

# GEORGE A. SMITH, JR., C.M.

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- Airport Director
  - Project & Plans Director
  - P&L Budget Development - Management
  - Logistics Management
  - Government Grant Administrator
  - Airport Strategic/Mission Planning
  - Operations Management
  - Maintenance Management
  - Customer-Team Oriented

I am a proven goal-oriented manager seeking career advancement that allows me to capitalize on my comprehensive business strengths and requires the utilization of my diverse airport management/customer service background. My cross-functional team collaboration expertise, between all staff members, operating departments, and vendors insures my reliable track record of consistent contributions to increased production efficiency; cost effectiveness, quality and profitability results. As a persuasive leader and team builder, my reputation for excellence is established and my successful work ethic is evident.

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## Education

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### AMERICAN ASSOCIATION of AIRPORT EXECUTIVES

**Certified Member (C.M.) /A.A.E. Accreditation-Executive Candidate (Management Paper Approved)**

**EMBRY – RIDDLE UNIVERSITY** – Memphis, Tennessee  
**Master of Business Administration - Aviation**

**UNIVERSITY of PHEONIX** – Ogden, Utah  
**Master of Human Resources Management**

**INDIANA STATE UNIVERSITY** – Terre Haute, Indiana  
**BS in Management Science**, Minors: Finance, Economics

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## Computer Skills

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Microsoft Office Suite • Word • Excel • PowerPoint • FileMaker Pro • Informix Rational Data Base Design • MicroStation 7 • AutoCAD

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## Professional Experience

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- Airport Deputy Director for an emerging Part 139 Airport with an Aviation Industrial Complex, Aero Medical Center, FBO's and a Flight Training Center; as the Deputy Director marketed the Airport to airlines, community, local civic groups, local and state government, Airport Board and airlines to establish new aviation services to the Airport.
- Revise and update Airport Certification Manual (ACM) and Airport Emergency Plan (AEM) to reflect current FAA updates and Certification Alerts (Cert. Alerts).
- Manage and assume full responsibility for various Airside and Landside programs; assured enforcement of safety/security rules/regulations/quality control for the activities of the Operation and Facility Maintenance Divisions. Plans, organizes, coordinates and supervises the requesting, receipt of, and inventory of all operations and maintenance functions to include: airfield maintenance and facilities, repairs and modifications of airport buildings, airport equipment.
- Scrutinized changes and manage activities with the City Engineering Department and Airport Engineer on ongoing current projects and future Airport Capital Improvement Program projects, Grant Applications and reimbursements. Prepare Project Grant status report for Airport Board; steward Airport budget while monitoring its alignment with five-year Capital Improvement Program. Through skilled negotiation bargaining with all parties involved assured a "win-win" result for all those concerned.
- Plans and manages the maintenance of grounds, roadways, ramps and Airport Authority vehicles and equipment while working in both indoor and outdoor environments with exposure to all weather conditions to include, dust, noise and fumes. Demonstrated ability to read and use blueprints, sketches and drawings to plan airport and maintenance work.
- Single point of contact for operations and maintenance divisions' budget updates while vigorously assisting in the development, execution, and update of the Airport's Capital Improvement Program. Maintains cost and maintenance records for all mechanical equipment, vehicles and structural facilities.

- Recommends general policies and procedures to support the attainment of the Operations/Maintenance organization's mission and goals, with particular attention to those involving the maintenance function. On a regular basis reviews organizational performance to ensure that policies and procedures are followed and that the Airport is in direct compliance with FAA regulations.
- Routinely conducts visual inspections involving preventive maintenance, quality of work performed and the enforcement of fire prevention and safety programs. Uses written and verbal communication skills to report findings of inspections and initiate corrective actions accordingly.
- Evaluate, update, and maintain the Airport Certification Manual, Airport Security Manual, Airport Emergency Plan, Storm Water Pollution Prevention Plan, issue appropriate NOTAMS, and other regulatory documents
- Negotiate contracts and establish financial goals including capitol needs, allocate/reallocate resources. Prepare operating budgets; assist preparation of Capital Improvement Program budget. Direct-control productivity all facets of assigned projects and coordinates activities with appropriate management and staff Federal Grant Process Team Chairman developed improved process for ensuring Grants are administered in timely manner in accordance with FAA regulations and practices
- Direct/control expansive overlapping construction and maintenance projects at mid-sized Part 139, Class I Airport in Iowa; as Airport Project Director; synchronized extensive coordination with Airport Board, Airport Director, Airport Staff, City Engineers, FAA, TSA, and numerous vendors
- Chaired selection team for hiring "Consultants of Record"; initiated "Requests of Proposal" for architectural firms, engineering firms, air service consultants, and other vendor companies for airport improvement. In coordination with consulting engineers, prepares technical specifications for bids and proposals for services, supplies and equipment, and reviews contracts for technical accuracy before submission.
- Prepared Airport Board Communications and Resolutions, attend meetings in support of the Airport Board and prepared City Council Communications for the Metropolitan Planning Organization Technical Committee
- Directed research analysis of aviation demand and capacity, forecasted airport operations by activity, construction project management, airport and FAA representatives in consideration of government, state, and local regulations while ensuring safety and security standards
- Developed performance and operational reporting systems using statistical analysis, conducted research, analysis options, recommendations, prepared technical documents, coordinated efforts to define standards and ranges of expected results. Ensures that subordinate's accountabilities and authority levels are clear, and that performance objectives and standards are established and monitored on a systematic basis. Reviews subordinate's performance against objectives and assists them in developing corrective action plans as required.
- Collaborated in the creation of airport master plans, airport layout plans, environmental assessments, environmental impact statements, assist in planning for AIP funding at state and federal levels, knowledge of noise abatement policies; taking into account FAA air space criteria, safety requirements, site limitations, CV interface, fueling methods, jet blast contours and contingent aircraft operations.
- Administered corrective actions and assisted in development of responses to FAA inquiries/investigations in aircraft operations practices, was certified member Air Force Accident Investigation Team

<b>Jacksonville Executive Airport at Craig (JaxEx)</b> – Jacksonville, Florida	2015 – 2017
<b>Tupelo Regional Airport</b> – Tupelo, Mississippi	2010 – 2015
<b>Owensboro-Daviess Co. Regional Airport</b> – Owensboro, Kentucky	2007 – 2010
<b>Des Moines International Airport</b> – Des Moines, Iowa	2004 – 2007
<b>Tunica Regional Airport</b> – Tunica, Mississippi	2000 – 2004

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## Professional Affiliations

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- \* AMERICAN ASSOCIATION of AIRPORT EXECUTIVES (AAAE) \*
- \* SOUTHEAST CHAPTER/AMERICAN ASSOCIATION of AIRPORT EXECUTIVES (SEC/AAAE) \*
- \* AIRCRAFT OWNERS and PILOTS ASSOCIATION (AOPA) \*
- \* FAA AVIATION SAFETY COUNSELOR \*
- \* AIRPORTS COUNCIL INTERNATIONAL – NORTH AMERICA (ACI-NA) Small Airports Committee \*