



## Rhode Island Airport Corporation

### JOB DESCRIPTION

**Job Title:** President & CEO  
**Department:** Executive  
**Reports To:** Board of Directors

**SUMMARY:** The President & CEO is accountable to the Board for carrying out his duties and possesses a demonstrated track record in interacting with a policy board. Plans, coordinates, directs and is responsible for all activities associated with the operation of the airport and related economic development activities. The President & CEO is an at will employee serving at the will of the Board of Directors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned.

- In cooperation with the Board of Directors, government officials, airline representatives and others, plans, coordinates, directs and is responsible for all activities at six airports which includes one Part 139 medium hub and five general aviation airports.
- Oversees a \$51.2 million operating budget, capital improvements totaling several million dollars per year and 200+ employees/contractors at the six airport system.
- Meets regularly with the airlines to attract/maintain air service necessary to meet the needs of the region.
- Conveys and executes the vision for the airport, with the approval of the Board.
- Contributes to airport growth by regularly meeting with various air carriers to attract and maintain air service to the needs of the region.
- Develop short and long-range plans and strategies to improve and/or expand airport facilities, to attract passengers and increase utilization of airport facilities, commercial flights and general aviation services; and to attract and retain tenants in order to maximize airport utilization and development.
- Interact positively, collaboratively, and effectively with elected officials, local business leaders, other department directors, managers, local, state and federal agency representatives, media representatives, passengers and members of the public.
- Manage and develop the InterLink transportation hub, which brings together MBTA commuter trains, daily commuter parking, intercity bus service and rental car operations.
- Oversees the runway expansion process.

#### **SUPERVISORY RESPONSIBILITIES:**

- All Vice Presidents and Directors of the corporation report to the President & CEO.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION/EXPERIENCE:**

- Minimum of ten (10) years of *senior* management experience, be currently employed as an airport executive, and have at least five (5) years at the number one and/or number two position at a commercial service airport.

- Demonstrated extensive and varied airport administration experience with strong leadership skills having an emphasis on strategic planning, large-scale capital improvement projects, financial management, lease negotiations and community relations.
- Track record in an organization with diverse employees and a background in labor and employee relations. Experience in a unionized work environment is very desirable.
- At a minimum, a Bachelor's degree in Airport Management, Business Administration or related field. An MBA is very desirable as is A.A.E. accreditation.
- Additional substantially equivalent experience could be substituted for the requirements stated herein at the discretion of RIAC.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel to other airports.
- Walking around airport properties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Predominately a climate controlled office environment. Some exposure to dust and noise on the airfield.



## Rhode Island Airport Corporation

### JOB DESCRIPTION

**Job Title:** Senior Vice President, Chief Financial Officer  
**Department:** Finance  
**Reports To:** President & CEO

**SUMMARY:** Responsible for overall fiscal strategy and administration of revenues and expenses and manages business operations and activities, establishes practices and procedures and embarks on business initiatives that ensures the long term financial health of RIAC. Ensures proactive and progressive financial and business development practices and programs are developed and executed. Oversees functional disciplines of business development and commercial programs, landside facilities operations and development, finance and accounting, business and budget administration, and customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned:

- Acts as a principle advisor to the President/CEO and staff on financial and business development matters, activities, initiatives, programs, policies and issues.
- Builds and fosters long-term working relationships with various organizations, including air carriers, business partners, rating agencies, tenants, operators, and all RIAC stakeholders.
- Assurance of responsible and effective fiscal administration including revenue management strategies and business development are one of the most integral components of the position. Presents and makes recommendations and advises on significant financial action or implications and policy issues to the President/CEO.
- Develops and executes a strategic approach to maximizing business opportunities and business experiences for our community and customers while ensuring solid return on investment and responsible revenue generation. Ensures RIAC land, facilities, concessions and services are optimized with highest and best use while providing valuable services to our public.
- Leads and directs tenant and service provider negotiations including with facilities and commercial land development, concessions, management contracts, and other revenue generating agreements.
- Directs the development and delivery of revenue budgets and identifies and administers the financial aspects of capital projects to ensure proper development and preservation of assets.
- Establishes rates and charges program for RIAC and ensures financial forecasting, long term financial planning and annual operating and capital budgeting is achieved.
- Develops cash and investment management strategy and analyses cash flow operations for internal controls and revenue maximization while controlling fund disbursement for operating and capital expenses.
- Ensures compliance with internal and external audits of RIAC and compliance with all bond ordinances and regulatory requirements for procurement, grants, Passenger Facility Charges, and Customer Facility Charges.
- Develops customer service program to maintain an effective liaison between the organization and the public to ensure seamless delivery of high quality service and amenities.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders.

- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.
- Serve as a member of the overall RIAC leadership team and, through that, contribute to the broad strategic direction of the enterprise. As a member of the leadership team, contribute to the formulation of the Corporation's strategic plan and other long-range operational, route service, facilities and resource plans consistent with the Corporations vision and values.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.

**SUPERVISORY RESPONSIBILITIES:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position directly supervises the Vice President of Finance and Accounting, the Vice President of Finance and Business Development, and the Vice President, Customer Service.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop strategies and oversee execution of department.
- Exceptional writing skills and speaking ability.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree
- 7-10 years of professional experience
- Certified Public Accountant is strongly preferred
- Master's degree in business administration, Certified Member or Accredited Airport Executive, and/or Certified Government Financial Manager are desirable

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Finger dexterity to utilize a keyboard to input information on a computer.
- Travel to business meetings.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment.



## Rhode Island Airport Corporation

### JOB DESCRIPTION

**Job Title:** Sr. Vice President, Chief Infrastructure Officer  
**Department:** Infrastructure  
**Reports To:** President & CEO

**SUMMARY:** Responsible for the planning and development of all aspects of infrastructure for T.F Green Airport as well as the five (5) General Aviation airports in Rhode Island. Oversight for the corporation's Engineering, Planning, Environmental and Information Technology functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned:

- Lead teams in the development of airport master plans, airport system plans, noise programs, Part 150 and other airport planning and development studies.
- Analyze airport infrastructure and develop future development alternatives/scenarios that allow each airport to fulfil its current and future role within the Rhode Island and New England aviation systems.
- Prepare and update RIAC's capital program for all six (6) airports in the Rhode Island system, in a manner that supports the policies and strategic direction set by the President & CEO.
- Direct and manage specific capital improvement program projects within the overall program. Ensure that capital projects are properly identified, justified, and programmed, adequately funded, and appropriately delivered through design, construction, and into operation.
- Advance the capital program in a timely manner, achieving key milestones and setting in place future deliverables.
- Assure on-time, under-budget completion of key projects that are critical to the realization of the RIAC strategic plan.
- Provide overall management of RIAC's capital improvement program through direct supervision of assigned staff managing capital projects, to include the Disadvantaged Business Enterprise (DBE) Program.
- Coordinate with the Federal Aviation Administration, consultants, contractors, other departments and individuals in the planning and implementation of capital projects.
- Coordinate with other RIAC departments and contractors to ensure compliance with all environmental regulatory requirements and plans to include: Storm Water Pollution Prevention Plans (SWPPP), Spill Prevention, Containment, and Countermeasures (SPCC) plans, Air Monitoring and Reporting, Noise Monitoring, Rhode Island Pollution Discharge Elimination System (RIPDES) Discharge Monitoring Reports (DMRs), Warwick Sewer Authority (WSA), EPA and RIDEM/RIDOH and Deicing Management Program Plans.
- Oversee RIAC's Information Technology Department and ensure the overall technical strategies and related policies and procedures support RIAC's strategic objectives.
- Provide technical vision, planning, review, and oversight of information technology projects to ensure that each is executed in accordance with established and accepted best practices for the information technology industry.
- Serves as the primary point of contact with the FAA for airport development- and environment-related matters.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders.
- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key

performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.

- Serve as a member of the overall RIAC leadership team and, through that, contribute to the broad strategic direction of the enterprise. As a member of the leadership team, contribute to the formulation of the Corporation's strategic plan and other long-range operational, route service, facilities and resource plans consistent with the Corporations vision and values.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.

