

**TBI Airport Management, Inc.**  
**Job Description**  
**Hollywood Burbank Airport**

**Job Description**

## **Director, Business and Properties**

**Reports to:** Deputy Executive Director, Business Development

**Status:** Exempt

**Schedule:** 9/80 work schedule in person

**Pay Range:** \$170,000/yr - \$180,000/yr

**General Description:**

Hollywood Burbank Airport is looking for a Director Business & Properties to join our dynamic senior management team.

The Director Business and Properties reports to the Deputy Executive Director Business Development and helps develop and execute strategic objectives. This position is responsible for negotiating, implementing, and managing leases and contracts as well as overseeing rental car facilities, compliance, concessions, FBOs, risk management, airport affairs and property development.

Our ideal candidate is highly competent and knowledgeable about real estate, contracts, car rental facilities, FBO's and concessions. Specific experience in airport management is desirable. A customer service focus is essential as is a passion for aviation. This job requires strong management skills and a commitment to quality and attention to detail.

**Essential Duties & Responsibilities:**

- Research, draft and negotiate complex leases, contracts and related agreements for Hollywood Burbank Airport tenants, including airlines, FBO's, concessionaires, rental car and other business partners.
- Serve as primary point of contact with respect to tenant leases, concession agreements, airline agreements, service agreements, operating permits, license agreements, fueling agreements and consulting agreements.
- Monitor, manage, and resolve compliance issues with tenants, concessionaires, and rental car companies.
- Maintain records related to property management activities.
- Manage proposal process for new services and contract renewals.
- Develop and administer service contracts for outside vendors.
- Serve as an effective, primary liaison with car rental company managers.
- Process Public Record Requests
- Respond to inquiries to lease property.
- Serve as the Airport's representative to relevant local, state and national trade associations within the Properties & Contracts professional community.
- Monitor and analyze local, state and federal regulations, rules, orders, advisory circulars, and ordinances for potential impacts to Hollywood Burbank Airport.
- Provide data and analysis on issues related to marketing and lease management.
- Plan, direct, coordinate, and supervise activities related to Airport property contracts, financial planning, accounting and financial reporting, purchasing, budgeting, risk management, office service functions, and special Airport projects.
- Develop high-level correspondence and communications including professional

- presentations to the Airport Commission and other groups as necessary.
- Establish and maintain effective working relationships with Federal, State, County, City and other government officials, as well as members of various boards, Airport employees, business and community groups, Airport tenants, and the public.
  - Work with the FAA in various capacities.
  - Manage the DBE, ACDBE, Title VI and CPP programs
  - Plan, direct, and supervise the activities of the Business and Properties Department staff.
  - Serve as the liaison between the Authority and the Airport Airlines Affairs Committee.
  - Perform other duties and special projects as assigned.

### **Minimum Qualifications:**

#### **Education:**

- Minimum of a Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Airport Management or related field.

#### **Experience:**

- A minimum of five (5) years of experience in airport leases, airline agreements, FBOs, rental car facilities, and concessions; or an equivalent combination of education and relevant experience in these areas.

### **Supplemental Information:**

#### **Knowledge of:**

- Project management skills with demonstrated performance delivering projects on schedule and on budget
- Industry trends, best practices and key business drivers in the development of real estate/property activities

#### **Skilled in:**

- Business development revenue with a focus on providing a high level of guest service and innovative solutions
- Tenant relations/property management experience
- Interpersonal communication with the ability to lead, develop and direct cohesive and effective teams
- Managing and a capability to analyze business problems/situations and diagnose business strengths and weaknesses and identify key issues
- Analysis with experience evaluating and clearly presenting complex business initiatives
- A high comfort level working in a fast-paced environment and have the capacity to drive forward key business initiatives while managing daily workload
- Preparing and presenting reports to executive staff/Authority relating to areas of responsibilities
- Engage in independent thinking.
- Thorough knowledge of aviation management, including development and implementation of safety, security, and facility leasing programs involving every aspect of operating a certificated air carrier airport.
- Able to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and changing priorities.

#### **Ability to:**

- Develop, negotiate, and close complex real estate/property leases as well as other associated significant revenue generating contracts

- Work independently, with little guidance on complex negotiations
- Manage direct policies and activities related to property management of facilities
- Establish and maintain constructive working relationships with members of the Authority, team members, tenants, and other business-related contacts/entities
- Clearly communicate, verbally and in writing, information pertaining to the real estate activities of the Authority
- Organize, plan, lead and direct activities
- Prioritize multiple concurrent projects
- Use tools and methodologies to drive business process improvements and deliver solid business and revenue generating results
- Be a strong leader with abilities including the capacity to articulate, coordinate and synthesize complex ideas and projects

### **Working Conditions:**

Physical Effort: General office environment. Requires sitting at desk with heavy computer use, telephone discussions and/or face to face meetings for extended periods of time. No other special requirements

Mental Effort: Ability to work independently cognizant of deadlines and flexibility to adjust priorities to meet Authority's goals and/or objectives. Requires attention to detail, responsiveness and dependability.

### **Reporting Staff:**

Contracts and Properties Senior Manager (1)

Contracts and Properties Assistant Manager (1)

Business & Property Specialist (2)

Administrative Assistant (1)

**Interested applicants may apply by clicking the link below and completing the online assessments:**

<https://www.ondemandassessment.com/o/JB-8R5Z3HQB2/landing?source=HB-Website>