



TWEED NEW HAVEN AIRPORT AUTHORITY

Job Description

Executive Director – Tweed-New Haven Airport Authority (TNHAA)

Location: Tweed – New Haven Airport (HVN), New Haven, CT

Reports To: TNHAA Board of Directors

Compensation: Salary range set at \$175,000–\$225,000, with flexibility based on qualifications. Competitive salary and benefits, commensurate with experience

Position Summary

The Executive Director (ED) of the Tweed-New Haven Airport Authority (TNHAA) serves as the Authority's chief executive and is one of two current employees. This is not a conventional airport operations role. Instead, it is a governance, compliance, and strategy-focused position—responsible for ensuring oversight of an innovative public-private partnership (P3) that includes long-term management and development agreements with Avports HVN LLC and The New HVN LLC.

The ED is charged with ensuring accountability, regulatory compliance, and public stewardship of a growing airport managed by private entities. They will work collaboratively with government agencies, regulators, airport partners, and the broader community to deliver on the vision and obligations of TNHAA.

Key Responsibilities

- **Contract Compliance & Oversight**
 - Enforce compliance with the Management Agreement (Avports HVN LLC) and Lease & Development Agreement (The New HVN LLC).
 - Monitor adherence to federal, state, and local regulations, including FAA Part 139 and Part 1542.
 - Oversee Authority responsibilities under the City Master Lease and ensure grant assurance compliance.
- **Governance & Administration**

TNHAA

- Coordinate Board operations, prepare materials and agendas, maintain public records, and ensure compliance with FOIA.
- Manage Authority budgeting, financial reporting, procurement, and audits in alignment with public agency standards.
- Hire and oversee Authority staff or consultants, as needed.
- **Development & Strategic Coordination**
 - Oversee capital projects including the runway extension and new terminal development.
 - Collaborate with The New HVN LLC and Avports HVN LLC to align economic development and air service initiatives.
 - Facilitate stakeholder alignment across municipal, regional, and federal bodies.
- **Stakeholder Engagement**
 - Serve as TNHAA's primary liaison to FAA, TSA, City of New Haven, Town of East Haven, Connecticut Airport Authority, airport tenants, and the public.
 - Manage environmental and community programs, including the Environmental Stewardship Committee.
 - Represent TNHAA in public forums and high-profile discussions.

Ideal Candidate Profile

Leadership Style

- Operational, collaborative, and consensus-driven
- Transparent and supportive, fostering a high-performance culture

Key Attributes

- Ethical and independent
- Resilient and thick-skinned
- Process-oriented but adaptable
- Diplomatic and tactful

Required Qualifications

- **Experience:** Minimum 10 years in airport, public infrastructure, or P3 environments; at least 5–7 years in senior management.
- **Specialization:** Strong background in contract enforcement, lease administration, regulatory compliance, and public governance.

TNHAA

- **Education:** Bachelor's degree in Aviation Management, Public Administration, Business, or related field; Master's preferred.
- **Certifications (Preferred):** AAAE C.M., ACE, or ACI IAP.
- **Regulatory Knowledge:** FAA Part 139, TSA 1542, grant assurances, and public finance.
- **Interpersonal:** Proven success engaging elected officials and community stakeholders in complex, often political environments.

Work Environment

- Hybrid/flexible work arrangements supported
- Mostly office-based with occasional site visits and external engagements
- Limited travel

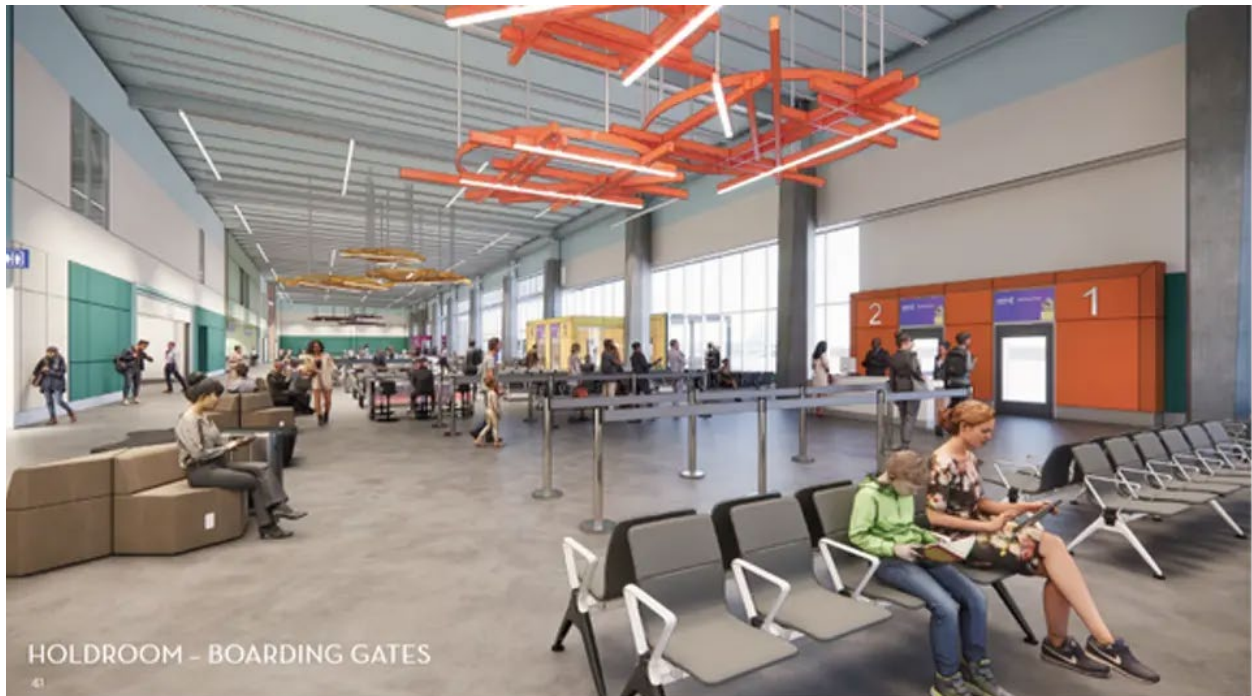
Initial Priorities (First 1–3 Years)

- Master all contractual, regulatory, and lease frameworks
- Build/refine systems for performance monitoring and compliance
- Strengthen regulatory and community relationships
- Maintain arm's-length governance in the P3 model
- Position TNHAA as a proactive and strategic regional player in aviation and infrastructure
- Oversee completion of runway and terminal projects

TNHAA



TNHAA



TNHAA

