Boca Raton Airport
Boca Raton, Florida



The Boca Raton Airport Authority Invites Applications for Executive Director

Boca Raton Airport Authority

Executive Search Services Provided by ADK Executive Search





Photo by Bird's Eye View Photography

Mission Statement

The Boca Raton Airport Authority (BRAA) operates a First Class Public use General Aviation facility dedicated to promoting safety, economic and environmental excellence while advancing aeronautical benefits to our Business and Regional Communities.

Vision Statement

Collaborative Growth for Our Community.

The Airport

The Boca Raton Airport Authority (BRAA) operates the Boca Raton Airport (BCT) located halfway between West Palm Beach and Ft. Lauderdale, FL that serves the business and general aviation market for the community. BCT is publicly-owned and is designated as a general aviation transport facility governed by a seven member Authority appointed by the City of Boca Raton and Palm Beach County Commission.

In 2011, The State of Florida Economic Council completed a study that found the total annual economic activity generated by the airport to be $154,474,100.00. This amount includes the direct economic impacts of tenants and businesses located at the airport, and construction projects that are undertaken by the airport or by on-site businesses, and the indirect impacts associated with spending from visitors who arrive in the area by way of general aviation aircraft. The airport and businesses located on the property provide 1,237 jobs with a total annual payroll of $35,327,800.00.

The Airport's success at maximizing revenue on non-aeronautical, revenue producing land, has been remarkable. The BRAA has expanded its revenue sources by thinking outside the box and establishing a robust non-aeronautical revenue system. The combined annual revenue produced from no-aeronautical properties is approximately $1.7 million, which equates to about 55% of BCT's total revenue. This goes a long way in helping the Authority to maintain a first class, safe and user friendly airport.

Federal law dictates that all non-aeronautical, revenue producing properties must serve to enhance the airport's revenue stream for the airport environs. The BRAA was successful in increasing non-aeronautical revenues at BCT by thinking creatively and developing an effective strategic business plan that identified a variety of revenue sources, land development opportunities and highest and best land use values.

More than 230 aircraft make BCT full-time home served by the airport's two FBO's, Boca Aviation and Signature Flight Support. The Burton D. Morgan School of Aeronautics of Lynn University is also located at the airport. The airport has one 6276 x 150 foot runway and an ATC tower. Most recent annual operations in calendar year 2012 were slightly over 50,000. This position is responsible for 5 employees with an operational budget of $3.46 million for the current fiscal year and capital expenditures authorized of $3.2 million.

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Boca Raton, Florida

The Perfect Blend of Business & Pleasure

Located in southern Palm Beach County, Boca Raton is one of the nation's most desirable cities in which to live, work, and play. The thriving business environment, world class lifestyle, pristine beaches and multiple recreational options make it an international destination as well as a local treasure. Add to this mix a thriving cultural community, an outstanding educational system, and shopping and dining to die for. Finally, top it all with sunny skies, resort style living, a low tax and crime rate, and you have what many consider paradise on earth.

Boca Raton Fast Facts

Population:	85,377 in the incorporated city limits. The unincorporated portion of Boca Raton brings the total to approximately 200,000.
Total City area:	29.94 sq. miles
Public Beach miles:	4
Average annual temperature:	74.7
Average household income:	$62,594
Number of parks:	40
Pedestrian/Bike Trails:	31 miles
Fire stations:	8
Number of golf courses:	150 countywide



Business Environment

The City of Boca Raton provides a unique environment for business – a strong business environment with economic resources and a well-educated and talented workforce, all within a community known for its high quality of life. Boca Raton is a rich blend of corporate and regional headquarters, small businesses, and innovative start-up companies. There are economic opportunities for all types of companies and businesses.









Business Environment *(continued)*

The birthplace of the IBM personal computer, Boca Raton has grown from a small agricultural community to a large regional employment center with one of the largest business concentrations in South Florida. In fact, about half of all of the office buildings in Palm Beach County are in Boca Raton, and a number of national and international corporations such as Office Depot, Garda World Security, ADT, and Jarden Consumer Solutions call Boca Raton home. ZoomProspector.com, a well-respected business location website, recently weighed 11 factors—including the number of startups, quality of the workforce, and resources like universities and venture capital—to compile a list of the top places to build the next Apple or Google. Boca Raton ranked #2 on the list nationwide.

