



www.VeroBeachAirport.com

Biography

Administrative Manager Vero Beach Regional Airport

Ms. Otis is an Administrative Manager for 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 a Surgical Services Administration capacity 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. Ms. Otis brings many years of administrative office experience to our team.

Ms. Otis, as Administrative Manager, handles all Commercial Leasing for the Airport regarding amendments, assignments, renewals, subleases, and new leases, including prospective lessee negotiations and works closely with City Attorney, Planning and Finance to ensure the leasing process runs smoothly. Ms. Otis also manages all Citrus Park Village Lease Agreements and License Agreements for Temporary Use of Airport property. Ms. Otis is the HR liaison, as well as the ADA contact for our office and assists the Terminal Attendants regarding airline service.

Ms. Otis is a County Commission appointed member of the Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy Committee (CEDS), representing Indian River County. CEDS oversees and guides District-wide economic development planning and strategizes to address economic development issues, including the diversification of the District economy and job expansion. If you have any questions regarding Airport Commercial Leasing, Citrus Park Village, License Agreements, or an ADA concern at the Airport, please contact Ms. Otis at the information provided.

Contact Information

Lee-Anna Otis
772.978.4930 x106
lotis@covb.org