Melbourne International Airport
Melbourne Florida

The Melbourne Airport Authority Invites Applications for Executive Director



Melbourne International Airport

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The Airport

Melbourne International Airport (MLB) is a public airport 1.5 miles northwest of downtown Melbourne, in Brevard County, Florida, on central Florida's Space Coast. It is owned by the City of Melbourne and governed by a seven-member board which is appointed by the Melbourne City Council and the private sector. The airport receives no local tax dollars.

Melbourne International Airport covers 2,450 acres and has three asphalt runways. In the year ending December 31, 2013, the airport had 131,111 aircraft operations and 422,226 enplanements.

MLB is thriving with a 1,380 acre business and industrial park that features the Florida Tech Research Park and counts Fortune 500 companies among its tenants. Major corporations include DRS Technologies, Embraer, General Electric, Harris Corporation's World Headquarters, L-3 Communications, LiveTV, Northrop Grumman and Rockwell Collins. Commercial tenants consist of Suburban Extended Stay Hotel, Kindred Hospital, Keiser University and the Florida Institute of Technology.

Ongoing projects include the construction of an air cargo apron, construction of an 83,000 sf air cargo facility, and taxiways S & K improvements. Underway is a VOR mitigation and relocation project. Upcoming projects planned include a Master Plan Update in the fall, 2014, construction of an air cargo apron phase II (2015), the installation of 50,000 gallon fuel tanks and equipment (2015), and the replacement of navigational aids in 2016. A $48 million Aviation Facility Project is planned for 2014 – 2016. New buildings under construction include a 200,000 sf engineering building for the Northrop Grumman Corporation, and an 80,000 sf engineering building for Embraer.

Melbourne International Airport is currently served by two commercial airlines. Legacy carriers Delta Air Lines and US Airways offer daily, nonstop flights to their respective hubs in Atlanta and Charlotte and one-stop service to just about anywhere in the world. They are joined by Baer Air which provides scheduled service to the Bahamas and charter service throughout the contiguous United States.









The City of Melbourne

The contemporary City of Melbourne is the result of a merger of the separate communities of Melbourne and Eau Gallie, both dating from the 1880's. An election allowed the consolidation under a common charter on July 15, 1969. The City of Melbourne's population estimate was 77,101 as of April 1, 2012, according to the University of Florida Bureau of Economic and Business Research. The population of Melbourne continues to grow at a modest rate. Melbourne is located at the center of a much larger urban area.

Ideally located midway on Florida's east coast in southern Brevard County, residents and visitors to Melbourne and the Melbourne Beaches enjoy a world of Florida charm, nature and recreation, culture, dining, and shopping. Benefits include a year-round semi-tropical climate, 33 miles of unspoiled beaches and outdoor activities including golf, fishing, boating, swimming, surfing, camping, nature trails and more. Brevard County ranks 11th most affordable in the nation. Most recently, Brevard County ranked as the most affordable area in the South. According to the Florida Today Newspaper, the median cost for a 3-bedroom home in May 2011 was $110,400.

A short drive north on I-95 is Kennedy Space Center and Astronaut Hall of Fame. This exciting, popular attraction features 3 different IMAX films taking you into space, life-size replica Space Shuttle Explorer, and International Space Station Center. Melbourne is about 1-1/2 hours due east of the Central Florida Theme Parks in the greater Orlando area. Interstate 95 runs through the county from north to south. Access roads from the west include the Beachline Expressway (formerly the Beeline) and U.S. 192, which runs through Melbourne to the beaches.

While most of Melbourne is located on the Florida mainland, a small portion is located on a barrier island. The Indian River Lagoon separates the mainland from the island. Spanning the Indian River Lagoon to connect the mainland to the barrier island are a pair of four-lane, high-rise bridges - the Melbourne Causeway and the Eau Gallie Causeway.

Over 300 days of sunshine offer residents and visitors an ideal climate. The average temperature is 72 degrees F, with an average daily high of 90 degrees in July and August. The Atlantic Ocean provides a lovely breeze that cools the summer and warms the winter.









Recreation

Water sports - swimming, sailing, surfing, diving, and boating offer recreation for the entire family. Fishing is plentiful: snook, tarpon, shark, flounder, bluefish, and sea trout. Area lakes offer the finest freshwater fish, while the Atlantic Ocean is home to saltwater species. Fishing licenses required. Golf enthusiasts have twelve courses from which to choose, while tennis players can choose from eight tennis courts. Soccer tournaments are gaining popularity, with games being played during two seasons-indoor and outdoor. Enjoy a myriad of parks, including eight beachside, 27 general locations, and twelve recreation and community centers. Visit Brevard Zoo and experience the "wild side"…open seven days a week. Space Coast Stadium is the Spring Training site of the Washington Nationals and the home of the Brevard Manatees. The Grant Seafood Festival is the third weekend in February. The Melbourne Art Festival is held the last full weekend in April. Discover the "real Florida" at Forever Florida – a nature preserve and working cattle ranch with nature tours and up close animal encounters.

