Port of Huntsville
Huntsville/Madison County, Alabama





The Huntsville-Madison County Airport Authority Invites Applications for Director, Business Development





HUNTSVILLE INTERNATIONAL AIRPORT
INTERNATIONAL INTERMODAL CENTER
JETPLEX INDUSTRIAL PARK

Executive Search Services Provided by ADK Executive Search







Port of Huntsville

The Huntsville-Madison County Airport Authority is a public corporation under the laws of the State of Alabama. The Authority governs three main operating entities, which include Huntsville International Airport (HSV), the International Intermodal Center, and the Jetplex Industrial Park. The Authority is governed by a five-member Board of Directors. The Port of Huntsville is the marketing name used to encompass this multifaceted transportation complex that combines cargo movement and passenger travel with business and industry. The mission of the Port of Huntsville, situated on close to 7,000 acres of land, is to provide a multimodal transportation system to a diverse customer base to stimulate the economic growth and development of the Tennessee Valley Region.

HSV is served by American Airlines, Delta Airlines and United Airlines, directly or through their affiliates with nonstop service to nine destinations. HSV currently serves close to 1.2 million passengers annually, and recently completed $92-million in capital improvements, culminating in a brand new baggage claim area. The airport features two parallel runways –12,600 feet (the second longest in the Southeast) and 10,000 feet.

Huntsville's International Air Cargo Center consists of nearly 300,000 square feet airside cargo tenant warehouse facilities, including more than 5,000 square feet of cold storage, and one million square feet of ramp area. The air cargo operations are handled by Panalpina which has non-stop 747-8 freighter international air cargo service to Europe, Mexico, Asia and South America. This service helped elevate HSV to the 14th largest international air cargo airport in the U.S Air cargo carriers include Atlas, Cargolux, Federal Express and UPS with both domestic and international destinations.

The International Intermodal Center, located in the Port of Huntsville Global Logistic Park, provides a single hub location specializing in receiving, transferring, storing, and distributing international and domestic cargo via air, rail, and highway. The combination of rail (provided by Norfolk Southern), air and highway modes of transportation – coupled with the onsite service of US Customs, USDA, freight forwarders and brokers – makes the Intermodal Center attractive to local, regional, national and even international industrial companies.

The Jetplex Industrial Park is one of the fastest growing high technology communities in the United States. From this strategic southeastern location, the 4,000-acre Jetplex Industrial Park offers a rare combination of air, rail, and truck transportation. More than 50 tenants occupy the Jetplex Industrial Park, representing seven countries. Industries range from automotive suppliers, electronics, aviation/aerospace, office and lab, aircraft MRO, unmanned aerial systems, office development – both technical and engineering, and warehouse or distribution centers.







About Huntsville / Madison County

Located in the heart of the Tennessee Valley, Huntsville/Madison County offers a wide range of lifestyle options, from urban and suburban to rural and farmstead properties. Residents enjoy higher incomes than the national average and a lower cost of living. Affordable homes, sun-belt weather and an average commute of 18 minutes promise more disposable income and more time to enjoy it. Cutting-edge and advanced health care options, award-winning schools and universities, and a multitude of civic opportunities complete the package. Find out why Huntsville/Madison County is consistently ranked one of the country's best places to live.

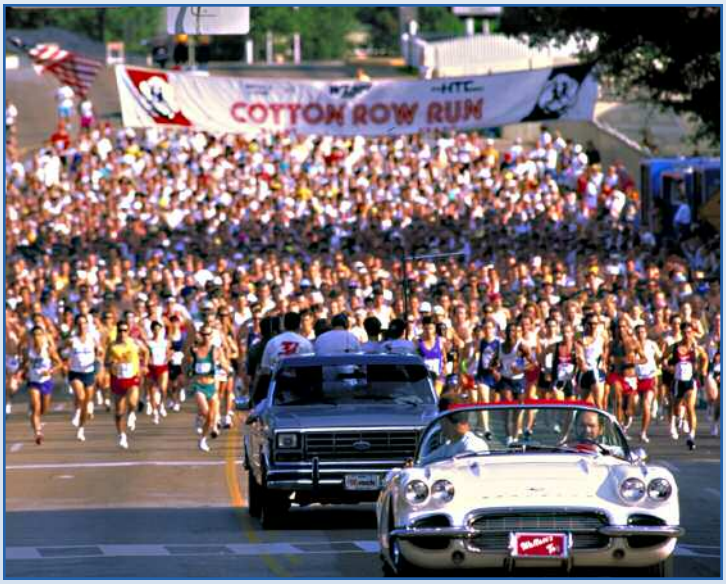
Huntsville/Madison County routinely makes national headlines for being a smart place to work. The primary economic sectors of aerospace, defense, advanced manufacturing, information technology and life sciences continue to grow and provide great career opportunities. Some of the largest employers in the area include the U.S. Army, The Boeing Company, Lockheed Martin, and ADTRAN; though there are also hundreds of small businesses and entrepreneurs. Marshall Space Flight Center, one of NASA's field centers, anchors the local aerospace industry.

