



Airport Operations Lead

Status: Full-Time

Reports to: Airport Director

Department: Airport Operations

Salary Range – \$ 24.15 to 26.50 an hour

Benefits – Health, Dental and Vision Plan

Paid Time off

Retirement Plan

Position Summary

The Airport Operations Lead oversees daily airside and landside operations, ensures regulatory compliance, manages safety and emergency programs, and leads the operations team in maintaining a safe, efficient, and customer-focused airport environment. This role is responsible for Part 139 compliance, NOTAM issuance, airfield inspections, construction coordination, and irregular operations management.

Key Responsibilities

Airside & Landside Operations

Airfield Oversight — Conduct and supervise daily airfield inspections, pavement checks, lighting checks, and FOD monitoring.

NOTAM Management — Issue, track, and close NOTAMs; coordinate with ATC and tenants.

Landside Operations — Oversee terminal, parking, access roads, and public-facing operational issues.

Wildlife Hazard Management — Implement WHMP activities and coordinate with USDA or consultants.

Regulatory Compliance

Part 139 Compliance — Maintain compliance with FAA Part 139, including inspections, training, recordkeeping, and annual certification.

Safety Management System — Lead hazard reporting, risk assessments, and safety

Environmental Compliance — Support stormwater, SPCC, and environmental monitoring programs.

Emergency & Irregular Operations

Emergency Response — Serve as Incident Commander or support role during emergencies; coordinate with ARFF, law enforcement, EMS, and mutual aid.

Irregular Operations — Manage weather events, diversions, closures, and airline disruptions.

Construction & Planning Coordination

Construction Safety — Review CSPPs, coordinate closures, escort contractors, and ensure safe work zones.

Master Plan Support — Provide operational input for planning, design, and capital projects.

Leadership & Administration

Team Leadership — Supervise operations staff, schedule shifts, conduct evaluations, and lead training.

Budget & Procurement — Assist with budgeting, purchasing, and operational planning.

Stakeholder Coordination — Maintain strong relationships with tenants, airlines, FBOs, ATC, TSA, and city leadership.

Minimum Qualifications

Bachelor's degree in Aviation Management, Business, Public Administration, or related field or 3–5 years of experience in airport operations or aviation safety

Knowledge of FAA Part 139, Part 77, ACs, and airport safety standards

Valid driver's license; ability to obtain airport-issued SIDA badge

Ability to work rotating shifts, including nights, weekends, and holidays

Next Step

If you are interested in this position, please submit your resume to barbara@flylawton.org or contact Barbara McNally (580) 353-4869 x 302.