The Eastern Iowa Airport
Cedar Rapids, Iowa

Cedar Rapids Airport Commission Invites Applications for Director of Operations

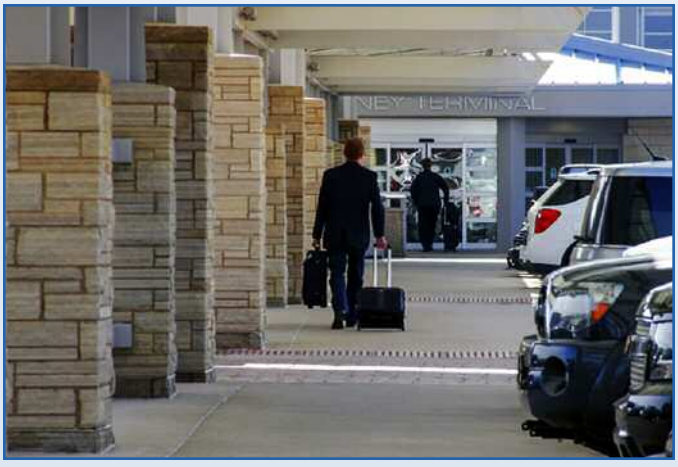


THE EASTERN IOWA AIRPORT
CEDAR RAPIDS

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.

CID is a 3,288 acre facility. The terminal opened in 1986 and expanded in 1996. It underwent a $2 million concourse improvement project in 2009 and in 2011 began a multi-year $47 million terminal expansion and renovation project. The modernization project includes an inline baggage handling system, a complete renovation of the ticket counters and airlines offices, baggage claim, main lobby, and exterior canopies. In addition, the B Concourse and the security checkpoint will be expanded. Approximately 145 corporate and privately owned aircraft are based at CID.

In Fiscal Year 2013, 512,930 passengers were enplaned; an estimated 54,050 operations were recorded; and 23,799 metric tons of cargo were handled. There are 42 full-time equivalent 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 850 employees.

The Fiscal Year 2015 Operating Budget is $15.8 million and the Five-year Capital Improvement Program Budget is $72.1 million. Projected Capital Improvements for Fiscal Year 2015 include almost $7.4 million in terminal improvements, $3.5 million to replace 5 loading bridges, and a $5.7 million taxi-way project.









About the Area

Cedar Rapids is the second largest city in Iowa. Twenty 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. This area is known as Iowa's creative corridor.

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 to 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. 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 industries, corporate centers of excellence include Rockwell Collins, Procter & Gamble/Oral-B laboratories, International Automotive Components, Transamerica, 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.

Helpful Links:

Cedar Rapids Convention & Visitors Bureau
City of Cedar Rapids
Eastern Iowa Airport
Cedar Rapids Economic Alliance









Arts & Culture

The Cedar Rapids/Iowa City area proves that 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 eyar. 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 and 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.

As the second largest city in Iowa, Cedar Rapids is…

- The largest corn-processing city in the world
- The second largest producer of wind energy in the United States
- One of the leading manufacturing regions in the United States
- One of the leading bio-processing and food ingredient centers in North America

Cedar Rapids is ranked #9 for Top 10 Best Places to Retire 2013 in Livability.com's "Top 10 Best Places to Retire" ranking. (Source: Livability.com, November 2013 and is ranked #1 in Iowa for Top 100 Best Places to Live and #29 in the nation in Livability.com's "Top 100 Best Places to Live" ranking. (Source: Livability.com, October 2013)





Job Description

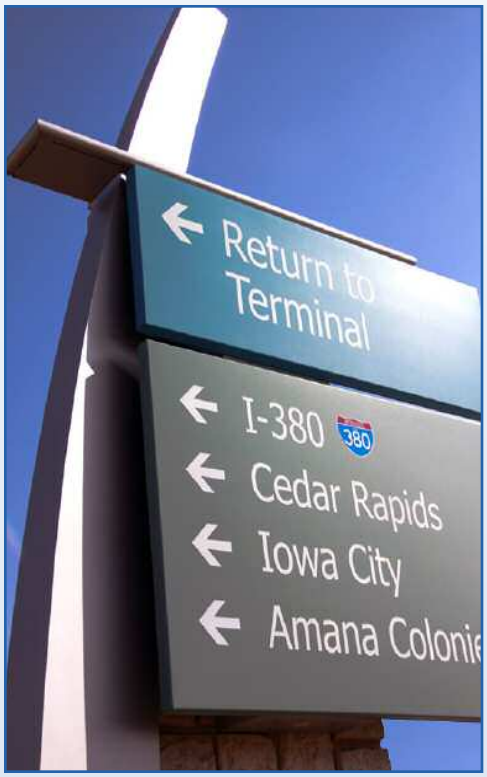
The Director of Operations reports to the Airport Director and manages the maintenance and safety operations functions of the airport to ensure continuous compliance with applicable regulations. This position also manages and coordinates airport construction and environmental projects and may be designated to serve in the absence of senior leadership.

In addition, the Director of Operations will exercise direct supervision over employees in the class of Facilities Supervisor, Operations Coordinator, and Public Safety Commander. The Maintenance and Public Safety departments have a combined 31 FTE.