**SUPERVISORY RESPONSIBILITIES:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position will supervise and coach the departmental employees of Engineering, Planning, Environmental and Information Technology. This position directly supervises the Vice President, Chief Information Officer; Vice President, Planning; and Assistant Vice President, Engineering.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Senior level management responsibility.
- Ability to plan and manage multiple projects.
- Excellent written and verbal communication skills; ability to present projects to the public.
- Budgeting skills.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree in engineering, or related field.
- Ideally, a graduate degree in a related field preferred.
- A.A.E. accreditation preferred.
- Professional Engineer (PE) preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting and viewing a computer monitor, utilizing a computer keyboard.
- Ability to drive and walk around the airport properties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment.
- Exposed to the elements when visiting airport properties.



## Rhode Island Airport Corporation

### JOB DESCRIPTION

**Job Title:** Senior Vice President, Operations and Maintenance  
**Department:** Operations and Maintenance  
**Reports To:** President & CEO

**SUMMARY:** Responsible for the planning, leading, organizing, staffing and communicating as well as oversight of the management of the operating departments (Building Maintenance, Airfield Maintenance, Airport Operations, Law Enforcement, and ARFF). Ensure the safety and security of all the employees and users of the airport; ensure compliance with FAR Part 139 and PVD's Airport Certification Manual (ACM), and CFR 1542 and PVD's Airport Security Manual (ASP). Oversee the management of the General Aviation airports through RIAC's contract management company. Respond to emergency situations as necessary and coordinate associated activities for the airport. Coordinate construction and maintenance activities to ensure safety and security are maintained and operational functionality is maintained as necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned:

- Ensures that safe operating conditions exist on the airfields and within the facilities by RIAC and users/tenants of the airports within the RIAC system.
- Establishes and executes administrative policies and procedures and operational practices to ensure efficiency of assigned programs and personnel including snow removal program, wildlife management, driver's training, airside and building maintenance, credentialing, dispatch, firefighting service, law enforcement response, etc.
- Works closely with governmental agencies to ensure compliance with regulations including those for certification and security.
- Ensures the development of emergency preparedness plans and ensures necessary training is maintained and employees and agencies work collectively to mitigate risk and manage incidents. Provides logistical support and guidance for all departments during an emergency.
- Coordinates and works on security related/TSA related issues. This includes any new requirements, writing amendments to the airport security program, resolving security related incidents or concerns, putting together procedures to ensure compliance including those needed during construction. Coordinating and communicating security related issues to tenants/airlines. Respond to new Security Directives and threats to Civil Aviation.
- Develops and implements a comprehensive, strategic asset management plan for the preventative maintenance, repair, and replacement of RIAC owned assets including building fixtures and equipment.
- Develops and submits timely accurate operational budgets and manages operations to ensure prudent financial responsibility.
- Evaluates and recommends capital improvement projects relative to asset preservation and enhancements. Achieves desired internal financial benchmarks for each asset within the portfolio. Assists in new acquisitions and development by providing insight, cost benefit and life cycle analysis, and human resource plan.
- Identifies, evaluates, qualifies and implements business partner & vendor relationships, including negotiating and managing service level agreements and performance.
- Manages general aviation airport issues at all RIAC airports.
- Coordinate with tenants on construction, security and any issues affecting them.

- Responds to the airport, or keeps abreast of emergency situations as they arise.
- Coordinates construction activities as appropriate.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders.
- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.
- Serve as a member of the overall RIAC leadership team and, through that, contribute to the broad strategic direction of the enterprise. As a member of the leadership team, contribute to the formulation of the Corporation's strategic plan and other long-range operational, route service, facilities and resource plans consistent with the Corporations vision and values.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.

**SUPERVISORY RESPONSIBILITIES:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position directly supervises: the Contractor of five (5) General Aviation airports, Vice President Operations & Maintenance, ARFF Chief, and Police Chief. This position ultimately oversees all of the activities of these departments.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires obtaining and maintaining secret security clearance with US Government through the Transportation Security Administration in order to obtain terrorist threat information.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree in aviation/aeronautical/business or related field.
- Should have ten (10) years of progressive airport management experience, five (5) years senior level airport management experience at a 139 certificated airport.
- Should be an Accredited Airport Executive or able to acquire within three (3) years.
- Masters' in business management or public administration preferred.
- Union experience required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May need to stay awake for extended hours during emergency situations.
- Ability to drive and walk around the airfield.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sometimes in inclement weather when responding to emergencies, loud noise, air quality outside.
- Mainly a climate controlled office environment.