Arts & Leisure

Arts and leisure options flourish in this city by the sea. Historically, the most vibrant, successful cities are known just as much for their appreciation of the arts and their multiple leisure activities as for their thriving business communities, and Boca Raton is no exception.

Beaches, golf courses, tennis courts, bike paths, parks, and water sports abound. Since the water temperature hovers in the 70s and 80s year round, swimming is a favorite pastime for locals and vacationers. Divers and snorkelers can enjoy Red Reef Park, an underwater reef teeming with sea life in waters only 8 feet deep. Along the coast, there are roughly 70 sites for divers, including 25 shipwrecks.





Arts & Leisure *(continued)*

And don't forget the fishing! Meantime, Boca's multiple parks offer playgrounds, fitness trails, baseball fields, and nature-based educational activities. Boca is also home to the Count de Hoernle Theatre, which presents music, dance, theater, film and fine arts exhibits. Some of the most popular events in the de Hoernle amphitheater, such as the Summer Music Series, Cinema in the Park, and holiday shows, are presented free of charge.



Higher Education

Boca's reputation as a burgeoning college town also injects an intellectual and youthful vibe to the city. Boca is home to Florida Atlantic University (FAU), which has more than 29,000 students, a 30,000-seat stadium, and a brand new medical school. Last year, 65 million TV viewers thrust Boca onto the national stage as they tuned in to watch the 2012 presidential debates between President Obama and Mitt Romney, held at Boca's own Lynn University. What a thrill for students and residents alike! Everglades University, Palm Beach State College, and Digital Media Arts College round out the city's higher educational offerings.

Transportation

Boca Raton is midway between West Palm Beach and Fort Lauderdale, with easy access to airports, train stations, bus stations and seaports. The area also provides easy access to two duty-free zones and the two busiest container ports in the state, including the Foreign Trade Zones in Palm Beach International Airport and the Port of Miami.

Housing

In Boca, the living is easy and often a stone's throw from the ocean or from one of the city's numerous parks. Housing options abound. The city offers mid-priced communities, planned urban developments, town houses and duplexes as well as larger estates and all-amenities-included country club living.



Photo by Bird's Eye View Photography



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Job Description

The Executive Director plans, organizes, and directs all airport administration, management (including budgeting and cost control), and operations associated with the Boca Raton Airport, reporting directly to the BRAA and its Chairperson. The Executive Director assumes a leadership role that shall be participatory, goal and results oriented, and engaging and communicative with the community. The Executive Director provides oversight, coordination, direction, and development of BCT as set forth in the Airport Layout Plan, the Strategic Business Plan, and the policies, procedures, and bylaws of the BRAA.

The Ideal Candidate

The BRAA seeks an Executive Director with proven leadership and business skills as an Airport Manager, Airport Director, or Airport Executive Director who can build upon the successes achieved to date by the Airport Authority and airport management in order to further advance the status of the Boca Raton Airport as a premiere and unique corporate aviation airport, not only in Florida, but throughout the aviation industry. The proven ability to implement and evolve over time, as necessary, a strategic vision for the future is a must. For the immediate future, the Executive Director's performance will be measured, in large part, by his/her ability to implement or move forward the initiatives set forth in the Strategic Business Plan adopted for the Boca Raton Airport in October 2011 while also seeking ways to further diversify the Airport's business base and/or increase revenue generation.

Moreover, the ideal candidate shall be politically astute and savvy, while possessing a leadership style that is participatory, collaborative, and engaging not only with airport staff and the airport's governing body, but with all community stakeholders. The ideal candidate shall have a reputation for having unquestionable character and integrity. He/she shall show a capacity for, and track-record of coordinating, organizing, collaborating and resolving issues with various groups that often have competing interests, and most importantly, shall remain non-partial to any tenant or third-party specific interests.

