



Cedar Rapids Airport Commission Invites Application for Airport Director



Executive Search Services Provided by ADK Executive Search

The Airport

The Eastern Iowa Airport (CID) is owned by the City of Cedar Rapids and operated autonomously by the Cedar Rapids Airport Commission. Five Commissioners are appointed to three-year terms by the Mayor and approved by the City Council. The Commission is a policy-making body and oversees Airport management. Commissioners serve on a volunteer basis. Regular Commission meetings are held on the fourth Monday of each month.

CID is a 3,288 acre facility. The terminal opened in 1986, was expanded in 1996; and in 2009 the concourse underwent \$2 million in improvements. The terminal has 106,480 usable square feet; 13 aircraft gate positions; 2,400 public automobile parking spaces; concession services including food and beverage, gifts, car rentals, shuttle service, information and business services. Approximately 145 corporate and privately – owned aircraft are based at CID.

In Fiscal Year 2009, 473,463 passengers were enplaned; an estimated 57,700 operations were recorded; and 24,000 tons of cargo were handled. There are 38 Airport employees who serve the following areas: Administration, Maintenance (terminal and field) and Public Safety. In addition, there are more than 30 Airport tenants employing a total of 600 employees.

The Fiscal Year 2010 Operating Budget is almost \$12.5 million and the Five-year Capital Improvement Program Budget is \$85.7 million. In Fiscal Year 2011, \$1.7 million in terminal improvements will be completed, as will the final phase of the rehabilitation of CID's primary runway 9/27. The runway costs \$46 million with funding committed through a Federal Aviation Administration Letter of Intent (LOI). CID was one of four airports in the nation to receive an LOI in 2007.

Important Links

[The Eastern Iowa Airport](#)

[Cedar Rapids Area Chamber of Commerce](#)

[Iowa City Area Chamber of Commerce](#)

[The Cedar Rapids Area Convention & Visitors Bureau](#)

[The Iowa City/Coralville Area Convention & Visitors Bureau](#)

[The University of Iowa](#)

[Cedar Rapids/Iowa City Technology Corridor](#)



THE EASTERN IOWA AIRPORT CEDAR RAPIDS

Current airlines and air cargo carriers:

- Allegiant Air
- American Eagle
- Delta Connection
- United Express
- Federal Express
- United Parcel Service
- DHL





About the Area

Cedar Rapids is the second largest city in Iowa, and 20 minutes south on Interstate 380 is Iowa City, home to the Big 10's University of Iowa and the premiere University of Iowa Hospitals & Clinics. The two cities, while very different, complement each other with varying job opportunities, cultural offerings, sports, and outdoor recreation.

From art museums to county fairs, roadside diners to high-end bistros, music in the park to Broadway productions, the opportunities to enjoy life without the long commutes and daily drudge you find in other cities is enjoyed here every day.

The diverse economy of the Cedar Rapids/Iowa City area helps ensure economic stability and broadens opportunities. Ranked #1 for job growth by the *Federal Reserve Bank in Chicago*, the area offers numerous opportunities for career growth and access to accomplished individuals. In January 2010, Iowa City was placed tenth on MSN Career Builder's "Best Cities for Jobs".

There are more than a dozen Fortune 500 companies and more than 25 foreign-based companies in the area. Utilizing the highest level of technology in their industry, corporate centers of excellence include Rockwell Collins, Procter & Gamble/Oral-B Laboratories, International Automotive Components, AEGON USA, Toyota Financial Services, and Acciona North America.

Strong economic growth has allowed residents in these communities to enjoy a variety of excellent career opportunities and a quality of living that is second to none. Together, these two nationally recognized cities make our region one of the best in the Midwest.

Arts and Culture

The Cedar Rapids/Iowa City area proves you don't have to live in a large metropolitan area to indulge in cultural richness. Opportunities abound to access art, music, history, and theatre.

Hancher Auditorium in Iowa City annually hosts some of the world's greatest musical and performance icons. Commissioned works by the Joffrey Ballet and other artists have made their national debuts on the Hancher stage. The Cedar Rapids Symphony Orchestra/Orchestra Iowa is one of the oldest continuously operating symphonies west of the Mississippi and showcases world-class talent every year. Whether you love rock, jazz, dance, comedy or polka, you'll find live music and performances almost every night of the week at venues spread throughout the area.

With more than 30 museums, including the African American Museum, Herbert Hoover Presidential Library and Museum, National Czech & Slovak Museum, Cedar Rapids Museum of Art, and the University of Iowa Museum of Art you will find interesting exhibits and plenty to experience at a pace that lets you do more.

From Cedar Rapids Area Convention & Visitors Bureau Thinking of Moving to Cedar Rapids?

- Cedar Rapids and Iowa City have received the **highest rating possible for quality of life** from *Expansion Management*.
- According to *Outlook Magazine*, Cedar Rapids ranks **2nd in the nation for overall quality of life**, including: **#1 safest place to live & #2 favorable drive times**.
- Both Cedar Rapids and Iowa City are in the **top 12 cities for places to locate a company**...*Expansion Magazine*.
- Iowa is ranked the nation's **3rd most livable state** based on 43 different factors including categories such as median household income, crime rate, sunny days, and infant mortality rate. (*Morgan Quitno, 2006.*)

Recreation

You'll find all the activities you would expect, plus a few you don't – rugby, soccer, bocce ball, hockey, beach volleyball, biking and collegiate sports. And, Iowa ranks near the top nationally in the number of quality public golf courses.