Keep your cool inside when temperatures rise outdoors. Cultural lovers can enjoy a variety of entertainment, including Broadway and celebrity performances at the Maxwell King Center and the Henegar Center of the Performing Arts, to local performers at Melbourne Civic Theatre and other community theaters. Brevard Symphony Orchestra and the local municipal bands & community orchestra offer performances year-round. Many museums and galleries showcase the works of local artists and traveling exhibits at the Foosaner Museum of Art. Shopping is a pleasure at Melbourne Square Mall and there are many other fine centers located throughout the South Brevard Area. A favorite bargain spot is the Super Flea and Farmers Market. Select antiques, specialty shoppes and unique restaurants can be found in Historic Downtown Melbourne and the Eau Gallie downtown district. Melbourne Greyhound Park is open 7 days a week, offering live dog racing from January through April.









The Space Coast Economy

The Space Coast is known as a high-tech center of the Southeast. Major employers in the Melbourne vicinity include Eastern Florida State College, the Brevard County School Board, Florida Institute of Technology, Florida TODAY (Gannett) Newspaper, DRS Technologies, GE Transportation Systems, Harris Corporation, Holmes Regional Medical Center, MIMA, Northrop Grumman Corporation - Surveillance and Battle Management Systems, Nuance Dictaphone Training Center, Rockwell Collins, Rossi Electronics, and Wuesthoff Health System. Technical companies such as Data Flow Systems have provided services from the Melbourne area for decades, while others have relocated or are spin-offs from larger enterprises.

Several major employers are located in a 'high-tech' industrial park at the Melbourne International Airport. Brazil-based Embraer has located a passenger aircraft assembly plant and customer center on airport property. AAR Corp. has announced plans to locate an aircraft maintenance facility there. Other companies located there include Harris Corporation, Northrop-Grumman, Rockwell International, and D.B.A. Systems. Melbourne is home to Grumman's "Joint Stars" aircraft project.



Helpful Links:

Melbourne International Airport

The City of Melbourne

Melbourne Visitor Information

Melbourne Chamber of Commerce

Melbourne Tourism





Job Description

This is highly responsible administrative and supervisory work directing the operations, maintenance and security of the Melbourne International Airport. The Executive Director must exercise considerable independent judgment in planning airport operational procedures and development. Work is reviewed by the chairman of the City of Melbourne Airport Authority.

General areas of responsibility include but are not limited to:

- Planning, organizing, coordinating and directing the internal procedures of the departmental operations including finance, accounting, leasing procedures, purchasing, airport safety regulations, and terminal operations;
- Planning and scheduling building and grounds and utilization maintenance;
- Planning and recommending annual departmental budget;
- Inspecting physical facilities of the airport;
- Directing the preparation of reports and maintenance of records covering operations of the airport, industrial complex and trailer park;
- Directing the personnel activities such as selection, promotion and separation of employees;
- Representing the airport authority at meetings and conferences on matters pertaining to aviation;
- Supervising public relations and aviation education programs;
- Inspecting and surveying airport facilities and coordinating plans for major construction, maintenance and repair with consulting engineers, architects, contractors and FAA, including major work on runways, taxiways, lighting, terminal and other building facilities;
- Reviewing and revising airport master plan;
- Reviewing lease agreements, contracts and permits to ensure compliance with terms and specifications.
- Exploring means to expand revenue-producing facilities;
- Directing and controlling the overall activities and functions of Tropical Haven Park.

The Successful Candidate will possess a thorough knowledge of:

- Air terminal maintenance procedures, techniques and problems.
- Property management techniques and tenant relationships.
- Laws, rules and regulations applying to the use of airport facilities and control of air traffic.

Additionally, the Executive Director will have considerable knowledge of standard record keeping practices relating to airport activities, general and cost accounting practices and the ability to plan, assign, review and supervise the work of employees performing diversified maintenance and operational functions in a manner conducive to full performance and high morale.





Job Requirements

To be considered for this opportunity, you must have a bachelor's degree from an accredited college or university in aviation science, airport management, business administration or closely related field. You must also present considerable experience in air terminal management, operations and maintenance including business management experience or an equivalent combination of training and experience.

Compensation & Benefits

Starting salary range is $129,000 to $163,000 with an excellent benefit package including insurance, Florida retirement system, optional 457 deferred compensation plan, vehicle provided and relocation benefits.



How to Apply

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

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

1. Share your experience identifying revenue generation opportunities and how you have been successful in securing new aeronautical and non-aeronautical business.
2. What are five unique skills or examples of relevant experience you bring to MLB?
3. This position requires a unique combination of business acumen and operational experience in the management of our airport facilities. Why do you feel this position is right for you?

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

Filing Deadline: April 25, 2014
Only complete electronic submissions will be considered.
Email questions to Doug Kuelpman at: MLB@adkexecutivesearch.com.

Melbourne International Airport is an equal opportunity employer.