A significant portion of Huntsville/Madison County's growth is attributable to the 2005 Base Realignment and Closure Commission's decision to move more than 4,500 direct jobs to Redstone Arsenal. These moves are mostly complete and BRAC created thousands of additional jobs across all sectors.









All Work and No Play?

Well, that wouldn't be smart! Huntsville/Madison County provides "big city" fun as well as plenty of outdoor recreation opportunities. Recognized for being "green" and full of adventure, Huntsville is also home to the state's first professional symphony and a vibrant arts community. Front row or first chair, in the stands or on the field – all levels of participation are possible.

Important Links for Huntsville:

Huntsville International Airport

Huntsville/Madison County CVB

Chamber of Commerce - Huntsville/Madison County

Link to Our Newcomer's Brochure

Link to Parks & Recreation

Link to Museums & Attractions

Link to Performing Arts

Link to Shopping & Dining

Link to Sporting Events

Link to Education

Link to Healthcare

Link to Housing

Link to Community Information Package











Job Description

Director, Business Development – One of the priorities at HSV is the development of revenue generation prospects and programs. A key component to creating these opportunities is the Director, Business Development. The ideal candidate will have innate and well developed entrepreneurial instincts, creating and implementing short and long term strategies to maximize aviation and non-aviation revenues and increase customer satisfaction. The Director will be responsible for the implementation of HSV strategic goals and initiatives for his/her areas of responsibility. The Director will also develop and implement strategies to increase revenue at the Port of Huntsville compatible with Port of Huntsville Master Plan, including the sale or lease of undeveloped property and the lease of current facilities owned by HMCAA.

In addition, the Director will coordinate Port of Huntsville efforts to maximize services offered by current tenants or potential new tenants to the Port of Huntsville in the following areas:

- Passenger Service
- Air Cargo Service
- Rail Service
- Federal Agencies
- Concessions
- Freight Forwarders

As part of the Director's duties, he/she will develop and implement strategies to increase activity of current Port of Huntsville tenants as follows:

- Assist tenants in leasing vacant facilities
- Increasing their customer base

The Director will also be responsible for the following:

- Coordinating Port of Huntsville business development efforts with other Airport Departments and other regional economic development groups; i.e., Chamber of Commerce, T. V. A., NAIDA, Department of Commerce, etc.
- Attending and representing the Airport Authority at Trade Shows and various regional economic development associations.
- Developing promotional materials, information and activities needed to support the Port of Huntsville's Business Development.
- Preparing and administrating unit budget.

The Ideal Candidate will have knowledge of:

- Real estate transactions, practices and property development.
- State Industrial Development Incentives.
- Principles and methods of business development.
- Modern office practices and procedures.









Job Requirements

Candidates must have a Bachelor's degree in business administration, public administration, marketing or a related field and at least 10 years of progressively responsible experience in business development.

Salary & Benefits

The base salary range for the Director, Business Development is $80,000 – $100,000 with annually calculated Incentive Pay based on new business and generated revenue up to salary of $120,000.

The Authority offers excellent benefits including health insurance, retirement and annual performance bonus opportunity. In addition relocation benefits are available along with an airport car authorized for personal use.

How to Apply

A. Please submit, in PDF format, a cover letter, resume and at least five professional references with phone and email address, including your working relationship to them, to ADK Executive Search at: **HSV@adkexecutivesearch.com**.

B. Your submission (in PDF format) should also include responses to the following:

1. Describe how you have worked with business partners to build the interest and secure greater utilization of regional assets.
2. Provide a summary of your negotiating experience in respect to economic and business development with air carrier passenger service, industrial development, air cargo, rail, third party logistics and foreign trade zone business operators.
3. Why do you believe the position of Director, Business Development for the Port of Huntsville is right for you?

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

D. If you choose, the Authority invites you to provide additional data to them with the **Affirmative Action Voluntary Form** attached at the end of this brochure. When completed, please send the form directly to: Twearnier Rice, Huntsville-Madison County Airport Authority, 1000 Glenn Hearn Blvd., Box 20008, Huntsville, AL 35824 or email the form to: **Twearnier Rice**. Your submission of this form to HSV is purely voluntary.

