

Senior Airline Properties Manager

Job Overview

Under general direction of the Vice President, Aviation Real Estate, provides day-to-day tactical business management for and serves as the primary liaison between DFW and Aviation Tenants. Responsible for assisting in negotiation of contracts and leases and for effective tenant relations and proper lease administration. Responsible for creation of permit documentation and the tracking of lease and permit documentation and compliance therein. Responsible for sustaining data integrity and consistent applications of practices in the department's lease document function and communicating lease requirements.

What you will be doing:

- Performs activities related to airline tenants including Use Agreement carriers and permittees, coordinates with tenant airlines and Airport staff for space and monetary requirements as well as required contract documents.
- Participates in negotiation of lease and business agreements with aviation and non-aviation tenants.
- Participates with Airline Relations in new airline and new air service presentations and provides terminal management and agreement information as needed.
- Finalizes lease and business agreements; evaluates and develops recommendations regarding business proposals; coordinates completion of lease documents with Airport's legal staff.
- Acts as liaison between Airport staff and tenants/users; negotiates settlement of disputes between Airport staff and tenants/users relating to the use and development of Airport property and the policies and procedures of the Use Agreement.
- Assists in the development of the department's long-range forecasts and strategic business planning projects, including terminal leasing strategies to support FAA required competitive access.
- Reviews lease and business agreements and accompanying documentation for conformance and compliance with legal requirements and Airport interests.
- Manages the document management system for the department and oversees the processes required for the creation, completion and documentation of department agreements and systems, including square footage and terminal mapping requirements.
- Provides assistance in the coordination of airline relocations and the redevelopment of existing terminal facilities.
- Manages and oversees the DFW Airline Fuel Consortium.
- Manages the development of the Airport's Competition Plan.
- Manages the development of the Terminal Operations Manual.
- Leads various special projects as requested by the Vice President, Aviation Real Estate.
- Drafts and coordinates department Official Board Actions (OBAs).
- Manages badging authority for department tenants

What you need:

- Bachelor's degree in real estate, finance, or a related field.
- Five (5) years of experience in airport property management or a position of comparable responsibility in a business environment.

- Any equivalent combination of education and/or experience may be substituted for the above.
- Possession of a valid Class C driver's license.

About Us

We are Dallas Fort Worth International (DFW) Airport—one of the most successful airports in the world by any definition. We're recognized for our innovation, leadership, drive for excellence and talented employees.

Our success is made possible because of the diverse talents of nearly 2,000 employees who champion our mission of providing an exceptional airport experience to our customers and connect our community to the world. We're looking for the best talent to join us and help reimagine what an airport can be.

Bring your talents to DFW. Live and work with purpose.