In this position, the Director of Operations:

- Plans, develops, supervises and evaluates the operational processes, procedures and functions of airport operations including airside and landside operations, airport ID badging.
- Supervises and directs the Public Safety and Airport Maintenance departments.
- Supervises repairs and improvements of airport runways, taxiways, facilities, lighting, grounds, drainage systems and other facilities.
- Plans, assigns, schedules, motivates, counsels and evaluates the work of the Facilities Supervisor, Operations Coordinator, and Public Safety Commander.
- Participates in the training and development of airport personnel.
- Assists in the preparation and manages department budgets.
- Directs the daily operations including working with various tenants and outside business professionals.
- Develops and administers policies and procedures for work activities, projects, plans and programs.
- Coordinates the activities of outside business vendors and tenants at the airport.
- Performs on-site inspections of all airport premises to evaluate current policy and recommend corrective policy changes.
- Enforces safety regulations, issues NOTAMs, and monitors tenant compliance on an ongoing basis.
- Supervises all construction within the airport, including technical oversight of the construction with airport personnel and outside contractors and coordinating with City, State and Federal officials.
- Provides technical expertise and direction for the repair and maintenance of electrical and mechanical systems, runways, taxiways, roads, streets and grounds.
- Manages quality control programs and approves work performed.
- Estimates labor, material and equipment costs and processes change orders.
- Drafts, implements, maintains and complies with FAA/TSA required documents and manuals.
- Maintains all appropriate records of construction and maintenance projects and environmental compliance at the airport.
- Provides information for the bidding and acquisition of goods and services at the airport.





The Ideal Candidate

The ideal candidate will possess a thorough knowledge of the current practices involved in the safety and maintenance operations of a commercial airport, all applicable State and Federal regulations involved in the operation of a commercial airport, including Federal Aviation Regulation (FAR) Part 139 and Transportation Security Regulation (TSRs) parts 1540 and 1542, and a good knowledge of the business operations of a commercial airport. Operational and administrative management experience in general aviation services is preferred.

The successful candidate for this position will also have the ability to:

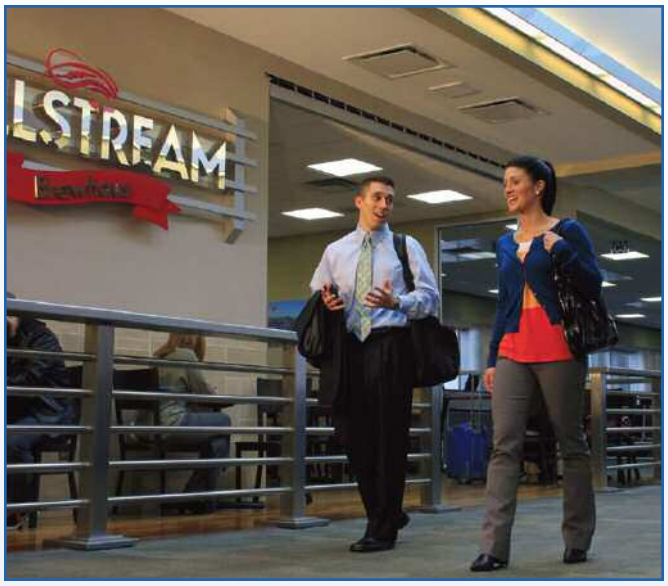
- Plan, organize, and supervise the work of others.
- Communicate effectively and maintain working relationships with City, State and Federal officials, business organizations, other airport employees and the public.
- Prepare a high level of technical accurate and reliable reports containing findings, recommendations and conclusions on airport operations and procedures, as the level of impact resulting from errors could have negative effects.

Job Requirements

To be considered, candidates must have a Bachelor's Degree in airport or aviation administration, business administration, civil engineering or a closely related field; and five years of increasingly responsible airport operations experience at an air carrier airport with at least two years of supervisory experience. An equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work will be considered.

Salary and Benefits

The annual salary range for this position is $72,300.80 - $99,257.60 and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: Health and dental insurance; long-term disability insurance; basic life insurance; supplemental life insurance; IRS Section 125 Flex Plan; participation in the Iowa Public Employees Retirement System (IPERS); 457 deferred compensation; 401(a) money purchase plan; flex leave; holidays; longevity pay; educational assistance; employee assistance program; cell phone allowance; fitness center; and relocation assistance.





How to Apply

A. Please submit (in PDF format) a cover letter, resume, and a minimum of five professional airport references, including your working relationship to them, to ADK Executive Search at: CID@adkexecutivesearch.com.
Only complete electronic submissions will be considered.

B. Please complete the online ADK employment application form at: **ADK Application Form** (this is a secure link).

C. Your submission should include a separate supplement (in PDF format) 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? How do these experiences relate to the size and complexity of those at CID?
2. Tell us about your budgeting, planning experience, and management of capital projects at airports. Describe the biggest project for which you have had overall responsibility.
3. Share your perspective of the airport operations role in providing excellent customer service.
4. Why do you think this position at CID is right for you?

Filing Deadline: Monday, April 21, 2014

Email questions to Annell Kuelpman at CID@adkexecutivesearch.com