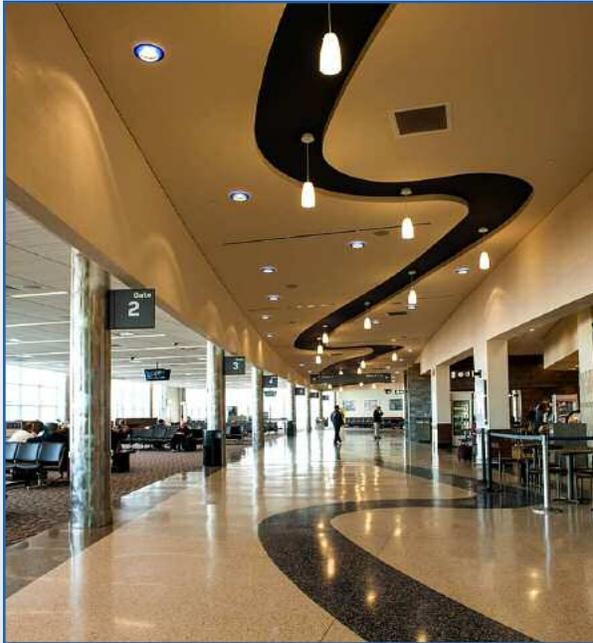


# **Rick Husband Amarillo International Airport Amarillo, Texas**

**The City of Amarillo  
Invites Applications  
for Director of Aviation**



*Executive Search Services Provided by ADK Executive Search*



## THE AIRPORT

The Rick Husband Amarillo International Airport, owned by the City of Amarillo, is 6 miles east of downtown and serves the Texas and Oklahoma panhandle areas and eastern New Mexico. AMA was renamed in 2003 after NASA astronaut and Amarillo native Rick Husband, who died in the Space Shuttle Columbia disaster in February of that year.

The passenger terminal recently underwent a \$52.2 million renovation that was completed in 2011. This project consolidated two concourses into one with 7 gates. Six of these gates are serviced by glass-walled passenger boarding bridges and one is a ground boarding gate. The state-of-the-art facility has improved passenger services, security, provided concession services, a new inline baggage system, new airline counters, and improved flight information displays. Future terminal projects include a terminal area drainage project, replacement of all terminal escalators and a consolidated rental car facility with the objective of improving overall customer service. These projects are scheduled for completion in 2014.

Over 800,000 passengers flow through AMA annually with service provided by American Eagle, United and Southwest. Avis, Enterprise, Hertz & National have rental counters in the terminal. A U.S. Customs and Border Protection Port of Entry is located at AMA. The airport complex is home to nearly 2100 employees. Airport staff, which numbers 58, is responsible for the operations budget for this fiscal year of over \$11.5 million and the capital budget of \$5.7 million.

Rick Husband Amarillo International Airport covers 4,187 acres and has two concrete runways: 4/22 is 13,502 x 200 ft. and 13/31 is 7,901 x 150 ft. In 2012, the airport had 66,574 aircraft operations. AMA has 40 based aircraft.

Leading Edge Corporation has an aircraft painting facility at the airport specializing in commercial jet aircraft. Other significant tenants include Bell Helicopter, TACAIR, Pantex, and Arden Companies.

Rick Husband Amarillo International Airport and its federal security detail was awarded the 2012 TSA Airport of the Year Award for airports in the West Texas Region. No discrepancies were noted during AMA's July 2013 annual FAA Part 139 Certification inspection.



## THE COMMUNITY

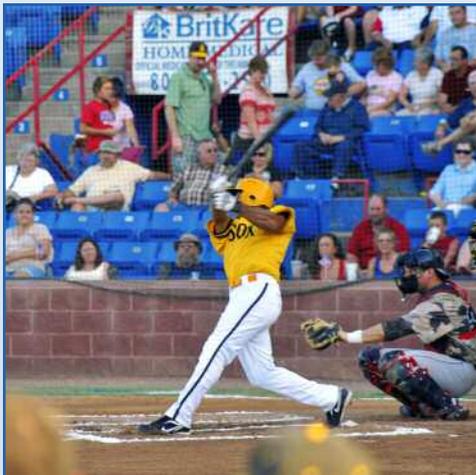
Amarillo sits at the crossroads of America, almost equidistant from both coasts, with a population of over 194,000 residents and covering 100 square miles. Amarillo is the 14th largest city in Texas in terms of population. Located in Potter and Randall Counties in the Texas Panhandle, it is the county seat of Potter County. Amarillo is situated at the intersection of Interstate 40 and Interstate 27, approximately 120 miles north of Lubbock, 360 miles northwest of Dallas-Fort Worth, and centered approximately 275 miles from both Albuquerque and Oklahoma City.

The City of Amarillo and the associated region have a quality of life that makes living and working in the area very attractive. Amarillo has an ample workforce and low property taxes. Amarillo citizens enjoy some of the lowest water and sewer rates in the state, and some of the lowest gas and electric rates in the nation.

Amarillo is the regional center for emergency management and homeland security coordination, hospitals, medical facilities, higher education, shopping, and entertainment for the 26 counties of the upper Panhandle of Texas and communities in Oklahoma, New Mexico, and southern portions of Kansas and Colorado.

