

## AIRPORT ADMINISTRATION MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** An Airport Administration Manager is responsible for performing professional work pertaining to Falcon Field Airport lease, administration and economic development activities. This includes negotiating Airport ground and building lease agreements, and coordinating projects that promote economic and workforce development at the Airport in conformance with the Airport Master Plan. This position is responsible for negotiating lease agreements, ensuring that leases are properly executed, preparing supplemental lease agreement documents, monitoring leases for compliance, and following up with tenants who are non-compliant. Assists tenants and developers with the City planning and building permit process by reviewing and commenting on plans from the Airport's perspective and ensures that plans meet the Airport Planned Area Development Design Standards. Responsible for coordinating and managing various facets of special events and functions. Responsible for the smooth management of the Airport administration workflow. This position is responsible for performing related duties as required. Assists the Airport Director on special projects, as assigned.

**Distinguishing Features:** An Airport Administration Manager is involved in professional lease negotiation and administration work involving Airport lease agreements, amendments, assignments, estoppel certificates and consents, memorandums of lease, lease terminations, and legal descriptions. It is also involved in the review of preliminary site plans, final site plans, and building plans to ensure that tenant developments and improvements comply with the Airport Planned Area Development Design standards. This class is supervised by the Airport Director who reviews work through conferences, observations, customer feedback, reports and overall results achieved. This position supervises clerical and paraprofessional staff, volunteers, and/or interns who perform a variety of duties related to the assigned area. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university in Business Administration, Airport Management, Public Administration, Real Estate, or related field. Considerable (3 - 5 years) airport management or property management work experience involving leasing, contract administration and economic development. Experience must include at least two years of supervisory or project coordinator experience. Must possess extensive customer contact experience. Experience with personal computer (PC) software applications in word processing, spreadsheet, and database management.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in in Airport Management, Business Administration, Public Administration or other related field is preferred. Previous experience with budget preparation, financial reporting, code compliance, and construction oversight desired. American Association of Airport Executives (AAAE) Accredited Airport Executive (A.A.E.) and experience working in an airport setting preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with other City employees, Airport tenants and users, prospective Airport tenants and developers, architects, contractors, management, public officials, business owners, real estate brokers, aircraft owners, pilots, and the general public in order to perform the duties of the position. Instructs or trains subordinates reporting directly to the position in administration practices and procedures. Composes and prepares correspondence requiring the exercise of independent judgment to communicate activities and to address various development and lease-related subjects. Responds to complaints and solves problems pertaining to Airport ground and building leases. Prepares and processes ground and building lease agreements and other lease-related documents for signature.

**Manual/Physical:** Operates office equipment, such as printers, PCs, etc. Enters data into a PC to prepare and generate leases, reports, and other documents. Operates a motor vehicle requiring a class D Arizona Driver's License to attend meetings and inspect leasehold properties and aircraft storage locations. Observes, inspects, and monitors the behavior of personnel, volunteers and/or interns who report directly to the position to determine and maintain compliance with departmental operating and safety standards and procedures. Compiles information for special projects and reports, and assembles data and backlog materials for a variety of reports. Creates and maintains complex records and databases which may involve processing confidential information. Assembles and reviews files or records, updates material, prepares material for action, and makes final distribution of records, files, or information. Prepares detailed and technical reports for use by Airport Director and other members of management as directed. Attends meetings to coordinate efforts, represent the department, and collect information. Produces letters, documents, charts, spreadsheets, etc. Utilizes hard copy and electronic reference materials to research projects and ensure accuracy. Reviews work of staff, volunteers, and/or interns who report directly to the position through formal written procedures/manuals and hands-on experience. Reviews tenant architectural and engineering plans/drawings to ensure compliance with Airport Planned Area Development Design Standards, and City rules and regulations. Attends meetings of various Airport user groups. Inspects Airport ground and building leases to verify compliance with agreements. Ensures the enforcement of Airport and City rules, regulations, and ordinances, and any written procedures necessary for the smooth operation of the Airport. Meets scheduling and attendance requirements.

**Mental:** Negotiates lease agreements with prospective lessees. Resolves problems with ground lease tenant situations. Maintains reports and logs and all ground and building lease files. Supervises Airport lease administration activities including tracking lease agreements compliance, preparing leases and related leasing documents. Works with architects and contractors on tenant construction and improvement projects. Researches and analyzes data for various Airport projects. Supervises work performed by subordinates. Participates in the planning meetings for policies, procedures, and short- and long-term projects with Airport management. Prepares and analyzes data to make recommendations to management. Composes correspondence. Develops office procedures and forms. Supervises and

assigns work to subordinate personnel and determines daily work priorities. Prioritizes multiple projects, meets required deadlines, and handles more than one project simultaneously. Resolves citizen and tenant complaints as they relate to services provided at the Airport. Reads/interprets project plans, blueprints, layouts, schematics, and related engineering drawings. Prioritizes work assignments. Serves as Airport liaison to other City departments.

**Knowledge and Abilities:**

Knowledge of:

federal, state, and local rules and regulations pertaining to airports;  
the principles, procedures, and techniques for effective lease negotiations between the City and Airport tenants;  
safety practices to be observed around aircraft;  
the principles and practices of employee supervision, training, and evaluation;  
commercial leasing practices, including collection of delinquent accounts;  
tenant improvement requirements and related construction practices and procedures;  
statistical methods and techniques used in public administration;  
principles and practices of office management and related equipment use;  
proper business English, spelling, grammar, and arithmetic;  
PC software application necessary to perform work;  
professional level research techniques, methods, and procedures; and  
the principles and practices of leasing and contract administration.

Ability to:

make decisions using independent judgment and exercise resourcefulness in addressing new and existing problems;  
exercise judgment and act independently in establishing or adapting work procedures;  
use a PC and related software;  
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;  
communicate with, establish and maintain effective working relationships with management, co-workers, representatives from other City departments, tenants, citizens, potential tenants, engineers, architects, construction contractors, the public, Airport tenants and users, and other government officials;  
write clearly and concisely;  
read and review blueprints, schematics, drawings, architectural renderings, contracts, leases, lease transaction documents, and construction plans and specifications;  
understand and utilize applications of GIS, land surveying, engineering, construction, and environmental programs;  
monitor tenant construction projects and serve as Airport liaison for the projects;  
supervise, train, and evaluate Airport staff, volunteers, and/or interns who report directly to the position;  
assist in the preparation and monitoring of the administration budget;  
work under frequent high-pressure, sensitive deadlines;  
prepare lease administration reports;  
rectify situations when Airport tenants and users conduct activities without proper City authorization and/or which do not comply with City Code and/or Airport rules and regulations; and  
transfer or assign conveyances of leases which may require working with banks, financial institutions, and attorneys.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TR/ah

CS5093.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 58

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 38-200