

Titusville-Cocoa Airport Authority

Director of Airports

Overview

The Titusville-Cocoa Airport Authority (TCAA) is seeking a Director of Airports.

Background

The TCAA was established in 1963 as a special taxing district created by the cities of Titusville and Cocoa in Brevard County, Florida. The TCAA Authority (Authority) controls three airports; Space Coast Regional Airport (KTIX), Merritt Island Airport (KCOI), and Arthur Dunn Airpark (X21) (Airports). The Airports combined have 117 based aircraft and over 230,000 annual operations. Last year the Space Coast Regional Airport (TIX) became the 12th Licensed Spaceport Launch Site in the United States. The Authority has not only the responsibility to maintain and operate the Airports, but also the ability to acquire property, enter into leases, construct, and improve facilities necessary to support the aviation facilities.

Position

The Director of Airports represents the Authority in all matters of leadership, management, finance, human resources, planning, community outreach, business development, and other airport related matters. The Director of Airports also represents the Authority to local, state and federal agencies, and seeks, negotiates and secures grant opportunities with the same. The Director of Airports reports to the Authority Board of Directors (Board), makes recommendations and implements policy; and directs the operation, management, and promotion of all activities of which the Authority is charged under the provisions of its enabling legislation.

It is expected that the Director of Airports be a leader within the community and of the Authority in every aspect of their duties, responsibilities, and obligations. The Director of Airports will stimulate support for airport activities within the community through speaking before public meeting on the plans, programs, and goals of the Authority. The Director of Airports will oversee, manage, and verify the work of the airport personnel ensuring compliance and completeness of all Authority business along with developing strategic short-range and long-range goals and objectives that are specific, measurable, achievable, and realistic for the Airports.

Fiscal Responsibilities

- Budget development and compliance.
 - Managing overhead costs and forecasting revenues.
 - Developing budget strategies

- Monitoring and overseeing grant requests and management.
 - Managing purchasing and contracts, collection of grant reimbursements, rents, fees and other sources of revenue used to operate the Authority and the Airports.
- Selecting consultants and contractors that are necessary to maintain facilities, construct improvements and operate the Airports.
- Negotiating and administering leases and other agreements or business of the Authority.
- Reporting financial positions to the Board monthly and annually; and making recommendations to the Board as necessary.

Organizational Responsibilities

- Hiring, training and development of personnel to ensure all are equipped with the tools, knowledge, and capabilities to carry out their work safely and efficiently.
- Creating and maintaining a safe and positive working environment for all personnel.
- Engaging personnel regularly to inspire high moral and ethical standards.
- Ensuring all human resource activities are in compliance with policies and procedures including all applicable state and federal laws.

Strategic Responsibilities

- Developing master plans for the Airports that incorporate strategic initiatives focused on tenant needs, airport users, market trends, and future business forecasts.
- Maintaining currency of the Airports' layout plans and collecting relevant data.
- Developing a capital investment strategy for improvements that ensures compliance with the Federal Aviation Administration and State of Florida transportation standards.
- Participating in community development boards and committees to provide outreach opportunities.
- Soliciting partnerships with various organizations in the development of new business opportunities.

Spaceport Responsibilities

- Serving as the Spaceport Launch Site Manager.
- Developing a master plan, staffing plan, and separate budget for the Spaceport.
- Developing new business opportunities specific to the Spaceport.
- Ensuring compliance with the Launch Site Operators license.

- Partnering with other local, state and federal agencies in the development of this new and exciting opportunity.

The responsibilities listed above are intended only as general illustrations of the various types of activities that are expected to be performed. Responsibilities not included above do not exclude them from the position.

Minimum Qualifications

- Qualified candidates must possess a bachelor's degree in a relevant field (e.g., aviation, science, engineering, business administration, or transportation).
- Candidates should also have 10+ years of aviation experience with demonstrated knowledge and skills in a supervisory executive role. Either a C.M. or A.A.E. preferred but not required.
- Must possess a valid driver's license. A Florida driver's license must be obtained within 90 days of hire date.
- Must reside within Brevard County, Florida.
- Must possess a private pilots' license or higher.

Salary and Benefits

The salary and benefits package for this position is commensurate with experience and qualifications. The salary range for this position is \$120,000 - \$150,000 and is accompanied by an attractive benefits package.

Qualified candidates should submit a cover letter and resume to: careers@flairport.com.