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Biography

LEE-ANNA OTIS

Property and Business Administrator – Vero Beach Regional Airport

Ms. Otis is the Property and Business Administrator for the Vero Beach Regional Airport. Ms. Otis graduated from University of Connecticut in 1996 with a bachelor's degree in Liberal Arts and in 2001 obtained her Paralegal Certificate at St. Joseph's College in West Hartford, CT.

Ms. Otis worked at a Connecticut law firm for twelve (12) years as a Legal Assistant, Billing Auditor and Paralegal for the Labor and Employment team. Ms. Otis also has seven (7) years' experience working at Middlesex Hospital in Surgical Services coordinating staff schedules, processing payroll for over 75 employees, managing the Department Surgery Fund, and co-creating programs for Academic Observers and Physician Assistants, among many other responsibilities. Lee-Anna brings many years of administrative office experience to our team.

Ms. Otis, as the Property and Business Administrator, handles all commercial and Citrus Park Village lease agreements, as well as License Agreements for temporary use of Airport property. Ms. Otis is also the HR liaison, the ADA contact for our office, and conducts payroll for the department.

If you have any questions regarding airport commercial leasing, Citrus Park Village, a license agreement, or an ADA concern at the Airport, please contact Ms. Otis at the information provided below.

Contact Information

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