Spokane Airports invites applications for

Director of Properties & Contracts

Spokane International Airport (GEG)
Felts Field (SFF)

Spokane, Washington

Executive Search Services Provided by ADK Consulting & Executive Search
The Airport

The Spokane Airport Board oversees Spokane International Airport, Felts Field, and the Airport Business Park, and has a Grant of Authority to operate Foreign-Trade Zone #224. Spokane Airports is jointly owned by Spokane County and the City of Spokane and operates under an inter-local agreement. The operating authority of the airports is the Spokane Airport Board, consisting of seven appointees from the two governmental bodies. The Board annually oversees a capital and operating budget of approximately $70 million from various funding sources.

Spokane International Airport (GEG) is a 6,400-acre commercial service airport situated five miles west of downtown Spokane, Washington. It is the second largest airport in the State of Washington and designated by the FAA as a Small Hub airport. The GEG market area includes the Eastern Washington, Northern Idaho, Western Montana and portions of Southern British Columbia and Alberta with an estimated population of 1.7 million people. The airport served a record 3,998,272 total passengers in 2018. Additionally, the airport handled over 70,807 tons of cargo, and there were 68,256 total operations at the airport.

Spokane International Airport is served by six scheduled service passenger airlines: Alaska Airlines, American Airlines, Delta Air Lines, Frontier Airlines, Southwest Airlines and United Airlines. Scheduled all-cargo carriers servicing GEG include UPS and FedEx. (continued...
Signature Flight Support provides fixed-base operator services. The two passenger terminals have 18 gates. Two on-site hotels are currently available to passengers with a third hotel opening in late 2019. Eight rental car companies serve the airport, and all are located in the Ground Transportation Center. Several local hotels provide complimentary shuttle service to and from the airport. Passengers can also depart and arrive at the airport via the Spokane Transit Authority bus line, taxi’s, and rideshare companies.

Felts Field is a 400-acre general reliever airport that had 59,236 aircraft operations in 2018 and is home to over 177 aircraft and nine commercial tenants. Western Aviation provides fixed-base operator and avionic services. Felts Field has two paved runways and a turf landing strip as well as the ability to accommodate water landings on the adjacent Spokane River.

The Airport Business Park is an industrial and business park development that comprises 432 acres. Strategically located adjacent to the airport facilities and Interstate 90, it has 19 buildings and 8 tenants.

The airport is embarking on a Terminal Renovation and Expansion Project at Spokane International Airport. This project will modernize the existing terminals, built in the 1960’s and 1990’s, respectively, and create a consolidated checkpoint and baggage claim area for passengers to enter and depart the airport. Passengers will benefit from the convenience and efficiencies they enjoy at a modern, state-of-the-art terminal with added amenities.
About the Spokane Region

Few places in the U.S. can lay claim to the vast amount of activities that the Spokane Region brings to the table. What’s more, in Spokane it’s all just a short drive away. From thrilling whitewater or downhill adventures to inspiring art and powerful Broadway performances, the Spokane Region offers enough activities to pack any calendar.

Exciting outdoors doesn’t even begin to describe what the Spokane Region offers the recreation enthusiast. The Cascade and Rocky Mountains offer a haven for powder hounds in the winter and hikers and bikers in the summer. Seventy-six lakes and rivers offer countless opportunities for raging whitewater, classic kayaking, swimming, and fantastic fishing. Prefer playing for par? Step up to the tee at one of 33 courses where challenging play pairs with unrivaled beauty creating an unforgettable golfing experience.

Energized by the Arts? Broadway performances, intriguing art galleries, world-class museums, and powerful stage performances are waiting to be discovered. Just have to shop? Satisfy your shopping sensation in sparkling new malls, unique boutiques, world-renowned department stores, and eclectic antique galleries.

Outdoor Recreation

When you’re in Spokane, expect to be outside in Spokane. For a region which has flourished around a vibrant river gorge, you’ll find a culture rooted in the outdoors. Accommodating weather and perfect geography align to invite you to wander outside to catch a sunset or take a bicycle ride through town.

From swimming and fishing to taking a cruise across a lake or down a river, the waterways here are your invitation to unlimited adventure. Marvel at the waterfalls in and around town or learn how to fly fish from one of the many local shops. Join others in a raft while pummeling the whitewater rapids or take control of your own aquatic destiny in a kayak. You’ll also want to spend time on the shores of a shimmering lake, listening to the lapping of waves and appreciating the variety of colorful vegetation.

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As a cycling-friendly community, Spokane boasts miles of challenging roadways to ascend and coast. Or leave the pavement, grab a mountain bike, and explore almost endless combinations of wooded and rocky trails in the area. The most difficult challenge is trying not to stop at every breathtaking vista—save those for when you come back to the trails in your hiking boots. Yes, Spokane offers hiking opportunities that are some of the best in the West.

Spokane Arts & Culture

Spokane is not only the capital of the Intermountain Northwest; it is also the artistic and cultural hub of the region. A vibrant metropolitan center, our city is a meeting place for artists, performers, curators, musicians, and creatives of all types. Alongside our renowned wineries and urban river gorge, you will find a treasure trove of art galleries, museums, theaters, and historic buildings to make your visit truly memorable. Why settle for either nature or culture when you could have the best of both?

