

**Town of Montague  
Airport Manager Annual Review  
Key Performance Factors**

The Airport Manager will be appraised against each of the Essential Functions in the Airport Manager Job Description using the following four part rating scale:

<b>Exceeds Expectations (E)</b>	The Manager consistently performs above and beyond what is expected from a person in that position. Demonstrates a great deal of initiative in solving problems or overcoming obstacles that might otherwise impede performance.
<b>Meets Expectations (M)</b>	The Manager performs at a level expected of a person in that position. He possesses and utilizes the knowledge and skills needed to meet the responsibilities of the position.
<b>Improvement Needed (I)</b>	The Manager's performance falls below what is expected for a person in that position. Improvement in the Manager's knowledge and skill or a greater individual effort is needed to bring that person up to standard.
<b>Does Not Apply N/A</b>	This does not apply to the Airport Manager or there is not enough information to form the basis of an evaluation in this area.

**PERFORMANCE CRITERIA – 2017**

<b>Function</b>	<b>E</b>	<b>M</b>	<b>I</b>	<b>N/A</b>
1. Attends, advises, and participates in monthly Airport Commission meetings, prepares monthly report to Commission, and attends other meetings that pertain to department operations.				
2. Monitors area-building activity for airspace or other encroachments.				
3. Ascertaines and supervises the safe operations of the airport facility.				
4. Prepares statistics and supporting documentation for the preparation of the annual operating and capital budget; presents for approval to Airport Commission and Town Administrator, Board of Selectmen, and Town Meeting; implements budget in accordance with financial and reporting requirements of the Town.				
5. Researches and recommends the Airport Improvement, Airport Safety Maintenance Program, and capital improvement program for the facility.				
6. Maintains knowledge of environmental and historic site regulations and ensures compliance with all environmental and historic site requirements.				
7. Supervises and assigns work to volunteers working at the Airport.				
8. Researches, applies for, and administers grants, ensures compliance with funding requirements, reviews bid documents for Airport Improvement Program (grant) projects; recommends consultants for Commission approval.				
9. Develops and maintains effective working relationships and communication with Federal Aviation Administration (FAA), Massachusetts Aeronautical Commission, consultants, and Fixed Based Operator.				
10. Maintains, updates, administers and/or enforces Airport Emergency Plan.				

11. Conducts annual airport grounds, emergency response, and records inspection with FAA Airport Certification Officer under Part 139.				
12. Monitors maintenance and condition of grounds, runways, taxiways, signs, lighting, buildings, and equipment.				
13. Files reports and secures all required airport licensing and permits.				
14. Responds to emergencies (crashes and incidents), overdue aircraft inquiries, equipment failures, and weather conditions.				
15. Issues and/or deletes NOTAMs with Flight Service Station, monitors construction activity/airport safety.				

**General Comments:** \_\_\_\_\_

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**DEPARTMENTAL OBJECTIVES  
AND PROFESSIONAL DEVELOPMENT PLAN**

**Departmental Objectives**

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**Specific skills and knowledge to be developed during the year.**

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**Training and Development Plan for the manager.**

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**SIGNATURES/APPROVALS**

Please Note: The Manager's signature indicates that he or she has seen the appraisal and discussed it with the Commission, but does not necessarily mean the Manager agrees with the appraisal.

Annual Review \_\_\_\_\_ Date: \_\_\_\_\_

**Managers comments on the appraisal on reverse of this page.**