



Rhode Island Airport Corporation

JOB DESCRIPTION

Job Title: President & CEO
Department: Executive
Reports To: Board of Directors
Status: Non-union

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 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.

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: General Counsel & Senior Vice President Administration, Engineering, Planning and Environment
Department: Legal
Reports To: President & CEO

SUMMARY: The General Counsel & Senior VP Administration, Engineering, Planning and Environment is dedicated to ensuring that the business affairs of RIAC are carried out consistent with the requirements of a quasi-public corporation, promptly and in compliance with ethical standards, federal and state laws, and administrative regulations. Responsible for the development of long term business and asset planning and execution strategy and assurance that human capital assets as well as physical assets are effectively identified, prioritized, planned, organized and executed. Ensures human resources services, programs, and policies are effectively and appropriately established and maintained. Ensures that the system of RIAC airports meet the demands of the region and are appropriately developed to provide safe, secure, eco-friendly, customer focused and sustainable facilities. Represents the interests of RIAC in resolving disputes, claims or lawsuits against it, in a manner, which is both economical and consistent with the best business and ethical interests of the corporation.

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

- Acts as legal consultant to RIAC's Board and management. Open Meetings Act compliance, agendas, and executive sessions.
- Acts as principle advisor to the President/CEO and staff on legal, long-term and short-term human capital and facilities matters, risk, initiatives, programs, practices, policies and issues.
- Provides counsel and support for legislative issues on a federal, state and local level that may have impact to RIAC as needed.
- Responsible for legal affairs and is the first contact for any and all legal matters involving RIAC is responsible for all litigation. Intake, investigation, assessment, and management (for all departments);
- Oversight of human capital strategy and practices, procedures, policies, and initiatives including collective bargaining; ERISA benefits; union grievances; employment law issues; recruitment, retention, training, development, performance management, etc.
- Work closely with other departments and stakeholders to identify, encourage, and promote airport development and balance compatible and responsible aviation and state economic development needs with local community concerns and environmentally fiscal stewardship.
- Lead the effort to prepare facility and property planning, design, and development plans as well as administration of construction activities. Ensure appropriate practices are in place and contracts are secured and managed to provide essential planning and development programs and projects.
- Help identify and prioritize capital improvement needs and funding sources in coordination with other departments and regulating agencies. Proactively work with regulating agencies

to ensure RIAC maintains compliance, is provided the financial support needed and has a path towards sustainability both operationally and fiscally.

- Ensures compliance with all environmental regulations, permits, environmental impact statement and guidelines and develops a culture of RIAC being an eco-friendly business partner and neighbor.
- 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. Also participates in corporate policy development.
- 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.
- 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 Paralegal, VP Human Resources, VP Planning and Environmental, and VP Engineering.

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.

- This position must be able to handle challenging and complicated legal, political, and public relations issues.
- High level reasoning ability necessary.
- Extensive knowledge of state, federal and laws as well as the FAA and TSA.

EDUCATION/EXPERIENCE:

- Four year college degree
- *juris doctor* degree
- RI Bar license
- 10 years' legal experience

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.

- Typing and computing, staring at a computer monitor, and prolonged sitting, close attention to detail.

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: Senior Vice President Finance and Commercial Enterprise
Department: Finance and Commercial Enterprise
Reports To: President & CEO
Salary Grade:

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, technological and business development practices and programs are developed and executed. Oversees functional disciplines of air service development, business development and commercial programs, landside facilities operations and development, finance and accounting, business and budget administration and technology.

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

- Acts as 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.
- Air Service Marketing – Assist the President/CEO in efforts to retain and attract quality commercial and cargo air service to align with corporate and community stakeholders, develops air service development strategy, regularly monitors service levels and statistics of PVD and other competing markets; develops and implements short and long term initiatives aimed at expanding PVD's position in the region. Represents PVD/RIAC at industry conferences and airline corporate visits. Proactively communicates with corporate passenger service schedule and route planners, cargo operators and freight forwarders to keep them updated on airport projects, and changing demographics, business and tourism development in Rhode Island.
- Business Development – 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 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, 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, or Customer Facility Charges.
- Develops Technology master plan and directs and oversees information technology services to ensure optimization and efficiency of business activity.
- 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.
- 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 Assistant Vice President Air Service Development; Assistant Vice President Business Development, Commercial Programs; Vice President of Finance and Accounting; Assistant Vice President Financial Administration, and Vice President of Technology.

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, 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 community meetings and the State House.

