

**TBI Airport Management, Inc.
Burbank Bob Hope Airport**

Job Description

**Executive Director
[Airport Director]**

Reports to: Vice President of Operations, TBI Airport Management, Inc. (“TBI”); and Burbank-Glendale-Pasadena Airport Authority (“BGPAA”) or “Commission”; and

Status: Exempt

Summary:

Serving in the capacity as executive director (airport director) of a commercial airport serving the greater Los Angeles community, airline customers and passengers worldwide.

General Description:

As executive director, responsible in a leadership capacity for creating and/or embracing the vision, mission and operational goals and objectives of the airport and for motivating and inspiring staff to become a high performance delivery of services organization. As the airport’s leader, establish and maintain a premier customer service focused organization guided by high standards, policies and procedures, and operating principles set to enhance the visitor, passenger, airline tenant experience. As airport director, in a senior executive capacity, responsible for leading, directing the oversight of the planning and development and the execution of the Airport’s New Terminal Development program in accordance with the Commission and City of Burbank’s approved Airport Conceptual Term Sheet. Lead the airport organization during the transitioning years ahead, investing prudently and wisely in the 1930’s built structures while simultaneously designing and constructing new facilities fit for the demanding 21st Century airport passenger, visitor and air carrier. As executive director, report to the full Commission; accountable to Commission Committees (Operations and Development, Finance, Legal, other) and subcommittees; responsible and accountable for staff’s execution of Commission mandates, program initiatives, policy statements and for operating the airport each fiscal year within the adopted budgets, and in accordance with Commission authorizations. Responsible for leadership and oversight of the solicitation, selection, or competitive bidding of contracts in accordance with the public contract code, funding and regulatory agency guidelines. Responsible for management and oversight of staff.

Essential Job Functions:

Typical Tasks

- Responsible for leadership, direction, and oversight of the daily operation of an FAA regulated, FAA certified, TSA and ADA compliant - safe operating airport.
- Provide leadership, guidance and management of airside and landside operations -inclusive of contracts; leases; operations, access and use agreements (airlines, rental car and parking management operators, concessionaires, and mass transit agencies).
- Management oversight of the development of the airport’s operating plan and budget each fiscal year and for its execution with the budgetary, funding, procedural guidelines, administration and constraints.

- Lead efforts in the creation, establishment and maintenance of airline relations - such that the airport remains a preferred and attractive carrier destination.
- Lead effort to attract tenants that enhance the terminal experience for passengers and visitors.
- Leadership, management and oversight of business development, commercial development, industry sponsorships/endorsements, public and governmental relations within the Tri-Cities (Burbank, Glendale, and Pasadena) operating the airport.
- Leadership and oversight of the implementation of the Commission adopted Disadvantaged Business Enterprise (DBE) Program, Small Business Enterprise (SBE) Program or Community Economic Development Program.
- Responsible for management oversight of the development and creation of the Five (5) Year Capital Program (updated yearly), and implementation of the Commission "Adopted" Capital Program (FY20XX), inclusive of the Airport Capital Improvement Plan (i.e. New Terminal Development Program).
- Responsible for management of all airport Divisions and Departments, inclusive of Operations, Property and Business Services, Engineering, Maintenance, Finance, Accounting, Administration, Human Resources, Customer and Airline Relations, Public Affairs and Governmental Relations, Fire and Police Departments.
- As chief steward of the asset, BGPAA owned property – responsible for creating and maintaining a positive "BUR" image with the surrounding community; implement protocols and community relations plans to nurture and cultivate positive relationships with neighbors, community leaders, and local businesses.
- Attend and represent the airport at FAA meetings, regional airport directors meeting as required or deemed necessary in the best interest of the airport.
- Participate in aviation industry executive conferences; participate in other industry organizational regional meetings and conferences as deemed in the best interest of the airport.
- Lead the organization with a commitment to Work Process Improvements.
- Create or endorse a mentorship program, cultivate a work environment that encourages career growth opportunities, training (and cross training).
- Report to TBI Airport Management leadership; and Commission, a governing body comprised of nine (9) Commissioners, three (3) appointments from each of the city (Burbank, Glendale and Pasadena).
- Attend City Council (Burbank, Glendale, Pasadena) meetings, present at City Council meetings, as deemed appropriate or necessary in the best interest of the airport.
- Perform other duties as assigned.

List of Core Competencies:

1. INITIATIVE – generates ideas for improvement.
2. TEAMWORK – shows commitment to the team's purpose and goals.
3. INTERPERSONAL SKILLS – promotes a productive culture by valuing individuals.
4. DECISION MAKING – uses sound judgment to make informed decisions.
5. MOTIVATION – displays energy and enthusiasm to approaching the job.
6. COMMUNICATION – expresses ideas effectively, listens actively.
7. INTEGRITY – adheres to policies and procedures, applicable laws, codes and regulations.
8. ACCOUNTABILITY – willingness to accept full responsibility in meeting airport goals and objectives.

Minimum Qualifications and Experience:

Employment Standards

- Bachelor of Science Degree; Aviation Management, Business Administration, Public

- Administration or closely related field.
- Five (5) plus years of experience serving in a demonstrated executive capacity working within the private or public sector either for an airport, port, public agency or as a consultant to public agencies in an executive capacity.

Preferred Qualifications and Credentials

- Accredited Airport Executive (AAE) – credentialed by the American Association of Airport Executives (AAAE).
- Knowledge of the planning, design and construction processes in the public sector.

Preferred computer software skills

- MS Word, MS Excel, MS Powerpoint

License, Security Clearances and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearances as required by role and Transportation Security Agency regulations.

Supplemental Information:

- Demonstrated knowledge of Federal Aviation Administration (FAA) – Title 14 of the Code of Federal Regulations for Commercial Airports; specifically Part 139 – Airport Certification.
- Demonstrated knowledge of Federal Conditions and applications for funding.

Ability to:

- Read and write English;
- Make public presentations to Commissioners, City Councils, Federal Agencies and Community (at large).
- Orally communicate via public speaking, tenant communications, and conducting meetings.
- Be efficient, collaborative and effective team leader, with delegation and feedback responsibilities: motivate, support, develop and mentor staff.

Number of Staff in this position:

1

NOTE:

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

ACKNOWLEDGEMENTS:

Employee First Name (print)

Employee Last Name (print)

Employee Signature

Date

Manager Signature

Date