

# Pangborn Memorial Airport



**The Pangborn Memorial Airport  
Governing Board Invites Application  
for Airport Director**



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*Executive Search Services Provided by ADK Executive Search*





## ABOUT THE AREA COMMUNITY

Located in central Washington State, Chelan and Douglas Counties' business hub is located in the twin cities of Wenatchee and East Wenatchee with a population of about 60,000 residents. Four distinct seasons and development of irrigation transformed the area from a semi-arid landscape into one of the most productive agricultural regions in the state, giving it the name of "Apple Capital of the World".

Protected by the neighboring Cascade Mountain range, the Wenatchee Valley features a 180-day growing season, with extreme temperature fluctuations a rarity. Locals are happy to let visitors know there are nearly 300 days of sunshine per year. It is the residents' combined love of culture and outdoor recreation and the area's almost unparalleled natural beauty that makes Wenatchee an exciting tourist destination, as well as a great place to live and do business.

## RECREATION, SPORTS AND THE ARTS

Bound by National Forest and the Columbia River, the area attracts recreational enthusiasts and world-class adventurers from across the state and around the world as more than 85% of the land is publicly owned. The region includes more than 70 miles of the Columbia River for boating, fishing, camping, and backpacking. Visitors and locals are drawn to the Wenatchee River for whitewater rafting and kayaking. With over 200 lakes, the largest being Lake Wenatchee and Lake Chelan, boating, fishing, windsurfing and sailing are strong selling points for the region. Ski enthusiasts have only 12 miles to travel to Mission Ridge Ski & Board Resort that includes more than 36 designated runs spread over 2,000 acres of terrain, along with 66 acres of snowmaking and a high speed quad ride to the summit.

The Performing Arts Center of Wenatchee showcases everything from local performing arts and civic events to national and international touring artists. The Town Toyota Center is the area's multipurpose event center as it hosts: hockey, soccer, basketball and football; concerts, rodeos, martial arts, and ice shows; theatrical productions; and local trade shows.







## COMMUNITY ASSETS

The area's economic center extends throughout both Wenatchee and East Wenatchee including an array of industries ranging from technology firms and manufacturing to healthcare and agriculture. The area offers a well-integrated and accessible infrastructure that includes components such as roads, water and sewer, reliable energy and labor pool diversity. High-bandwidth connectivity is another factor that makes it easier to do business in the community.

The region houses a dynamic economy that is supported by businesses including aerospace, manufacturing, medical and agricultural industries. High-tech service and product industries are expanding rapidly, as are telephone communication services, computer programming and processing, engineering, architecture, and Internet Service Providers (ISP).

Agriculture is another key industry in the area with crops grown, packaged, traded and distributed globally. Area crops include apples, pears, stone fruit and berries, melons, wheat, vegetables, potatoes, and more. With over 50 boutique wineries in the area and a grape-growing climate very similar to that in the Burgundy region of France, wine tasting is becoming a strong attraction to the region.

A few of the facilities our region is particularly proud of include The Confluence Technology Center in Wenatchee, which serves as an intersection of the state's fiber optic highway offering businesses a state-of-the-art videoconferencing center plus meeting and workforce training facilities.

Central Washington Hospital and Wenatchee Valley Medical Center are recognized for quality health care services and highly skilled medical staff. The hospital has been nationally recognized among the top 100 hospitals in four categories; Orthopedics, Intensive Care, Cardiovascular, and Community Value. A \$130 million expansion and renovation project has begun. The project includes constructing 150,000 sq ft of space in a five-story tower with all patient rooms being private, and the Intensive Care unit will be modernized; the number of patient beds will be raised to 174, and the rooms will have more efficient work space and better patient/visitor access.

Wenatchee Valley College offers two-year degrees and workforce training. Central Washington University, co-located on the Wenatchee Valley College campus, offers a combination of degreed programs, certifications, online programs, and courses in accounting and business administration. In 2007, the college added state-of-the-art medical training equipment for the Nursing Program in their Simulation Skills Laboratory.

As you can see, our North Central Washington region is developing a unique combination of community assets, which combined with our natural gifts, makes this a wonderful place to "Live, Work and Play".

## IMPORTANT LINKS

[Pangborn Memorial Airport](#)

[Wenatchee Valley Visitors Bureau](#)

[Wenatchee Valley Chamber of Commerce](#)

[Lake Chelan](#)



## THE AIRPORT

**Pangborn Memorial Airport (EAT)**, located in North Central Washington, is owned and operated by the Ports of Chelan County and Douglas County through a Joint Operating Agreement. A six member Airport Governing Board, composed of the three elected commissioners of each port district, is the policy-making body and oversees Airport management. Commissioners are directly elected to six year staggered terms by voters in their District. Commissioners serve on a part-time basis. Regular Governing Board meetings are held on the fourth Wednesday of each month.

Pangborn is a non-hub, primary commercial service airport on 550 acres with over 50,000 enplanements annually and 42,000 operations. The current year operating budget is \$1.1 million and the capital budget is \$1.8 million. The 2010 capital plan included 3 projects totaling \$1.1 million. One project, an Environmental Assessment, is underway. The second step in a future runway expansion project that is estimated at \$15 million..

