Airport Executive Position Discussion Draft

Music City Executive Airport Authority

This draft is intended to start the Board's discussion about the airport's next senior employee. It identifies the general purpose of the position, the work that should move from Board members to staff, and the division of responsibilities between the Authority and Jet Access. The title, qualifications, authority, compensation, and final job description remain open for discussion.

Working Concept

Working title	Airport Executive Director or Airport Administrator
Reports to	MCEAA Operations Committee
Primary purpose	Manage the Authority's day-to-day administrative responsibilities and reduce routine work currently performed by Board members
Direct reports	Airport maintenance employees and any other Authority staff assigned by the Board

General Responsibilities

- Administer airport leases and agreements, including important dates, rent adjustments, insurance requirements, tenant obligations, renewals, and notices.
- Administer the airport's rules, regulations, and policies; document reported violations and coordinate enforcement through the process established by the Board.
- Manage maintenance and repair needs for Authority-owned buildings, hangars, grounds, equipment, and other facilities.
- Direct and supervise airport maintenance employees, assign work, review time records, and recommend staffing or equipment needs.
- Serve as the Authority's day-to-day contact with TDOT Aeronautics, the FAA, the on-call engineer, tenants, vendors, contractors, and Jet Access.
- Coordinate airport projects and grants, including schedules, documentation, reimbursement requests, construction issues, and project closeout.
- Prepare or manage requests for qualifications, requests for proposals, bids, quotes, vendor agreements, and related procurement records.
- Understand and monitor the airport budget; review invoices weekly, confirm work was completed, verify budget availability, and provide complete documentation to the accountant.
- Maintain organized airport files and records for leases, grants, projects, procurement, finances, facilities, insurance, inspections, maintenance, and Board actions.
- Prepare routine reports and supporting information so the Board can focus on policy, oversight, planning, and major decisions rather than daily administration.

Relationship With Jet Access

Jet Access should continue performing the fixed base operator services required by its agreement. The new employee should monitor the agreement, receive required reports, coordinate needed repairs or corrective action, and report material issues to the Board. The new position should not duplicate work already assigned to Jet Access.

Jet Access Continues To	Authority Employee Would
• Inspect runway lighting PAPI and airfield areas as required by the agreement	• Review reports and monitor performance under the agreement
• Remove FOD and maintain daily activity records	• Coordinate Authority repairs and follow up on reported deficiencies
• Provide fuel courtesy transportation aircraft assistance and tie-down services	• Maintain the Authority's official records and compliance calendar
• Maintain required FBO insurance licenses and permits	• Bring material contract issues or corrective actions to the Board

Authority and Board Oversight

The employee should have enough authority to handle routine work within the adopted budget, Board policies, approved contracts, and stated spending limits. The employee should report to the full Board rather than acting under the independent direction of any one Board member.

The Board would continue to approve or decide matters such as:

- New leases, material lease amendments, assignments, renewals, or terminations
- Policy changes, exceptions, waivers, and contested or material enforcement actions
- Unbudgeted spending and purchases or contracts above delegated limits
- Major project scope changes, material change orders, litigation, and other significant commitments

Desired Background

The strongest candidate will be an organized administrator who can manage contracts, budgets, projects, staff, vendors, and public records. Direct airport-management experience would be valuable, but the Board may decide that strong public-administration, construction-management, facilities, finance, or contract-management experience can substitute for some airport experience.

- Experience managing employees, vendors, projects, budgets, contracts, or leases
- Ability to read and apply agreements, policies, plans, financial reports, and agency requirements
- Strong organization, written communication, judgment, and follow-through
- Working knowledge of FAA airport obligations, state airport grants, Airport Layout Plans, and public procurement, or the ability to learn these areas quickly

Questions for Board Discussion

1. What title best fits the position: Executive Director, Airport Administrator, or Airport Manager?
2. How much direct airport-management experience should be required?
3. What salary range and benefits are appropriate for the responsibilities?
4. What spending and contract authority should be delegated to the employee?
5. Which enforcement actions may the employee handle administratively and which must return to a committee or the Board?
6. What should the Board expect the employee to accomplish during the first six months?

Board Notes