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: Senior Vice President of Operations and Maintenance
Department: Operations and Maintenance
Reports To: President & CEO
Salary Grade: 755

SUMMARY: Responsible for the planning, leading, organizing, staffing and communicating as well as oversight of the management of the operating departments Building Maintenance, Airport Operations, Aeronautics, Law Enforcement, ARFF and Aviation Security). Ensure the safety and security of all the employees and users of the airport; ensure compliance with FAR Part 139 and PVD's ACM (airport certification plan), and CFR 1542 and PVD's ASP (airport security program). Oversee the management of the General Aviation airports through RIAC's contract management company. Ensure policies and procedures are consistent with RIAC's Vision, Mission, Values, Goals and Objectives. Ensure each department stays focused on their individual mission throughout the organization. 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.
- Plans, organizes, directs and evaluates the work of subordinate employees. Conducts regular staff meetings to communicate with and update employees on objectives and pending issues.
- Manages general aviation airport issues at all RIAC airports.
- Coordinate with tenants on construction, security and any issues affecting them.
- Handles personnel issues for the department including human resource position justifications and assignments, leave administration, resolution of personnel discrepancies, and provides input for union negotiations to ensure effective work rule adoption.
- 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.
- 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

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- The Contractor of 5 outlying airports, Vice President Operations & Maintenance, AVP-ARFF Chief, AVP – Police Chief, Airport Security Coordinator. 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 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.

- 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 10 years of progressive airport management experience, 5 years senior level airport management experience at a 139 certificated airport.
- Should be an Accredited Airport Executive or able to acquire within 3 years
- Masters' in business management or public administration 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.

- 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



Rhode Island Airport Corporation

JOB DESCRIPTION

Job Title: Senior Vice President Marketing & Communications
Department: Marketing & Communications
Reports To: President & CEO
Salary Grade: 754

SUMMARY: Responsible for communications strategy development, customer service initiatives, internal and external communications, marketing, brand management, internet and social media messaging, community and stakeholder outreach, media and public relations, event planning and airport advertising; Handles Governmental affairs/legislative outreach, Community Affairs, and Customer Service. Oversees functional disciplines of public affairs and marketing, internal and external communications, customer service and governmental relations including the oversight of consultants that support the disciplines.

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

- Acts as principal advisor to the President & CEO and staff for public information policies, programs, activities and issues.
- Builds and fosters long-term working relationships with various organizations, including media, members of the community, elected officials, and stakeholders.
- Communication is one of the most integral components of the position, serving as spokesperson for the organization, developing and executing a strategic, well-integrated internal and external communications plan for the Board, staff, airlines, tenants, media, elected officials, opinion leaders and citizens. Providing outreach to our neighbors and business partners and establishing healthy relationships where you share RIAC information while listening to concerns and interest of others. Represents the views of our public to RIAC staff for their consideration during decision making.
- Prepares communication, marketing and community relations strategy and objectives identifying goals and activities that increase visibility, enhance and maintain a positive image and ensures the organization is an active and effective partner to and for the region. Seeks out speaking engagements that will add value to organization.
- Oversees and assists in the coordination and production of internal communications channels including briefings/bulletins, internal communication pieces and staff memos as needed.
- Customer Service – works to ensure an efficient and positive travel experience through the development and execution of customer service initiatives for the system of airports. Resolves customer complaints or concerns. Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive passenger experience opportunities.
- Oversees the information booth activities and the staff.
- Effective and proactive communications are part of all the functions of this position, with a strong focus on community and governmental affairs. Leads media relations outreach including developing media strategies for significant business announcements; financial communications; social media communication; press releases, prepping/media training for executives in respect to response to media inquiries and engaging with all our partners and neighbors. Represent the Corporation at public events and speaking engagements. Develops and manages crisis management communications as a program to ensure preparedness.

- Governmental Affairs – communicating and briefing elected Federal, state and local officials about airport projects at Green and the five general aviation facilities; serving as a registered lobbyist for the corporation, monitoring legislation, testifying on airport bills. Timely communications and working with Federal, state and local elected officials. Working with the citizens and elected officials. Cultivating business community support that is essential to airport projects and representing Green/RIAC on various statewide boards and committees.
- 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.
- Maintains positive relationships for 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 Manager, Marketing and Community Relations, Technical Support Assistant, Interns and Ambassadors. Manages and approves their work assignments.

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.

- Develops strategies and oversee execution of public relations/communications; executive communications.
- Exceptional writing skills and speaking ability.

EDUCATION/EXPERIENCE:

- Bachelor's degree in Communications, Marketing, Public Policy, Business Administration or a related field.
- 7-10 years of professional experience; 5 years management experience.
- Senior level manager with experience in one or more of the following: community relations, advertising/marketing, government affairs, customer service administration or public affairs.

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 community meetings and the State House.

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.