

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. AEROSPL2A06R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Aeronautics
4. Civil Service Position Code Description Aeronautic Specialist-2	10. Division
5. Working Title (What the agency calls the position) Aviation Land Use & Compliance Advisor	11. Section Planning & Development
6. Name and Position Code Description of Direct Supervisor BUDDS, BRYAN; SENIOR POLICY EXECUTIVE 18	12. Unit
7. Name and Position Code Description of Second Level Supervisor MCDONALD, PAUL; SENIOR DEPUTY DIRECTOR 20	13. Work Location (City and Address)/Hours of Work 2700 PORT LANSING RD; LANSING, MI 48906 / 7:30-4:30 M-F hours may vary

14. General Summary of Function/Purpose of Position

This position functions as the Airport Zoning and Approach Protection Specialist responsible for the development, implementation, and oversight of Airport Approach Plans (AAPs), the State Plan for Airport Approach Protection Areas, and the administration of airport zoning regulations under the Airport Zoning Act for the Michigan Department of Transportation (MDOT). This position also serves as a liaison to provisionally licensed airports, assisting them in achieving full compliance with state licensing criteria by addressing airspace obstructions and other licensing issues. This position ensures that local and airport-specific zoning ordinances align with state and federal standards to protect public safety, preserve airport operations, and maintain the integrity of Michigan's aviation system. This position is essential to preserving Michigan's aviation infrastructure and ensuring equitable access to the national air transportation system across all regions of the state.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Develops and maintains AAPs that include Height and Land Use Compatibility protections aligned with the Michigan Aeronautics Commission State Plan for Approach Protection Areas.

Individual tasks related to the duty:

- Provides support to the Michigan Aeronautics Commission (MAC) in ongoing maintenance, administration, and implementation of the State Plan for Approach Protection Areas, as mandated under Section 259.151 of the Aeronautics Code. This includes formulating and updating protection-area plans derived from current airport characteristics, as well as continuously revising those plans to reflect infrastructure modifications and developmental changes at each airport.
- Establishes, administers, and enforces regulatory standards governing permissible structure heights and land use activities within designated airport protection areas, ensuring alignment with aviation safety requirements, mitigation of airspace hazards, and the sustained efficiency of airport operations.
- Develops, administers, and maintains AAPs for all licensed airports within the State of Michigan. This responsibility includes conducting detailed reviews of current airport data, operational activity levels, and characteristics of aircraft routinely utilizing each facility. Additionally, reviews involve continuous monitoring and incorporation of evolving national standards and best practice methodologies to ensure that all AAPs remain fully aligned with applicable federal and state regulatory guidance.
- Ensures AAPs align with current Airport Layout Plans (ALPs), FAR Part 77, and the Federal Aviation Administration (FAA)-endorsed land use standards.
- Coordinates with airport sponsors to ensure the integration and application of standardized AAPs during ALP updates. This includes conducting plan reviews with sponsors to verify the accuracy and completeness of all airport data, as well as providing technical interpretation of AAP standards and pertinent zoning regulations to elected officials, community stakeholders, and property owners who may be affected. Additionally, serves as the Office's designated representative at public hearings, municipal zoning board proceedings, and commission meetings.
- Provides technical assistance to local governments to incorporate AAPs into zoning ordinances as required by the Michigan Zoning Enabling Act (Act 110 of 2006).
- Monitors, evaluates, and provides technical guidance on land use activities adjacent to airport properties to identify and mitigate incompatible uses defined as developments or operations that fall outside established AAP parameters and may adversely affect aviation safety, airspace protection, or airport operational integrity.
- Ensures that zoning ordinances do not increase their degree of nonconformity with AAPs during any amendment or comprehensive update of master plans or related regulatory instruments. In instances where such ordinances do become further misaligned, assumes responsibility for directing the airport sponsor, the relevant zoning authority, and associated legal counsel through the applicable statutory frameworks that prescribe the abatement and corrective procedures established under existing state law.
- Creates, promotes and distributes information and resources for local zoning officials and airport sponsors to help understand the benefits and limitations of AAPs.
- Responds to inquiries regarding AAPs.

Duty 2

General Summary:

Percentage: 25

Serves as the Airport Zoning Administrator for the Office of Aeronautics.

Individual tasks related to the duty:

- Supports publicly owned, public use airports in the development, adoption, and enforcement of airport zoning ordinances, in accordance with the statutory requirements and regulatory mechanisms established under the Airport Zoning Act.
- Assists in the formation of Airport Zoning Boards (Commissions) and guides the adoption process for airport zoning ordinances.
- Provides interpretation and technical guidance regarding overlapping or concurrent zoning jurisdictions, as well as the scope, precedence, and statutory basis of the legal authority vested in airport zoning ordinances.
- Creates, promotes and distributes information and resources for local zoning officials and airport sponsors to help understand the benefits and limitations of airport zoning ordinances.
- Responds to inquiries regarding the Airport Zoning Act and existing airport zoning ordinances.
- Ensures that airport zoning ordinances comprehensively regulate and enforce limitations on structure height, vegetative or natural growth, and land use activities within the statutory area of influence extending up to ten miles from the airport boundary.