Our enterprising city has a long history of dedication to the arts. You can see that in our art galleries, many of which focus on promoting the work of local and regional artists. Whether you find yourself drawn to the Corbin Art Center, the New Moon Art Gallery, or the Chase Gallery in our own city hall, the artwork nurtured by our community tastemakers is not to be missed. With a broad range of styles, subjects, and disciplines available, the art you'll see in Spokane is sure to inspire you.

Education

Spokane is a major hub for education in the Inland Northwest region. There are excellent public and private school options for elementary, junior high, and high school students. Higher education establishments include Eastern Washington University, Washington State University at the Riverpoint Campus, the Community Colleges of Spokane, Gonzaga University, and Whitworth University.

Sports

Spokane is a sports mecca. College basketball lovers will find their fix with the Gonzaga University men's basketball team. In March, the Spokane Arena often hosts the 1st and 2nd rounds of the NCAA tournament. If it’s football you’re looking for, two local universities, Eastern Washington University and Washington State University, deliver. In the winter, Spokane Chiefs hockey scores, and summer brings the sound of cheers at Spokane Indians baseball games. (continued...)
Sports enthusiasts also enjoy Hoopfest, a large, annual 3-on-3 basketball tournament.

In addition, the Spokane Arena is the perennial host to the State ‘B’ Basketball Tournament, which brings athletes and fans from across Washington to Spokane.

Culinary

This foodie paradise will tempt you with every type of cuisine and all the latest food trends.

The many local chefs dedicated to culinary craft and excellence are helping to make a name for Spokane on the national food scene. Chef-driven restaurant concepts cover everything from tacos and beer to upscale dining and weekend brunch. And it’s not all about trends either. In Spokane, it’s more about using skills and passion to create truly memorable meals. Chefs embrace old-world techniques for modern applications, and the opposite is true too.

You’ll find the perfect restaurant to suit any occasion or appetite. Looking to nibble and chat? Check out any of the cafés and coffee shops serving up pastries and sandwiches. Want a meal paired with the perfect local wine or brew? There are plenty of wineries and breweries to choose from.

Feeling a little adventurous?

Explore the local Northwestern fare and see what the chefs are cooking up with ingredients sourced from nearby farms or even their own gardens.

With Spokane County home to thousands of farms, there’s no shortage of farm-to-table efforts. More often than not, you’ll discover that the food scene thrives on all things local and fresh. Spokane chefs carefully select the ingredients to best express their vision, and, as a diner, you become the lucky recipient of this craft and care executed to delicious results.

If you’re interested in sampling far-flung flavors, Spokane has that covered as well. Global tastes have their place in this mini metropolis where diverse cultures converge. You can have Danish Æbleskivers for breakfast, pad Thai for lunch, Indian tikka masala for dinner, and maybe even Jamaican jerk chicken from a food truck for a snack in between. In Spokane, there’s a plate for every palate.
The Position

Spokane International Airport is looking for a Properties & Contracts Director to join our dynamic senior management team.

As a key member of the executive team, The Director of Properties & Contracts reports to the Airport CEO and helps develop and execute strategic objectives. This position is responsible for negotiating, implementing, and managing leases and contracts as well as overseeing risk management and property development.

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

We are looking for an innovative thinker, with the drive and ingenuity to help us achieve our strategic objectives of growing our financial resources while meeting all compliance requirements.

Job Responsibilities

- Research, draft and negotiate leases, contracts and related agreements for Spokane Airports' tenants; including airlines, concessionaires, and other business partners.
- Serve as primary point of contact with respect to land leases, concession agreements, airline agreements, service agreements, operating permits, license agreements, and consulting agreements.
- Monitor, manage, and resolve compliance issues with tenants, concessionaires, and service contractors for Spokane International Airport, Business Park, and Felts Field.
- Maintain records related to property management activities
- Manage proposal process for new services and contract renewals.
- Develop and administer service contracts for outside vendors.
- Ensure compliance with janitorial contract, overseeing bid process and renewal.
- Serve as an effective, primary liaison with car rental company managers.
- Acquire and sell real estate in fee simple or lesser interests (easements).
- Respond to inquiries to lease or sell airport 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 Spokane Airports.
- Assist with business recruitment activities.
- 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.
- 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, including land transfer agreements.
- Plan, direct, and supervise the activities of the Properties & Contracts Department staff.
- Perform other duties and special projects as assigned.

For a full job description, click here.
Position Qualifications

- 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. A Master’s degree in Business Administration, Public Administration or a Law degree is desirable.
- Minimum of five years’ experience in multi-use commercial property leasing and contract management with decision-making responsibility utilizing the principles of real estate and property management; including calculation of interest rates, lease changes and related costs. Five to Ten years of experience with airport contracts, concessions, and real estate transactions preferred.
- Experience in preparing and presenting professional research, negotiating and documenting agreements, and interacting with government regulatory agencies.
- A combination of education and experience that provides the knowledge, skills and ability to perform the duties of this position will be considered.

Salary & Compensation

The salary range for this position is $90,000 – $140,000 DOQ with an attractive benefits package.

How to Apply

To apply online for this position, click here.

Deadline for applications: Monday, May 13, 2019

Project Manager: Rod Dinger, AAE
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