Filing Deadline: Friday, April 4, 2014 – *Only complete electronic submissions will be considered.*

Email Questions to: **HSV@adkexecutivesearch.com** to the attention of **Linda Frankl, A.A.E.**
HSV is an Equal Opportunity Employer

Voluntary Affirmative Action Data

Form B: For government contractors with contracts of $100,000 or more entered into on or after December 1, 2003

PLEASE NOTE: Completion of this form is voluntary.
We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/ National Guard, or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To comply with requirements regarding government recordkeeping, reporting, and other legal obligations that may apply, we request that you complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Not providing it will not subject you to any negative personnel decision or action. Your cooperation is appreciated.

To be completed by applicant on a voluntary basis. Not for interview purposes. File separately from application.

Applicant Information

Name _____ Phone ( )
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

☐ Male ☐ Female Position applied for _____ Date ___/___/___

Referral source:

☐ Government employment agency ☐ Private employment agency ☐ Current employee
☐ Walk-in ☐ School ☐ Relative
☐ Other _____ ☐ Advertisement in _____

Person who referred you, if applicable _____

Please select one of the following Equal Employment Opportunity Identification Groups:

☐ Hispanic or Latino ☐ White (not Hispanic or Latino) ☐ Asian (not Hispanic or Latino)
☐ Native Hawaiian/Other Pacific Islander (not Hispanic or Latino) ☐ Black/African American (not Hispanic or Latino)
☐ American Indian/Alaskan Native (not Hispanic or Latino) ☐ Two or more races (not Hispanic or Latino)

Veteran Status Information (for government contractors with contracts of $100,000 or more entered into on or after December 1, 2003)
Our company is a government contractor subject to the amended Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), which requires government contractors to take affirmative action to employ and advance qualified disabled veterans, Armed Forces service medal veterans, recently separated veterans and other protected veterans. If you belong to any of these groups, we would like to include you under our affirmative action program. If you want to be included, please tell us. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.**

The information provided will be used only in ways that are consistent with the amended VEVRAA. This information will be kept confidential, except that: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs (OFCCP), or the Americans with Disabilities Act, may be informed.

Please check all boxes that apply to you:

☐ **I am an Armed Forces service medal veteran:** a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ **I am a recently separated veteran:** any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ **I am an "other protected" veteran:** a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.

(continued)

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☐ **I would like to be included under the company's affirmative action program (if applicable) pertaining to Armed Forces service medal veterans, recently separated veterans and other protected veterans.** (You may request this now and/or at any time in the future.)

☐ **None of the above applies to me.**

Disabled Veterans (APPLICANT: Only complete this section if the company has checked "Yes" below.) EMPLOYER: Indicate whether you are inviting applicants to participate in your company's affirmative action program benefiting disabled veterans.

☐ **Yes.** We invite applicants to provide information (on a voluntary basis) regarding their status as a "disabled veteran" for inclusion in our affirmative action program. Check this box ONLY if your company is actually undertaking affirmative action for disabled veterans at the *application* stage (pre-offer) or is otherwise authorized to collect such data to comply with federal, state or local affirmative action obligations pertaining to disabled veterans. Otherwise, it is advisable to wait until a conditional offer of employment has been extended before inquiring about disability status.

APPLICANT:
If our company has checked "Yes" above, you are invited to provide additional information regarding your status as a "disabled veteran." This information will assist us in placing you in an appropriate position and in making accommodations for your disability. The law defines a "disabled veteran" as:

a) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or

b) a person who was discharged or released from active duty because of a service-connected disability.

If you are a disabled veteran, please indicate whether you would like to be included under our company's affirmative action program for disabled veterans. You may elect to be included now or at any time in the future.

☐ **Yes.** I would like to be included under the company's affirmative action program for disabled veterans. (If a job offer is extended, you may be asked to provide more information to assist with placement and accommodation issues.)

☐ **No.** At this time, I would not like to be included in the company's affirmative action program for disabled veterans.

If you are a disabled veteran, please tell us about any special methods, skills and procedures that qualify you for positions you otherwise might not be able to do because of your disability, so you will be considered for any such positions.

_____

_____

Applicant's signature: _____

For Administrative Use

Position(s) applied for _____ ☐ Current opening ☐ No current opening

Other position(s) considered for _____

Hired? ☐ No ☐ Yes Hire date ____/____/____ Position hired for _____

Position classification

☐ Executive/senior-level officials and managers
☐ First/mid-level officials and managers
☐ Administrative support workers
☐ Professionals
☐ Operatives
☐ Craft workers
☐ Sales workers
☐ Service workers
☐ Technicians
☐ Laborers and helpers

Additional notes _____

_____

Completed by _____ Date ____/____/____

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