The airport is served by Alaska/Horizon Air and Seaport airlines, is a FedEx regional hub, and is the headquarters of



Executive Flight, a charter flight operator with 95 employees and operating 12 jets and three twins. It is also home to the US Forest Service's fire cache base, the Wenatchee Valley Rappellers supported by three helicopters, and the Central Interagency Communications Center (dispatch for fire suppression air tanker operations). EAT operates the FBO. Century Aviation specializes in the manufacture of exact reproduction aircraft and quality restorations of historic and classic aircraft. The airport also has a glider club and sport flyer activities. The airport does not have a tower. Over the years a high standard for safe operations has been a priority and accomplished through annual educational briefings.

The Airport has a staff of 10 full time employees. One serves as the security officer, and four airport technicians serve as Part 139 ARFF with additional support from the Douglas County Fire District.

The airport has had commercial service since late 1959. The current terminal opened in 1992, and in 2009 the concourse underwent \$1.3 million in improvements. The terminal has 15,000 usable square feet;

3 aircraft gate positions; 325 public automobile parking spaces; and concession services including food and beverage, gifts, car rentals, information and business services. Approximately 125 corporate and privately owned aircraft are based at Pangborn. The airport provides 320 full-time jobs through the many business activities on the airport grounds.

The Airport actively works in concert with both local port districts to promote regional economic development, including recruiting aviation-related business enterprises to the airport area. In addition, the Airport provides leadership on various other community issues from complex land use issues to aviation education. The Wings and Wheels is an annual Aviation Day event with a community celebration of Clyde Pangborn and Hugh Herndon's historic trans-pacific flight in 1931.





## JOB DESCRIPTION

The Airport Director is responsible for the overall administration, operation, maintenance and development of Pangborn Memorial Airport (EAT). This position plans, directs, and coordinates the work of airport staff personnel. The Airport Director administers policies and directives of the Pangborn Airport Governing Board including the development of short and longer range strategic and tactical plans for the airport. The Airport Director is a senior executive management position involving a variety of diverse, highly technical and

specialized functions including providing highly responsive and complex administrative support to the Board. This position reports to the Governing Board of The Ports of Douglas and Chelan Counties through the Executive Director of the Port of Chelan County.

This position is responsible for air service development activities, for airline relations, and recommends air service initiatives to improve the quality and the capacity of air travel at EAT. The Airport Director is responsible to its on-field tenants, including the general aviation and corporate aircraft stakeholders, for their continued importance to the community, for open and on-going communications, and for insuring compliance with federal, state and local regulations.

The Airport Director utilizes strong interpersonal and technical skills to build a collaborative approach to operating a safe, efficient and regulation compliant operation at the airport, to increase aviation activities, to expand the airport's facilities, and to generate new revenue opportunities for EAT. The Airport Director is the direct representative of EAT, and represents the airport to the public, press aviation community and appropriate government entities.



## THE IDEAL CANDIDATE

EAT seeks an energetic, entrepreneurial, and proactive leader who exhibits a passion in developing and managing a participatory and team-oriented work environment. You will have demonstrated strong interpersonal and technical skills to build a collaborative approach to operating a safe facility, increasing aviation activities, expanding facilities and generating new revenue opportunities. EAT is very interested in a candidate who possesses a proven record of business development that contributes to the growth of the airport and the local economy.

You will possess a working knowledge of principles and practices of modern airport management, which has been acquired through verifiable work experience and education. You will have varied airport administration experience with strong leadership skills, solid interpersonal relationship skills, strong business acumen, and a proven track record on employee development. You will be politically astute, with a proven record of earning the respect and trust of others.



To be eligible for this position, an applicant must have at least a Bachelor's degree in Airport Management, Business Administration or related field. An A.A.E. or C.M. accreditation is preferred. Finalists will have five (5) years of increasingly responsible experience in airport management or directly related field, with some experience at the management level at a commercial service airport. Being an active general aviation pilot is very desirable. Candidate must have or be able to acquire a valid state driver's license.

## COMPENSATION & BENEFITS

- Starting salary range is \$90,000 - \$120,000 DOE in addition to an excellent benefit package.



## 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, including your working relationship to them. Send to ADK Executive Search at: [eat@adkexecutivesearch.com](mailto:eat@adkexecutivesearch.com)**

**B. Your submission should include a separate supplement with responses to the following:**

1. What is the size of airports/facilities and communities you have served including the operating budgets, capital improvement budgets, and staff you have managed?
2. What is your overall airport management philosophy in leading a commercial airport in today's airport industry while building/maintaining a team environment?
3. Air Service Development is a top priority for EAT. What Air Service Development experience do you have that would be a benefit to us if selected as our new Airport Director?
4. There is significant corporate and general aviation activity at EAT. How would you embrace and encourage the General Aviation community to grow with the airport?
5. The airport has numerous stakeholders. None are more important than those in the community. What is your vision of community involvement and what has been your experience in this regard?
6. Why do you think being our next Airport Director 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.**

**Application Deadline: Position closes Friday, August 17, 2012.**



Any submission regarding this opening may be subject to discovery under the open records statutes of Washington State. EAT is an equal opportunity employer.

Email Questions to [eat@adkexecutivesearch.com](mailto:eat@adkexecutivesearch.com) to the attention of Linda Frankl.

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**PHOTOS & INFORMATION COURTESY OF:**

Pangborn Memorial Airport  
Wenatchee Valley Visitors Bureau  
Wenatchee Valley Chamber of Commerce