



# The City of Cleburne is Seeking an AIRPORT MANAGER

Cleburne Regional Airport is a city-owned, public-use airport located northwest of the central business district of Cleburne, Texas. The facility, which encompasses approximately 440 acres, features a single runway (designated 15-33) with an asphalt surface that measures 5,697 by 100 feet.

Under the general direction of the Airport Advisory Board and the City of Cleburne, the Airport Manager manages day-to-day operations of the airport, including flight safety, tenant relations, coordination of airport development and the facility.

## THE IDEAL CANDIDATE

The successful candidate for the Cleburne Airport Manager position will be an experienced leader with a demonstrated history of managing a municipal airport in alignment with federal, state and local standards while maintaining positive relationships with city employees, boards, airport tenants and the public.

### Other duties and responsibilities include:

- Management of the daily operations of the airport, including fueling operations, inspecting airport property for safety concerns and making sure that airport services are operating smoothly.
- Management of all airport maintenance, infrastructure and construction projects to foster the full development potential of the airport.
- Compliance with federal, state and local rules and regulations, monitoring internal departments and outside vendors for compliance.
- Maintenance of the financial well-being of the airport, including annual budgets, capital expenditures, paying bills and managing payments received.
- Negotiation and administration of airport contracts, ground leases and hangar leases with airport tenants.

## About Cleburne

The City of Cleburne is located only 20 minutes south of Downtown Fort Worth on the Chisholm Trail Parkway.

Cleburne is a quaint yet growing city of more than 33,000 residents. The community provides an excellent quality of life, low crime rate and great schools. In fact, the Cleburne Independent School District (CISD) continues to display great academic improvements and holds a "B" rating from the Texas Education Agency.

With easy access to a variety of amenities:

- An 18-hole full service golf course
- Cleburne State Park, offering 528 acres of biking, hiking, fishing and boating
- Lake Pat Cleburne, various parks, recreation centers and museums
- Plaza Main Street Theatre
- Splash Station water park
- A 90-acre sports complex
- The Depot at Cleburne Station, home of the Cleburne Railroaders minor league baseball team

*... there's always fun happening in Cleburne!*



# About Cleburne Regional Airport

Cleburne Regional Airport is served by a single runway (designated 15-33), which is oriented in a northwest/southeast direction.

The airport is an ideal, easy in-and-out stop for corporate jet, helicopter and general aviation aircraft visitors. With relatively low traffic compared to the DFW Metroplex and a travel time of less than 30 minutes to get to Downtown Fort Worth via Chisolm Trail Parkway, it's no surprise that more and more pilots are starting to find their way to Cleburne Regional Airport.

In addition to the airport's self-serve fueling stations for aviation gasoline (Avgas) and Jet A, we also provide 24/7 Avgas and Jet A full service at a pilot's request.

Cleburne's airport is non-towered with a variety of amenities including:

- Fenced airport perimeter with security cameras active 24/7.
- Full runway and taxiway lighting, PAPI, localizer and RNAV approaches in place for safe accessibility, regardless of weather conditions.
- A full-service fixed-base operator (FBO) with callouts available after hours.
- Complimentary crew cars available upon request.
- South of Class BRAVO Airspace.
- Complimentary refreshments.
- Catering services to fit any need.
- Avfuel Avtrip reward points.
- Half-hour trip to Fort Worth and under an hour away from the Cowboy's stadium in Arlington.
- Aircraft rental, maintenance and flight schools on site.

## COMPENSATION AND BENEFITS

The City provides health, dental and vision insurance, retirement through Texas Municipal Retirement System matched 2:1, longevity pay, life insurance, long-term disability, health and wellness programs, vacation, sick leave and 11 paid holidays. Optional benefits include flexible spending accounts, an employee assistance program (EAP), supplemental insurance and more. The City of Cleburne is an equal opportunity employer and values diversity in its workforce.

Salary will be dependent upon qualifications.



## EDUCATION AND EXPERIENCE

The successful candidate will hold a bachelor's degree in Business Administration, Aviation Management, Public Administration or a related field with a minimum of five (5) years of supervisory experience; OR an associate degree with eight (8) years of experience in airport operations with a minimum of three (3) years of supervisory experience; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.



Submit your resume and a completed application to [hr@cleburne.net](mailto:hr@cleburne.net) or apply online.