

FIRST IN FLIGHT

MOORE COUNTY

AIRPORT



Moore County Airport seeks qualified candidates for

OPERATIONS MANAGER

Moore County Airport (SOP)
Pinehurst/Southern Pines, NC



OUR AIRPORT

Tucked away in the Sandhills, Moore County Airport has served the community since 1929, when the Tufts family of Pinehurst Resort established it as Knollwood Airport. During WWII, it played a vital role in Army Air Corps training, including D-Day strategies.



Today, the airport is a modern, self-sustaining general aviation hub with a 6,500-foot runway, 35,000+ annual operations, over 90+ hangars, and two flight schools. Beyond aviation, it supports youth programs like Young Eagles and hosts community events. Looking ahead, the airport and its community partners are preparing to restore Part 139 commercial service in the near future.

OUR COMMUNITY

The area is home to over 40 golf courses including the legendary Pinehurst No. 2—host of the U.S. Open and future home of the World Golf Hall of Fame. But beyond golf, you'll find equestrian centers, breweries, boutique shops, and a year-round calendar of festivals and events that bring Pinehurst, Southern Pines, and Aberdeen to life



Nestled in North Carolina's Sandhills, Moore County blends small-town charm with big-city access—just an hour from Raleigh and two from Charlotte. With 125,000+ residents and growing, it's a top destination for professionals and families drawn to its quality of life, natural beauty, and welcoming community.



OUR COMMUNITY

continued

Moore County combines outstanding healthcare, top-rated schools, and workforce training through Sandhills Community College, making it a strong place to raise a family or build a career. Residents enjoy a lower cost of living, affordable homes, low crime, and modest taxes. Southern Pines' walkable downtown, unique shops, and dining options—ranging from casual cafés to fine cuisine—add to the area's charm and quality of life.



THE POSITION

The Airport Operations Manager is responsible for the supervision, coordination, and oversight of all airside and landside operational functions at Moore County Airport, including airfield maintenance, facility management, security operations, and regulatory compliance. The role ensures conformity with FAA Part 139, TSA 49 CFR Part 1542, OSHA, and environmental regulations, while supporting strategic airport initiatives and infrastructure development. This position reports directly to the Airport Executive Director and supervises staff in Maintenance, Operations, and Security roles. Strong technical, regulatory, and leadership skills are essential for managing daily activities, emergency response, and infrastructure projects in a high-compliance environment.



KEY RESPONSIBILITIES

Operations & Facility Management

- Direct daily airport operations, including airfield inspections, pavement management, lighting and NAVAID functionality, snow and ice control, and ARFF coordination if applicable.
- Oversee maintenance and repair of airport-owned facilities, hangars, equipment, airside and landside infrastructure.
- Maintain airport vehicle, tool, and equipment inventory and ensure readiness through scheduled maintenance.

KEY RESPONSIBILITIES

continued

- Manage airport access control systems, including security media issuance, revocation, and recordkeeping in compliance with TSA requirements.
- Maintain and administer the airport's master key log, ensuring controlled distribution, assignment tracking, and documentation of physical access permissions.

Regulatory Compliance & Safety

- Ensure full adherence to FAA Part 139 and TSA CFR 1542 requirements, including preparation for and participation in compliance inspections.
- Conduct airfield self-inspections and file NOTAMs (Notice to Air Missions) as necessary to notify pilots of operational changes or hazards.
- Lead coordination and documentation of the Wildlife Hazard Management Program; log and report all wildlife strikes and mitigation efforts in accordance with FAA guidelines.
- Oversee OSHA, risk management, and safety protocols; investigate and document workplace incidents, safety violations, and corrective actions.
- Manage all Storm Water Spill Prevention Plans (SWPPP) and Spill Prevention Containment Control Plans (SPCC)
- Manage Safety Management Systems Programs
- Coordinate periodic audits of airport access control systems and key management to maintain security integrity.

Fuel Farm Oversight

- Manage operational and environmental compliance of the airport's fuel farm in line with ATA 103, IATA Dangerous Goods Regulations, and 49 CFR Hazmat regulations.
- Coordinate closely with FBO staff and fuel vendors to enforce safe fuel handling procedures, routine inspections, and quality control testing.

KEY RESPONSIBILITIES

continued

Project Management & Contractor Oversight

- Prepare technical specifications, cost estimates, and project scopes for airport improvement and maintenance projects.
- Manage onsite contractors and ensure project completion meets schedule, budget, and regulatory standards.
- Provide regular updates to the Airport Executive Director on project status, delays, or issues requiring resolution

Training, Records, and Documentation

- Implement and maintain training programs for operational staff in areas including FAA compliance, airfield safety, emergency procedures, and security access control.
- Maintain up-to-date records of personnel training, key assignments, access badge issuance, and airfield inspection logs for audit purposes.
- Ensure personnel are trained in badge procedures, key control responsibilities, and incident reporting protocols.

Procurement & Budgetary Support

- Prepare purchase requisitions, track expenditures, and assist in the preparation of departmental budgets.
- Reconcile purchases and material use on a monthly basis to support financial accountability and operational planning.

General

- May be required to work a flexible schedule, including evenings, weekends, holidays, and during emergency situations.
- Perform other duties as assigned to support airport operational integrity, safety, and strategic growth.

KNOWLEDGE, SKILLS, AND ABILITIES

- In-depth knowledge of general aviation and Part 139 airport operations, maintenance protocols, and facility security standards.
- Strong working knowledge of FAA, TSA, OSHA, and EPA regulations, including airfield lighting, fuel systems, security and safety systems, and key control/access systems.
- Knowledge of TSA authorized background check and fingerprinting systems.
- Proficient in the use of inspection tools and airfield maintenance systems.
- Ability to manage digital and physical access control systems, key logs, and associated security documentation.
- Capable of leading multi-disciplinary teams and managing cross-functional operational programs.
- Excellent analytical, communication, and documentation skills for coordination with staff, regulators, contractors, and airport stakeholders.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Aviation Management, Aeronautical Science, Public Administration, Security, or a related technical field (or equivalent experience).
- Minimum of 3–5 years in airport operations, security and safety or facilities management, with at least 2 years in a supervisory or regulatory compliance role.
- Experience managing access control and physical security programs in an airport or secure facility environment is highly desirable.

ADDITIONAL REQUIREMENTS

- Must hold a valid driver's license and qualify for access to secure areas under TSA regulations.
- Must pass a fingerprint-based criminal history record check (CHRC) and security threat assessment (STA).
- Must be eligible for TSA Trusted Agent Program.
- Ability to lift to 100 lbs and work in adverse environmental conditions.

HOW TO APPLY

If you are interested and qualified, please apply by sending your cover letter and resume to

jobs@flyksop.com

