

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AN014 Chief Operating Officer
POSITION #/TITLE: 2357 Chief Operating Officer	Adopted: 07-26
	Revised:

POSITION DESCRIPTION

Dept: The Eastern Iowa Airport	Manager Level: Assistant Chief Executive Officer (CEO)
Salary Plan/Description: APN/Airport Non-Bargaining Unit	Salary Grade: CL
Reports To Position #/Job Code #/JC Title: 0740/AN002/ Chief Executive Officer (CEO)	Dotted-line Reports To Position # Job Code #/JC Title:
FLSA Status: Exempt - Executive	Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

The Chief Operating Officer (COO) serves as a key member of the Airport Executive Leadership Team and is responsible for the strategic oversight, leadership, and management of all airport operational functions. This position effectively collaborates internally and externally to develop creative solutions to challenges and at the same time, can visualize and take advantage of opportunities. Reporting directly to the Chief Executive Officer, the COO ensures the safe, efficient, compliant, and customer-focused operation of CID while advancing the Airport's strategic growth plan.

The COO provides leadership for airfield operations, terminal operations, public safety, maintenance, facilities management, environmental compliance, emergency preparedness, and operational readiness. This role ensures continuous compliance with federal, state, and local regulations while managing airport construction, environmental initiatives, and operational programs. The position is responsible for developing operational strategies, leading organizational performance initiatives, managing departmental budgets, and fostering a culture of safety, integrity, customer service, innovation and collaboration.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative in decision making regarding overall airport operations. Supervision is exercised over the work of employees in the class of Facilities Supervisor, Maintenance Supervisor, and Public Safety Chief.

Examples of Essential Work (Illustrative Only)

Executive Leadership

- Serve as a principal advisor to the Chief Executive Officer (CEO) on operational matters, organizational performance, and strategic initiatives.
- Lead and develop airport operational departments to achieve organizational goals and performance objectives.
- Collaborate with executive leadership team to implement the Airport Commission's strategic plan, vision, and long-term priorities.
- Foster a culture of safety, integrity, customer service, innovation and collaboration.

- Cultivates innovation in staff encouraging them to create new and better ways for the organization to be successful.
- Acts as the primary backup to the Chief Executive Officer (CEO) in the event of a company crisis with duties including but not limited to communicating to local government, media, and important community members.

Airport Operations

- Direct all aspects of airport operations, ensuring compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Environmental Protection Agency (EPA), and applicable federal, state, and local regulations.
- Oversee airfield operations, terminal operations, facilities maintenance, emergency response planning, wildlife hazard management, and operational readiness.
- Ensure airport certification requirements are maintained under FAA Part 139 and other applicable regulatory standards.
- Lead operational planning for severe weather, irregular operations, emergencies, and major events.

Safety and Compliance

- Champion the airport's Safety Management System (SMS) and promote a proactive safety culture throughout the organization.
- Ensure compliance with airport security programs, environmental regulations, and operational standards.
- Oversee internal audits, inspections, corrective action plans, and regulatory reporting requirements.
- Coordinate with regulatory agencies and industry stakeholders on operational matters.

Strategic Planning and Capital Development

- Provide operational leadership and input for airport capital improvement planning and infrastructure investments.
- Ensure operational requirements are integrated into facility design, construction, and expansion projects.
- Collaborate with leadership team to support aerospace development initiatives and commercial development opportunities that enhance airport competitiveness.

Financial Management

- Develop and manage department operating and capital budgets.
- Monitor financial performance and identify opportunities to improve efficiency and maximize resource utilization.
- Evaluate operational programs and recommend improvements to enhance service delivery and cost effectiveness.
- Collaborates with the Chief Financial Officer to help ensure positive fiscal performance.

Stakeholder Relations

- Maintain productive relationships with airlines, tenants, federal agencies, local governments, emergency responders, business partners, and community stakeholders.
- Anticipating and balancing the needs of multiple stakeholders.
- Manage conflict, build consensus, and facilitate problem solving and collaboration across various stakeholders.
- Represent the airport in industry organizations, meetings, and public forums as assigned.
- Collaborate with Chief Development Officer and regional partners to support economic development and aviation growth initiatives.
- Works with the CEO in developing and maintaining strong liaisons with key constituent groups and leaders to ensure that the airport's interests are always top of mind.

Personnel Leadership

- Provide direct supervision and leadership to operational departments and managers.
- Establish performance expectations, conduct evaluations, and support professional development initiatives.
- Promote succession planning, workforce development, and employee engagement programs.
- Is accessible to all employees.
- Proven experience developing people to meet the individual's career goals and organization's goals.
- Removes obstacles to get work done.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of airport operations, airport certification requirements, and aviation regulations.

