

Airport Real Estate Manager

The salary for this position is \$63,200 - \$84,300

This position will expire on February 27, 2017

General Description and Classification Standards

Under general direction of the Director of Aviation Properties and Airline Affairs, the purpose of this job is to perform strategic and tactical functions associated with effective tenant relations and management of aviation properties and facilities through Airport leases, landing and use agreements, temporary space permits, service contracts, real estate ground leases, cargo and airfield leases, and intergovernmental agreements.

Supervision Received

Works under very general supervision.

Essential Duties & Responsibilities

These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Management and Administrative Duties

Oversees the leasing of all airline support and maintenance facilities, cargo buildings, apron areas, preferential aircraft parking, and other space outside of the passenger terminal. This includes conducting negotiations, preparing leases and amendments, and arranging for the execution of contractual agreements on behalf of the City with air carriers and aviation service providers for the use of airport facilities located outside of the passenger terminal but within the Airport boundaries.

Provides backup support to the Real Estate Manager responsible for the leasing and management of the passenger terminal.

Serves at the primary point-of-contact for routine and extraordinary facilities matters.

Management of airline and tenant relationships with about 25 on-airfield tenants.

Oversees and ensures business instruments are in compliance with current and applicable local codes and ordinances, state and federal laws and regulations.

Coordinates with other Aviation business units such as Operations and Security to ensure airline and tenant compliance with contractual obligations, applicable local codes and ordinances, and state and federal laws and regulations.

Coordinates financial analyses and develops recommendations for Sr. Management.

Oversees the drafting of legislative documents for instruments that require approval by City Council.

Manages the development of scope of services and selection criteria for the preparation of RFPs to solicit competitive proposals from qualified tenants, vendors, and consultants; evaluates business proposals as part of the City solicitation for services.

Monitors compliance with Aviation budgeting policy and participates in the timely preparation of the departmental budget.

Planning and Organizing

Coordinates the development of long range forecasts and strategic business planning projects related to the leasing of aeronautical and non-aeronautical facilities located outside of the passenger terminal.

Performs financial analysis of development opportunities including return on investment; cost/benefit analysis; present and future value calculation; and financial pro forma analyses.

Initiates, develops and reviews policies and procedures to ensure adequate upkeep of leased property, including compliance audits, documents inspections, and communications to the tenant of contractual non-compliance issues.

Communication

Communicates with potential and current Airport tenants on applicable rates and charges for the utilization of land and facilities in accordance with current Airport policies and procedures.

Interfaces with airlines, Airport tenants, Federal Aviation Administration, local, state and federal agencies, and other public agencies involved in Airport real estate projects.

Manages and guides cross departmental interface with Department of Aviation project stakeholders such as Finance, Planning & Development, and Maintenance and Operations.

Develops and presents reports and presentations to senior staff and other internal and external groups on Airport projects and industry issues.

Record Keeping and Documentation

Ensures the timely integration or modification of business agreements and input into the Airport's automated billing system, PROPworks.

Ensures the development, monitoring and maintenance of records necessary for tracking leasehold interests at the Airport; ensures the reconciliation of tenant leasehold interests in the Geographic Information System (GIS).

Directs the preparation of financial statements and reports on the status of Airport Properties outside of the passenger terminal.

Performance Management

Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Provides training and coaching to personnel on financial analysis, evaluating alternatives, contractual negotiation, and other business execution procedures.

Decision Making

Works independently with responsibility for an assigned function or program. Establishes work methods, timetables, performance standards, etc.

Leadership Provided

May train and supervise assigned planning, technical, or professional staff.

Knowledge, Skills & Abilities

This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list.

Knowledge of management and financial practices, policies and procedures as necessary in the completion of daily responsibilities.

Skill in effectively communicating and interacting with subordinates, management, other employees and members of the general public.

Ability to develop and administer operations and staff plans and objectives for the expediency and effectiveness of specific obligations of the City under airport agreements.

Minimum Qualifications – Education and Experience

Bachelor's degree in Real Estate, Business or Public Administration, Commercial Real Estate, Property Management, Airport Management or related field.

Five years of progressively responsible business real estate or commercial property management and supervisory and/or managerial experience is required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Preferred Education & Experience

Master's degree in real estate, business or public administration or a related field and five to seven years of progressively responsible experience in airport property management, commercial property management or a position of comparable responsibility in a business environment. Five years supervisory and/or managerial experience. Airport or aviation experience is strongly preferred. Knowledge of air cargo or logistics is also preferred.

Licensures and Certifications

None required.

Commercial real estate certifications (e.g., CCIM, CRE, etc.) and/or airport management certifications (CM, AAE, IAP, etc.) are preferred.

Capabilities and Work Environment

Required physical, lifting, and sensory capabilities are requirements to perform the job suc