

Jurisdictional Class: Competitive  
Adopted: May 13, 2009  
Revised: April 23, 2010

**AIRPORT FACILITIES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for coordinating and administering leases, contracts, and permits with prospective and current airport tenant operators and supervising the work of consultants, contractors and employees to ensure quality and timely work. The incumbent performs landlord functions for County owned airport facilities and acts as County agent for lease agreements with airport tenants. The incumbent works closely with appropriate governmental agencies and outside legal counsel and ensures that all leases are in compliance with lease agreement terms and provisions, Airport Rules and Regulations, Airport Minimum Standards, Airport Leasing, Rates and Charges Policies and federal, state and local laws, rules and regulations. An employee in this class works under the direction of the Airport Manager with wide leeway allowed for the exercise of independent judgment in carrying out the details of the position. Supervision is exercised over all assigned subordinate personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Administers leases, contracts, and permits with prospective and current airport tenant operators and routinely negotiates available property or space with prospective tenants;  
Manages environmental issues as they pertain to the airport and the federal, state and local jurisdictions;  
Supervises the work of consultants and contractors, ensuring quality and timely work are performed in accordance with the contractual agreements and within budgetary constraints;  
Maintains tenant relations with airlines, concessionaires, and property tenants and facilitates resolution of day-to-day tenant issues;  
Develops property bid packages, real estate leases, operating agreements, easements, deeds, and other contracts, as needed;  
Thoroughly coordinates with appropriate governmental agencies and outside legal counsel and ensures that all leases are in compliance with federal, state, and local laws;  
Ensures timely renewal and compliance with lease/agreement terms and provisions, Airport Rules and Regulations, Airport Minimum Standards, and Airport Leasing, Rates and Charges Policies;  
Prepares a variety of written correspondence and periodic reports regarding work performed;  
Reviews all appraisals for methodology and validity and ensures that all tenant security deposits, performance bonds, letters of credit, and insurance certificates are of the appropriate amounts and are kept up to date;  
May perform airport security duties on a rotational basis with others during weekends and holidays which may include perimeter checks, monitoring terminal monitors during commercial flights, and other job-related tasks;  
During emergencies, may participate in aircraft rescue and firefighting activities;  
May perform the duties of the Airport Manager during his/her absence.

## Airport Facilities Coordinator

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state and local rules and regulations applying to airport facilities management and airport operations;

Good knowledge of modern principles and practices of leases and operating agreements in regard to airport land use and development;

Knowledge of airport fire safety;

Knowledge of government regulations covering airport security and law enforcement;

Knowledge of Emergency Preparedness Plan;

Ability to interpret Federal Aviation Regulations and Advisory Circulars as they pertain to the airport leasing of airport properties by the Federal Aviation Administration;

Ability to prepare and present written and oral reports;

Ability to get along with others;

Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;

Ability to give clear and concise oral instructions;

Good powers of observation;

Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Business Administration, Aviation Management, Real Estate or related field and two (2) years of experience in the area of real property management, aviation properties management, tenant contract negotiation and administration, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Planning, Business Administration, Aviation Management, Real Estate or related field and four (4) years of experience as described in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

### **SPECIAL REQUIREMENTS:**

Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Possession of an Aircraft Rescue and Firefighting Certificate is required within one (1) year of appointment and certification must be kept current throughout employment.

Applicants must undergo a fingerprint-based (CHRC) Criminal History background check that does not disclose that he or she has a disqualifying criminal offense within the previous ten (10) years.