- Strong understanding of FAA/TSA regulatory compliance (CFR Part 139, TSRs 1540/1542), Safety Management Systems, emergency management, and airport infrastructure.
- Demonstrated strategic planning, organizational leadership, and change management capabilities.
- Exceptional communication, relationship-building, and stakeholder engagement skills.
- Ability to lead complex projects and manage multiple priorities in a dynamic environment.
- Strong financial management and budget administration skills.
- Demonstrated ability to problem solve, anticipate challenges, and find create solutions to complex problems.
- Performs all work duties and activities in accordance with Commission policies, procedures and safety practices;
- Attends work regularly at the designated place and time;
- Performs related work as required.

Required Knowledge and Abilities

- Comprehensive knowledge of airport operations, airport certification requirements, and aviation regulations.
- Strong understanding of FAA Part 139, TSA regulations, Safety Management Systems, emergency management, and airport infrastructure.
- Demonstrated strategic planning, organizational leadership, and change management capabilities.
- Exceptional communication, relationship-building, and stakeholder engagement skills.
- Ability to lead complex projects and manage multiple priorities in a dynamic environment.
- Strong financial management and budget administration skills.
- Demonstrated ability to problem solve, anticipate challenges, and find create solutions to complex problems.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Aviation Management, Business Administration, Public Administration, Engineering, or a closely related field; and
- Minimum of six (6) years of professional experience directly supervising and leading teams, preferably in a field related to airport operations, facilities, maintenance, or public safety.
- Minimum of four (4) years of professional experience managing and leading a large department or team preferably in an airport or governmental environment.
- Demonstrated experience managing airport operations at a commercial service airport.
- Ability to express oneself effectively orally and in written form.
- Strong communication, interpersonal, and diplomacy skills are necessary to deal courteously and effectively with a diverse group of employees, management, officers, and stakeholders.
- Ability to handle high stress emergency situations and daily reasonably necessary stress.
- Has the courage to handle difficult issues and conflict effectively, with a minimum level of noise.
- Ability to effectively deal with confidential information of written and spoken nature.
- Capable of exercising considerable independent judgement, initiative, and discretion.

Required Special Qualifications

- Possession of a valid driver's license and the ability to obtain valid Iowa Driver's License within sixty days after employment;
- Pass and maintain security background check as required by Transportation Security Regulations;
- Available for recall to airport during non-duty hours for emergencies and other required duties; and
- Ability to obtain Airport Security Coordinator (ASO) certification within six months.

Preferred Qualifications

- Master's degree in Aviation Management, Business Administration, Public Administration, or related field.
- Accredited Airport Executive (A.A.E.) designation through the American Association of Airport Executives.
- Experience at a rapidly growing commercial service airport.
- Experience leading major capital development programs and organizational transformation initiatives.

Essential Physical Abilities

- Ability to work in both office and operational airport environments.
- Ability to respond to emergencies and operational events at any time.
- Ability to inspect airport facilities, construction projects, and airfield infrastructure.
- Requires the following with or without reasonable accommodation:
- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
- Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
- Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
- Sufficient personal mobility, which permits the employee to attend a wide variety of work sites and perform job in a variety of offsets depending upon seasonal activity.

Employment & Legal Disclaimers

- **Equal Opportunity Employer:** The Cedar Rapids Airport Commission is an Equal Opportunity Employer. In compliance with the **Iowa Civil Rights Act (Iowa Code Chapter 216)** and federal law, the Commission prohibits discrimination in employment based on race, creed, color, sex, sexual orientation, gender identity, national origin, religion, pregnancy, disability, age, or genetic information. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.
- **At-Will Employment:** This job description does not constitute an employment agreement or contract between the Airport Commission and the employee. Employment with the Commission is strictly **at-will** and may be terminated by either party at any time, with or without cause, subject to applicable state and federal laws. This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA).
- **Public Retirement & Verifications:** As a public entity operating under Iowa Code, all full-time and regular part-time employees of the Commission participate in the Iowa Public Employees' Retirement System (IPERS). Final candidates for this executive role must successfully pass a comprehensive 10-year TSA fingerprint-based criminal history records check (CHRC), a pre-employment drug screening, and an Iowa Department of Transportation motor vehicle record audit.

Position Description Approval

CEO must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: (Dept Manager/Supervisor)	Marty Lenss
Title:	Chief Executive Officer (CEO)
Date Approved:	08/07/2026

Labor & Personnel Committee Approval

Name and Title:	Kristy Fisher, Chairman Labor & Personnel Committee
Date Approved:	08/07/2026