- Serves as a member of Airport Zoning Boards as appointed by the Michigan Aeronautics Commission.

Duty 3

General Summary:

Percentage: 20

Serves as a liaison to Provisionally Licensed Airports.

Individual tasks related to the duty:

- Serves as the primary liaison to airports operating under a provisional license, facilitating coordination, oversight, and technical support necessary to achieve full compliance with statutory and regulatory licensing requirements.
- Collaborates with airport sponsors and pertinent local authorities to identify, assess, and facilitate the mitigation of physical obstructions that infringe upon Federal Aviation Administration (FAA) Part 77 surfaces or interfere with the integrity of navigation aid design surfaces.
- Recommends and supports the use of airport zoning ordinances or AAPs to remove or prevent obstructions that impact licensing eligibility.
- Coordinates with engineering, planning, and regulatory staff to ensure corrective actions align with state and federal requirements.
- Tracks progress and provides technical documentation (e.g., licensing standards, survey data, planning documents, etc.) to support licensing decisions by the Michigan Aeronautics Commission.

Duty 4

General Summary:

Percentage: 5

Performs miscellaneous duties as assigned and compiles and prepares reports for office administration.

Individual tasks related to the duty:

- Works directly with Office of Aeronautics Administration to design and prepare reports presented to a broad range of groups including the Michigan Aeronautics Commission, MDOT Director, airport administrators, consultants, legislative agencies, and the general public. Presentations may include airport planning and airport zoning best practices.
- Utilizes numerous software applications and database programs to provide highly complex and technical information (e.g., zoning airspace models, UAS survey data, FAA approach survey data, FAA instrument approach procedure protection plans, airport design guidelines and standards, etc.) in a manner that is easily understandable.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position requires a high level of independent judgment and technical expertise. The specialist is expected to make decisions in the following areas without direct supervision:

- Interpretation of Zoning and Aeronautics Regulations

Decisions Made: Interpreting and applying the Michigan Zoning Enabling Act, Airport Zoning Act, and Aeronautics Code to specific airport and community scenarios.

Affected Parties: Local zoning officials, airport sponsors, planning commissions, and property owners.

- Airport Approach Plan (AAP) Development and Application

Decisions Made: Determining appropriate airspace protection standards and land use compatibility measures for each airport's AAP based on ALPs, FAR Part 77, and local conditions.

Affected Parties: Airport operators, local governments, developers, and nearby residents.

- Obstruction Mitigation for Provisionally Licensed Airports

Decisions Made: Identifying obstructions that impact licensing compliance and recommending zoning or physical mitigation strategies.

Affected Parties: Airport sponsors, property owners with obstructions, and aviation users relying on safe airport operations.

17. Describe the types of decisions that require the supervisor's review.

While the position exercises significant independent judgment, certain decisions—especially those with broader policy, legal, or financial implications—require supervisory review and approval. These include:

- Adoption or Modification of Statewide Policy or Standards
- Formal Regulatory or Enforcement Actions
- Funding or Resource Commitments
- Public Statements on Controversial or Sensitive Issues

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Remaining in a stationary position for extended periods of time using a computer. Occasional travel by car or state aircraft. Ability to transport small and moderate size boxes weighing 10-20 pounds. Must maintain a high level of confidentiality. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position functions as the Airport Zoning and Approach Protection Specialist responsible for the development, implementation, and oversight of Airport Approach Plans (AAPs), the State Plan for Airport Approach Protection Areas, and the administration of airport zoning regulations under the Airport Zoning Act for the Michigan Department of Transportation (MDOT). This position also serves as a liaison to provisionally licensed airports, assisting them in achieving full compliance with state licensing criteria by addressing airspace obstructions and other licensing issues. This position ensures that local and airport-specific zoning ordinances align with state and federal standards to protect public safety, preserve airport operations, and maintain the integrity of Michigan's aviation system. This position is essential to preserving Michigan's aviation infrastructure and ensuring equitable access to the national air transportation system across all regions of the state.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The unit has all airport planning, zoning and environmental protection responsibilities with extensive outside agency coordination. This position is responsible for the assuring safe airport approach protection and the protection and development of zoning requirements for existing and future aviation facilities.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Aeronautic Specialist 13

Four years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor,

airport manager, aviation consultant, or equivalent experience in aviation safety, training, education, inspection or airport planning.

Alternate Education and Experience

Aeronautic Specialist 13

Five years of full-time experience as a certified flight instructor, airport manager, or aviation consultant, airplane pilot, air traffic controller, or equivalent experience in aviation safety, training, education and inspection, or airport planning may be substituted for the education requirement. This is in addition to the experience requirements listed above.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable and working knowledge of:

- databases, including Microsoft Access and Excel.
- other applications including Word, Adobe Acrobat, PowerPoint and various FAA programs.
- aviation terminology
- FAA guidance documents

Ability to:

- communicate and present effectively
- work independently with minimal supervision
- Perform tactfully and diplomatic in dealing with people
- work as a confidential employee
- review and understand technical plans and documents

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid drivers license is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN BRISTOL

5/4/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date