

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

POSITION TITLE: Airport Properties & Contracts Manager	DATE: 06/11/2018
DEPARTMENT/TITLE OF SUPERVISOR: Executive Department/Executive Director	GRADE/LEVEL: 7 (Exempt)

Position Summary (Primary Function)

The Airport Properties and Contracts Manager has overall responsibility for the Authority's properties management including concessions planning and oversight, airfield aeronautical business, commercial property development, lease administration, risk management, and certain purchasing and procurement processes. Performs other duties as assigned.

Responsibilities (Essential Functions)

- Directs, manages, and markets the Authority's properties, concessions, rentals, land and facility development and leasing, with a focus on regulatory compliance, revenue growth, and diversification.
- Manages complex real estate ground leases and related development contracts, management contracts, permits.
- Implements strategy to attract new aeronautical and commercial business operators as well as retain and grow existing aeronautical and non-aeronautical tenants.
- Fosters and maintains positive tenant relationships and serves as the Authority liaison regarding property issues between the Authority and tenants. Investigates complaints and recommends solutions.
- Administers the Authority's property and concession development and management policies to ensure compliance.
- Drafts, negotiates, monitors, and interprets agreements for land, buildings, aviation facilities, concessions, and other business affairs.
- Prepares correspondence, documentation and records.
- Conducts frequent visits to all airport land and facilities
- Prepares revenue data for statistics reports
- Provides oversight of the lease management system.
- Directs, maintains, and updates property management system records to include files on leases, permits, insurance documents, revenue documents, drawings, and specifications.
- Provides responses to customer inquiries on a wide array of matters related to area of responsibility.
- Oversees all phases of the request for Proposals (RFP), Bids (RFB), and Qualifications (RFQ) for most of the Authority's business. Planning and development may be excluded.
- Reviews, prepares, and maintains standard agreement and solicitation documents including boilerplate/templates applicable to routine and complex contracts.
- Responsible for the procurement process for complex services and products, which may include formal advertisement for high dollar items such as capital equipment. Establishes process to evaluate quotes, bids, and proposals and prepares award documents.

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- Oversees the Authority's risk management program. Facilitates communication between the Authority and insurance agents. Maintains current insurance certificates for all tenants and service or maintenance contracts.

Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- Requires a Bachelor's Degree in Business Administration, Economic/Real Estate Development, Supply chain Management, Aviation Business, or closely related field. Advanced degree preferred.

Experience Requirements

- Minimum of five years of professional work experience.
- Two or more years of experience in airport and or governmental environment preferred.

Special Knowledge, Skills, and Abilities

- Manage multiple and diverse activities and projects.
- Read and interpret detailed information (i.e., leases and contracts, financial reports, etc.).
- Ability to prepare and present written and oral reports.
- Ability to communicate effectively, both in writing and orally, with internal and external business relationships including Board members, Authority employees, government officials, legal counsel, tenants, and the general public.
- Ability to contribute in a team environment to achieve success for the organization.
- Proficiency in the use of a personal computer is necessary, including skills in the use of Microsoft Office products.

Supervisory Responsibilities

- None

Licenses Required

- Must possess a valid North Carolina driver's license or the ability to obtain if hired.

Certifications Required

- ACI or AAAE accreditation preferred.

Latitude/Independent Judgment/Accuracy

- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.

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Working Conditions

- Job is performed in an office setting.
- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 50 pounds is necessary.
- Some out-of-town travel is required.
- Must be able to drive to various locations on and off airport premises.

Other Requirements

- Must be able to complete and pass a background investigation as required by the Federal Government.