**The City of Temple Invites Applications For FBO Manager**

The City of Temple is seeking a Fixed Base Operator Manager (FBO) for the Temple Executive Air Center. The FBO Manager will play a key role in the construction management and operational readiness of a new “state-of-the-art” FBO terminal which is scheduled to be completed in August 2023.

The FBO Manager position is responsible for managing the Temple Executive Air Center (TEAC), including customer service and relations, line operations, facility management, fuel sales, marketing, new business development, quality control and environmental and safety compliance. Additionally, the FBO Manager is the point person for and pivotal to the successful development and construction of TEAC. This position is responsible for the upkeep and maintenance of TEAC facilities, properties, and equipment, working with other airports and City departments. Responsibilities include managing the FBO’s fuel system including daily inventory monitoring, making recommendations on additional capacity, ensuring delivery and storage of fuel, and that refueling trucks are properly maintained. The Manager must be financially astute to supervise the FBO’s gross margins, capital expenditures, budgeting, forecasting and revenue/expense management; provide supervision to customer service representatives and line service technicians; and assisting in recruitment and evaluations as necessary. The FBO Manager conducts competitive analysis of fuel products, selling points, and discount programs.

**The Ideal Candidate**

The successful candidate for this position will have graduated from an accredited 4-year college or university with a bachelor’s degree in aviation management or a related field, and at least 4 years’ aviation-related experience and training. The candidate must be able to develop and maintain effective working relationships with Airport customers, tenants, employees, the Airport business community, regulatory agencies, and the public. The candidate must have experience successfully developing and implementing revenue-generating initiatives. The ideal candidate will have knowledge of FAA, TSA, and state laws; and rules and regulations related to airport management and operations. The FBO Manager must be a competent leader with experience in negotiation, decision-making, and customer service. The Manager must also be able to plan, organize, and direct the work of others and to communicate effectively, orally, and in writing. The successful candidate will have a demonstrated record of integrity, dependability, professional maturity, ethical business practice, leadership, entrepreneurship, negotiation, operations, and decision-making. The candidate must possess or be able to obtain a valid Texas driver’s license as well pass an airport driver’s test. An FAA pilot certification is also desired.

**Salary and Benefits**

The starting salary range for this position is $83,000 – $113,000 with an attractive range of benefits. For instructions on how to apply, please [**click here**](https://adkexecutivesearch.com/wp-content/uploads/2022/12/TPL-Fixed-Based-Operator-Manager-1.pdf) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Posting closes April 16, 2023.**