



Plymouth Airport Manager Recruitment Profile

The Plymouth Municipal Airport Commission is looking for an experienced leader with finance and management expertise to be the next Airport Manager. The Airport Manager reports to a seven-member Airport Commission whose members are appointed by the Town of Plymouth Selectboard. The airport is situated in the historic seaside town of Plymouth, Massachusetts — a beautiful family-friendly community steeped in American history.

The successful candidate will have a track record of building consensus and engaging with a wide-ranging set of stakeholders to effectively balance varied interests. The next Airport Manager must be adept at managing in a complex and dynamic environment.

ABOUT THE PLYMOUTH MUNICIPAL AIRPORT

Located in the Town of Plymouth in Plymouth County, Plymouth Municipal Airport serves the general aviation needs of the region. With its two intersecting runways at 4,650 feet long, the airport can accommodate a wide range of general aviation and corporate-type jet aircraft. The facilities and services are ideal for accommodating the aviation needs of both local and transient users.

The airport is home to the Cape Cod Community College's FAA approved Aviation Maintenance Technology Program whose graduates are employed as FAA Certified Aircraft and Powerplant Technicians. The airport is proud to be the home for such an amazing program that is creating jobs in a field that currently has a worldwide shortage.

Plymouth Airport is also home to a robust public safety presence, hosting MedFlight operations, providing rapid emergency medical transport services for the region. The MA State Police Air Wing is also based at the airport, providing law enforcement coverage and quick response capabilities for eastern Massachusetts.

The direct and indirect economic impacts of Plymouth Municipal Airport include aviation-related airport businesses and government agencies, capital expenditures and off-airport spending of visitors that arrive by general aviation aircraft. According to the most recent MA DOT Aeronautics Division's Economic Impact Report (2019) the airport generates significant direct and indirect economic benefits—contributing over \$69 million to the local economy, supporting jobs, as well as increasing revenue to a variety of businesses.

PRIORITIES

Plymouth Municipal Airport faces several key challenges, including the need to improve customer service, update public communications, and address internal and external communication gaps. Financial diversification is a concern, with fuel sales accounting for 70% of annual revenue and ongoing capital needs will require a strategy for funding. The airport must work collaboratively with municipal partners, address neighborhood concerns about noise and expansion, and enhance collaboration and transparency among and across stakeholders.

The Airport Commission has identified several important priorities for the next Airport Manager, which include fiscal management, team building, open communication, fairness, high visibility, and strong leadership. The Commission's key priorities include:

- Build a strong working relationship with the Airport Commission.
- Develop long-term financial strategies to address capital needs.
- Evaluate organizational structure, operational systems, and processes to improve efficiency and modernization.
- Continue to strengthen public engagement efforts that ensure all stakeholders, including the local community, feel informed, heard, and represented.
- Build productive relationships with local, state, and federal agencies to enhance communication, collaboration and accomplish mission driven priorities.
- Include airport users, businesses, and community partners to support long-term planning and service coordination.

CORE RESPONSIBILITIES

Administration and Operations. The Airport Manager directs the day-to-day operations of the airport, including airfield activities, facilities, regulatory compliance, and operational planning. The Manager provides recommendations and reports to the Airport Commission, maintains required operational and financial records, and serves as the primary liaison to municipal leaders, government agencies, airport users, and community members.

Financial Management. The Airport Manager oversees the airport's financial operations, capital planning, facilities management, and property development to ensure the long-term sustainability and success of the airport. Responsibilities include budget administration, grant management, capital project oversight, tenant and lease administration, and stewardship of airport assets and infrastructure.

Personnel Management. The Airport Manager provides leadership and direction to airport staff, fostering a professional, safe, and productive workplace focused on operational excellence and customer service. The position oversees personnel administration, labor relations, and compliance with applicable collective bargaining agreements and personnel policies.

Aviation Safety and Compliance. The Airport Manager is responsible for ensuring the airport operates in compliance with all applicable federal, state, and local regulations related to aviation, safety, security, and environmental standards. The position works closely with the FAA, MassDOT, TSA, law enforcement, and emergency response agencies to maintain safe airport operations, emergency preparedness, and regulatory compliance.

Communications. The Airport Manager serves as the public face of the airport, building strong relationships with municipal officials, community stakeholders, airport users, tenants, and industry partners while promoting the airport's mission, services, and economic value. Success in the role requires exceptional communication skills, responsiveness, and a commitment to transparency, collaboration, and public engagement. Face to face communication and interaction is the preferred method whenever possible.

QUALIFICATIONS

Bachelor's degree in Aviation Administration, Airport Management, Business Administration, Public Administration, or a related field and 5-7 years of progressively responsible experience in airport management, aviation operations, or a related field; or any equivalent combination of education, certification, training, and experience.

Municipal experience and Professional credentials such as Accredited Airport Executive (A.A.E.), Certified Member (C.M.), International Airport Professional (IAP), are preferred.

Candidates must meet all applicable federal and TSA security requirements, successfully complete pre-employment physical, drug screening and must be able to pass an FAA background security check. The position is full time and on site. Outside employment is typically not allowed and must be approved by the Airport Commission. Strict compliance with Conflict of Interest laws is required.



SALARY AND BENEFITS

The anticipated annual hiring salary range for this position is \$108,000 to \$136,000 depending on experience and qualifications. The Airport Commission will negotiate a competitive employment agreement with the successful candidate. In addition to salary, the Town of Plymouth offers a comprehensive benefits package that includes health, dental, vision, life, and disability insurance; participation in the Plymouth Retirement System defined benefit pension plan; deferred compensation options; and competitive paid leave benefits.

APPLICATION PROCESS

The Plymouth Airport Commission has engaged the services of the Collins Center for Public Management to facilitate the Airport Manager recruitment. Please submit a cover letter and resume in a single PDF file to the Collins Center for Public Management recruitment email at: CollinsCenterRecruit@umb.edu and label the file name and the subject line of the email as **"LAST NAME – PLYMOUTH"**

The deadline to apply is October 9, 2026. Please contact Mary Flanders Aicardi, HR Practice Leader, by calling 508-215-8992 with any questions.

The Town of Plymouth values the culture and background of all people. Each and every individual will be considered and treated solely on the basis of qualification and performance of the job. The Town of Plymouth recognizes the right of individuals to work and advance, based on merit, ability, and potential. The Town of Plymouth will not tolerate discrimination on the basis of age, employment status, income, disability, educational background, gender, race, color, national origin, religion, sexual orientation or identity, citizenship, or veteran status.

To learn more about the Collins Center for Public Management, please visit <https://www.umb.edu/cpm>