operation of the Airport, including establishing goals, objectives, and priorities.
- Ensures compliance with FAA standards and regulations as well as federal, state, and local laws.
- Directs decisions concerning day-to-day activities, emergency planning, and Capital Improvement Projects.
- Collaborates with OBPA management concerning budget, purchasing, and recruitment.
- Manages direct report positions.
- Manages FBO operations.
- Serves as the Airport Security Coordinator (ASC).
- Responds to Airport emergencies, incidents and security issues.
- Maintains the Airport Certification Manual, Airport Emergency Plan, and the Airport Security Plan.
- Develops and maintains positive relations with tenants, concessionaires, airlines, Airport users, as well as OBPA stakeholders.
- Maintains access to Airport via phone 24/7.
- Primary contact for OGS with federal, state, and local entities.
- Provides responses to public inquiries promptly.

## Knowledge and Experience

- Strong knowledge of the principles and practices of airport business management.
- Knowledge and understanding of federal, state, and local laws, rules, and regulations that apply to airport certification and airport management.
- Experience and ability to effectively supervise, plan and direct the work of others.
- Knowledge of the principles, methods, and tools used in airport construction and maintenance.
- Current knowledge of airport safety including firefighting and crash rescue equipment and procedures.
- Considerable knowledge of federal, State, and local laws and ordinances governing activities including 14 CFR Parts 139, 135, and 121; and 49 CFR Parts 1520, 1540, 1542, and 1544.

## Education and Experience Requirements

- Bachelor's degree in aviation management, airport operations, airport management, public administration, business administration or a closely related field. In lieu of a 4-year degree; an associate degree with 8 years of military airport/aviation management, operations management, airport maintenance management, airport fire and rescue management, or ATO/FAA management may be acceptable.
- Two-five years' work experience in airport operations management, airport maintenance management, airport fire and rescue management, or ATO/FAA management at an airport with scheduled air service.

## Certification Requirements

- Valid State driver's license.
- Must satisfy all requirements to acquire and maintain TSA security clearance.
- Must be eligible and acquire ASC status within six months of appointment.
- Complete airfield driver training within the first 30 days of employment.
- Certified Member (C.M.) certification desired.

## Other Requirements

- Ability to work under stressful conditions.
- Strong interpersonal skills and self-awareness.
- Ability to analyze situations and make sound decisions rapidly.
- Ability to develop and maintain positive relationships with key stakeholders.
- Ability to read, understand and interpret laws, rules and regulations.
- Strong verbal and written communication skills, including professional presentation skills.
- Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, and Publisher) and Adobe.
- Detail-oriented and able to handle multiple projects simultaneously.

## SALARY

OGS has competitive benefits and salary is commensurate with experience with a target of **\$90,000**. Relocation assistance is available.

The OBPA sponsors group health insurance, and voluntary dental, and vision benefits. OBPA participates in the New York State and Local Retirement System (NYSLRS). Employees can also enroll in the NYS Deferred Compensation Plan. The Authority also offers the opportunity for educational growth and advancement. Additional benefits include paid holidays, vacation leave, sick leave, and personal leave.

## TO APPLY

To apply for this opportunity, please submit a cover letter, résumé, and a list of three professional references in one recruitment PDF document to Lisa Belt of Steven Baldwin Associates, at: [lbelt@baldwinllc.com](mailto:lbelt@baldwinllc.com) with "Airport Manager search" in the subject line.

In your cover letter, please specifically address your experience and accomplishments in the areas noted in the "Key Duties and Responsibilities" section above.

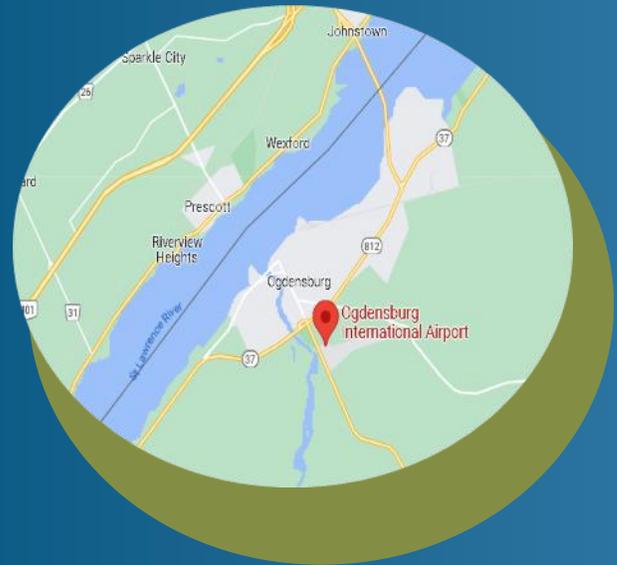
Only complete electronic submissions that follow the above guidelines will be considered.