The area has numerous parks and an expansive and growing trail system that is the envy of other communities. If the beach is more your speed, soak up the sun or take to the water with abundant activities on the Cedar River, Iowa River, Coralville Lake and Lake MacBride.



Community

What do you look for in a place to live? The safety and well-being of your family is certainly important. The Cedar Rapids/Iowa City area has been called one of the nation's most "kid-friendly" metro areas, based on population, health, education, public safety, economics, environment and community.

Our area excels in studies ranking quality of life and livability when considering cost of living, income, home ownership and crime. Plus residents exemplify the idea of neighborliness. We're big enough to offer engaging opportunities, yet small enough to encourage everyone to participate and get involved. Short commutes, averaging 15 to 20 minutes, add to the area's quality of living.

Education

You want an excellent education for your children. That's another way the Cedar Rapids/Iowa City area earns an A+. Iowa is a leader in education, with the area ranked in the top five most educated metro areas in the nation.

Expansion Management magazine consistently awards the Cedar Rapids and Iowa City Community School Districts its Education Quotient's highest rankings. You don't have to live in a specific school district. Public schools and student test scores are superb throughout the region.

For those looking to continue their education, the University of Iowa is highly ranked among top universities by *U.S. News & World Report*. Other area colleges include Coe College, Mount Mercy College, and Cornell College; all are excellent private schools within the area. Kirkwood Community College, named one of the nation's top two-year colleges, also offers education for a lifetime, from adult studies to career training and core fundamentals.

Job Description

The Airport Director plans, organizes and directs the operations, maintenance, development and activities of The Eastern Iowa Airport, Foreign Trade Zone and Business Park. The Airport Director administers policies and directives of the Cedar Rapids Airport Commission (Commission) as well as plans, directs, and coordinates the work of all airport employees. Extensive leeway is granted for the exercise of independent judgment and initiative.

The Ideal Candidate

The Commission seeks a creative, energetic, proactive leader who exhibits a passion in development and management of a team-orientated work environment. Our new director will have excellent communication skills, the ability to work with people at all levels of the organization, have an open-door policy, and provide thorough information and expertise to assist the Commission in creating and setting policy.

The Airport Director, having unquestionable character and integrity, is the direct representative of The Eastern Iowa Airport to the public, news media, aviation community and appropriate government entities. The director must be politically astute with a proven record of earning the respect and trust of various groups that often have a competing interest in the airport (i.e. airlines, general aviation, airport tenants, neighbors, military, TSA, FAA and the flying public).

This unique opportunity will go to a candidate who has demonstrated extensive and varied airport administration experience with strong leadership skills, solid interpersonal relationship skills and financial acumen. The candidate will also be a persuasive communicator with demonstrated ability and desire to engage with the community to enhance awareness and advocacy for this customer-service focused airport.

The successful candidate will also possess an extensive knowledge of principles and practices of modern airport management which has been acquired through verifiable work experience and education. The experience and education will be vital in creating and implementing the goals and vision for The Eastern Iowa Airport and region.

Requirements

The superior candidate will have, as a minimum, a Bachelor's degree in Airport Management, Business Administration or closely related field. To become a finalist, you will be currently employed as an airport executive with a minimum of ten (10) years of progressive management experience at a commercial service airport with at least five (5) years at the number one and/or number two position. A.A.E. accreditation is preferred. If you do not possess an accreditation, the Commission will require a commitment to achieve CM status within 12 months and A.A.E. accreditation within 24 months.

Compensation & Benefits

Starting salary range is \$115,000 - \$159,000 DOE.

The range of benefits available includes:

- Health and Dental Insurance
- Disability Insurance
- Life Insurance
- IPERS (Iowa Public Employees Retirement System)
- Flex Leave (Vacation, Sick, Funeral, Personal Days)
- Deferred Compensation with Airport Commission Match
- Holidays
- Longevity Pay
- Education Assistance
- EAP (Employee Assistance Program)
- Vehicle Allowance
- Relocation Benefits





THE EASTERN IOWA AIRPORT

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How to Apply

Please submit a cover letter, resume, and at least five professional airport references (and your working relationship to them) to ADK Executive Search at:

CID@adkexecutivesearch.com

Your cover letter should include responses to the following:

1. Your overall airport management philosophy in leading a commercial airport and building/maintaining a team environment.
2. The size of airports/facilities and communities you have served including the operating budgets, capital improvement budgets, and staff you have managed.
3. Your specific experience at the number one or two positions at an airport.
4. Your vision of becoming involved in the community.
5. Your comfort level and experience in Air Service Development.
6. Your experience in implementing both aeronautical and non-aeronautical-related airport development.
7. Describe your experience in working with an autonomous Airport Commission and what you believe is an ideal relationship.

Only complete electronic submissions will be considered.

Filing Deadline: Monday, March 1, 2010

Any submission regarding this opening is subject to the open records laws under Iowa statutes.

Email Questions to: CID@adkexecutivesearch.com

Information and photos courtesy of:

The Eastern Iowa Airport
Glenn E. Chatfield
Cedar Rapids Area Convention & Visitors Bureau
Cedar Rapids Downtown District
Rubicon Photo
Iowa City Area Development Group
Iowa City/Coralville Area Convention & Visitors Bureau
Cedar Rapids/Iowa City Technology Corridor