Minimum qualifications for this position include a Bachelor's degree from an accredited college or university in Airport Management, Business Administration, Public Administration or closely related field. A Master's degree is preferred – a Master's in Business Administration or other equivalent business experience is a plus. A minimum of five (5) years of experience as an Airport Manager, Airport Director, or Airport Executive Director at a commercial service or general aviation airport with more than 75,000 annual aircraft operations is required.

BOCA RATON AIRPORT AUTHORITY



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Responsibilities

The duties and responsibilities for the Executive Director are grouped into two distinct areas: (1) Primary Responsibilities relate to Business Development and Financial Performance; and (2) Secondary Responsibilities associated predominantly with Operations Management. A general overview of the duties comprising each of these areas of responsibility includes, but is not limited to:

Primary Responsibilities - Business Development & Financial Performance

- Managing all aspects of staffing, strategic and long-term planning, airport asset management, financial management, stakeholder relations, security, safety, and infrastructure planning and preservation;
- Planning and administering an ongoing Capital Improvement Program (CIP) for improvements/enhancements to the Boca Raton Airport that optimizes the use of federal and state grants, including compliance with applicable grant assurances;
- Approving all maintenance and construction initiatives deemed necessary to preserve existing assets or improve/enhance the Boca Raton Airport;
- Preparing and monitoring the operating and capital budgets, and measuring performance against these budgets;
- Managing the collection and audit of all revenues;
- Assisting the BRAA in its duties relative to policy setting and long-term planning as appropriate;
- Directing and participating in the negotiation and management of real estate transactions, airport tenant leases, concession contracts, and service agreements;
- Designing and implementing new business opportunities; and
- Overseeing marketing and community relations and outreach activities.

Secondary Responsibilities - Operations Management

- Establishing and updating airport goals and objectives, and establishing or recommending to the BRAA the adoption of standards, procedures, rules and regulations;
- Overseeing and implementing programs to ensure the effective operation and safety of the airfield;
- Directing staff and providing oversight;
- Overseeing compliance with applicable rules and regulations, BRAA policies, by-laws, and priorities, and airport procedures;
- Communicating regularly with BRAA Board members;
- Responsibility for day-to-day professional working relationships with the FAA, FDOT, Florida Atlantic University (FAU), airport customers, tenants, users, service contractors; and
- Collaborating with legal counsel on contracting matters, including applicable procurement laws;
- Ongoing reviews and changes/amendments to the Airport's Minimum Standards and Requirements for Aeronautical Activities and Airport Authority Rules and Regulations in order to reduce risk exposure and liability to the BRAA.



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Compensation & Benefits

Starting Salary Range is $155,000 to $175,000 with an excellent benefit package including:

- Authority paid medical, dental and vision insurance for employee.
- Vacation/Sick/Personal Time Off
- Holidays
- 401a Retirement Plan
- 457 Deferred Compensation Plan with Authority contribution
- Automobile Allowance
- Reasonable Relocation Benefits

How to Apply:

A. Please submit, in PDF format, a cover letter, resume, and a minimum of five professional references. The references should include those that have worked for you and those you have worked for. Include your working relationship to them. Send to ADK Executive Search at: boca@adkexecutivesearch.com.

B. Your submission should include a separate supplement, in PDF format, with responses to the following:

1. What is the size of the organization(s) you have served in the number one position including the operating budgets and staff? How do these experiences relate to the size and mission of the position at BCT?
2. Experience in the management and development of non-aeronautical revenue sources is a requirement for our new Executive Director. Describe your specific experiences in this area.
3. What are five unique skills or examples of relevant experience you bring to the BRAA and BCT?
4. This position requires a unique combination of business acumen and operational experience in the management of a high-end corporate aviation facility. Why do you feel this position is right for you?

C. Please complete the ADK employment application form at: **ADK Application Form** *(this is a secure link)*. Only complete electronic submissions will be considered.

Filing deadline is Monday, September 30, 2013.
Email questions to Doug Kuelpman at: boca@adkexecutivesearch.com.

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