**Deadline for Applications is April 14, 2023.**

*NOTE: The Ogdensburg Port and Bridge Authority is an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, veteran, or disability status. The Ogdensburg Port and Bridge Authority reserves the right to not fill the position. Nothing in this announcement guarantees employment.*

## LOCATION

Ogdensburg International Airport is located just outside the city of Ogdensburg, NY, on NY 812. OGS provides easy access to critical transportation hubs in both the United States and Canada. Located in St. Lawrence County, its peaceful and scenic location makes for a great place to live, work, and raise a family. Conveniently located near vibrant international markets, OGS offers a level of convenience and value that perfectly aligns with traveler needs.



## THE AIRPORT

The Ogdensburg International Airport is the gateway to the north and is closely situated near the beautiful St. Lawrence River. OGS is a public Airport used for both commercial and general aviation service. The Airport covers approximately 500 acres, has one runway and is serviced by Contour Airlines, which provides daily service to Philadelphia. Operating as its own FBO, the Airport also handles transient flights, fuel sales, and all the amenities general aviation pilots have come to expect.

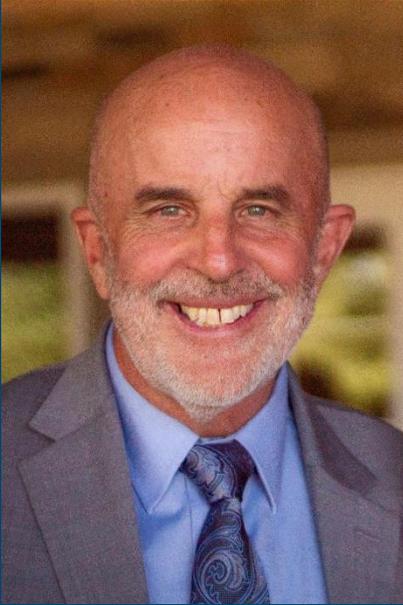
Being a small airport is actually beneficial when it comes to convenience. OGS is currently undertaking a multi-million Dollar terminal expansion project which will transform and expand the terminal building accommodating peak passenger loads and future needs.

While remaining self-sustaining, the Authority creates sound economic business development through the promotion of buildings, river, road, rail, and air transportation. This is accomplished by providing exceptional customer service, safe and secure facilities, good environmental stewardship, and focused professionalism.

OGS strives to:

- Provide safe and affordable air service.
- Promote economic development for the Airport.
- Support regional economic development activities.

The Airport and its staff work with community leaders to facilitate growth in the region by improving Airport operations and facilities to provide an environmentally safe and secure Airport for travelers, visitors, and commercial consumers.



## AUTHORITY ADMINISTRATION

Led by Executive Director, Steven Lawrence, The Authority's administration is responsible for the overall management of the operations of the Ogdensburg International Airport, as well as long-term planning. The Authority seeks innovative solutions and conducts business in an honest, fair, and respectful manner. The Authority supports a collaborative, inclusive work environment and challenges itself to be the best while ensuring accountability to itself and its employees.

## THE OGDENSBURG BRIDGE AND PORT AUTHORITY

The Ogdensburg Bridge and Port Authority (OPBA) is the governing body of the Ogdensburg International Airport which owns and operates OGS. In addition, the OPBA operates the Ogdensburg-Prescott International Bridge to Canada which is the Gateway to the U.S. and Canadian Markets in New York's North Country. The Authority is comprised of a seven-member elected Board of Directors. Members serve 2-, 3-, or 4-year terms based on the position held and elections are held during the annual meeting.



## THE COMMUNITY

Welcome to the North Country! Located on New York's northern border, between the St. Lawrence River and the Adirondack Foothills, St. Lawrence County is home to endless opportunities. The relaxed pace of life and rural location is at the heart of a community rich in partnerships, creativity, innovation, and pride. Convenience to the great outdoors is complimented by rich art, culture, and education. By air or car, there is easy access to the world. A quick drive can take you to Canada's capital cities of Ottawa and Montreal or New York's Adirondack Mountains and Olympic Village at Lake Placid.

St. Lawrence County is the largest County by land in New York State and offers year-round activities. Visitors and residents alike spend the day hiking scenic trails that lead to renowned waterfalls, canoeing, kayaking and fishing the beautiful rivers and lakes, watching the ships pass through the locks on the seaway, or visiting the many museums throughout the County.

Some of the area's many attractions include five state parks, The Frederic Remington Art Museum, Singer Castle on Dark Island, Eisenhower Lock, Hawkins Point Visitor Center, and the Nicandri Nature Center.

Ogdensburg is intersected by St. Lawrence and Oswegatchie rivers and boasts a rich history of commerce and trade, especially with its Canadian neighbors across the St. Lawrence River. Ogdensburg is a must-see for American history enthusiasts as more than 250 years ago it was the site of the last battle of the French and Indian War between France and Britain. The city also played a role in the Revolutionary War and the War of 1812. And don't miss the annual reenactments hosted at the site of the former Fort de La Presentation.



National search conducted by



**STEVEN BALDWIN**  
ASSOCIATES

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*Airport Management Consultants*