



Department of Human Resources

**Invites applicants for the position of:
Manager, Airline Affairs
Requisition: MANAG01248**

The Manager, Airline Affairs is responsible for acting as a liaison between BNA and airline real estate professionals and airline business partners. Other responsibilities include developing, analyzing, negotiating, implementing, and monitoring business plans, proposals, contracts, leases, and agreements with airlines.

ESSENTIAL JOB RESPONSIBILITIES:

- Monitors airline and airline related tenants to ensure compliance with lease, permits, rules, and regulations.
- Acts as a liaison between BNA and airline real estate professionals, and other airline related business partners such as the Transportation Security Administration (TSA), Air Cargo, and Air Freight tenants.
- Develops, analyzes, negotiates, implements, and monitors business plans, proposal, contracts, leases, and agreements with airlines.
- Coordinates with finance for the calculation of annual airline rates, charges, and reconciliations.
- Calculates and informs finance department of airline per use charges and concession revenue sharing per the airline agreement.
- Works closely with various other departments in matters related to airline activities, including growth and new entrants, to help maintain smooth operations, including any potential impacts due to construction.
- Directs staff procedures, preparation of various reports, financial analyses, and solicitation documents related to the management of airline agreements.
- Coordinates with air service development to develop plans to attract new air service.
- Establishes lease rates and implements lease rate adjustments.
- Maintains regular on-time attendance.
- Follows all safety regulations.
- Supports BNA's commitment to its culture and values, including Respect, Integrity, Service and Excellence (RISE).
- Performs other duties as assigned.

QUALIFICATIONS:

Required:

- Bachelor's Degree in business management, aviation management, or a related field.
- 2-4 years airport lease management or related experience.

Preferred:

- 4-7 years airline use, lease agreement management, lease negotiation, or related experience.
- American Association of Airport Executives (AAAE) - Certified Member (C.M.).

Application applications until filled

Starting Salary Range: \$65,270 - \$88,803

How to apply:

Apply by visiting: flynashville.com/careers

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214

(615) 275-1782 or careers@nashintl.com

Hours: Monday – Friday, 8 a.m. – 5 p.m.

The Nashville International Airport is an Equal Opportunity Employer and Drug Free Workplace.

Employment with the Nashville International Airport is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background check will be conducted.