Amarillo has a diversified economy. Two mainlines of the Burlington Northern Santa Fe Railway intersect at Amarillo and provide direct service to 11 major locations. Local businesses and industries include energy research and development, beef processing, agriculture, copper refining, wholesale distribution, fiberglass production, defense contracting, aviation assembly and maintenance, metal machining and finishing, and oil and gas production.

The medical community is very important to the Amarillo economy. Texas Tech Health Sciences Center, located in Amarillo, has a consolidated 20-acre medical center comprising the schools of medicine, pharmacy, and allied health. The City is also home to the Thomas E. Creek VA Medical Center, which includes a 120-bed skilled nursing facility. Amarillo's two major hospitals are Baptist Saint Anthony's Healthcare System and Northwest Texas Healthcare System, affiliated with Universal Health Systems. Baptist Saint Anthony's has been rated one of the top 100 hospitals in the United States for several years.



## THE COMMUNITY, (continued)

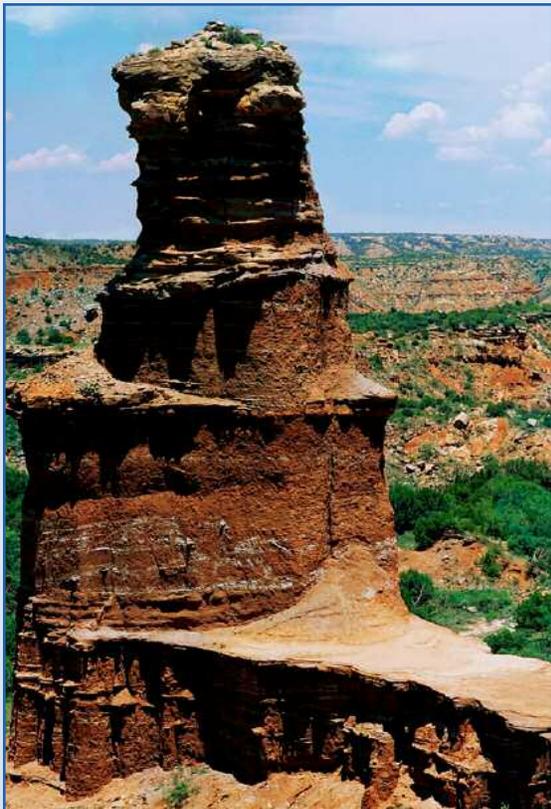
The arts are well represented in Amarillo. The Globe-News Center for the Performing Arts is home to the Amarillo Symphony, Amarillo Opera, and Lone Star Ballet, while also hosting a variety of concerts, touring shows, and special performances. Amarillo Little Theater presents local productions of drama and comedy each season. Museums include the Amarillo Museum of Art, the American Quarter Horse Museum, and the Don Harrington Discovery Center & Space Theater. The Panhandle Plains Historical Museum, located in nearby Canyon, is the largest history museum in Texas.

In addition to diverse art venues, Amarillo is located just 20 miles away from the spectacular and historically rich Palo Duro Canyon State Park; the nation's second largest canyon offering camping, hiking, biking, and horseback riding. In addition, the scenic mountains of Colorado and New Mexico are only five hours away.

Amarillo boasts numerous park facilities, including the Amarillo Zoo, three public swimming pools, four public and three private golf courses, miles of walking trails, and abundant outdoor play equipment. Wildcat Bluff Nature Center introduces visitors to the area's native plants and animals. Amarillo is also home to an amusement park, a water park, two skate parks, the Amarillo Botanical Gardens, and three professional sports franchises. The Tri-State Fairgrounds hosts many national rodeos and equestrian events, as well as exhibitions.

Within the corporate limits of the City of Amarillo, there are five independent school districts. The Amarillo Independent School District (AISD) is recognized at the state and national level for quality programs and an innovative approach. Other public school districts include Bushland ISD, Canyon ISD, Highland Park ISD, and River Road ISD, and several private schools are available.

Amarillo also offers a rich environment for higher education. In addition to Texas Tech Health Sciences Center providing education for medical students and residents in four different specialties, West Texas A&M University, with a student population of over 7,500, offers a doctoral program in agriculture, 60 undergraduate degree programs, and 43 graduate degree programs. Amarillo College is a public community college with six campus locations offering more than 160 different programs of study.



## CITY ORGANIZATION

The City of Amarillo enjoys a very healthy governance and political environment. The City of Amarillo is a home rule municipality and operates under a Council-Manager form of government. The Amarillo City Commission consists of the Mayor and four Commissioners. The entire Commission is elected at the same time in the month of May during odd numbered years.

The City Commission appoints a professional City Manager, who is responsible for the day-to-day operation of all city departments. In addition to providing traditional city services, Amarillo also operates a zoo, civic center and performing arts hall, and two municipal golf courses.

The City of Amarillo has 2,045 full-time employees and 346 part-time employees. The FY 2012-2013 budget is over \$271 million including a Capital Improvement Program (CIP) budget of over \$40 million. The current property tax rate is \$0.32009 per \$100 valuation, which is the one of the lowest in Texas.

## IMPORTANT LINKS



[City of Amarillo](#)

[Amarillo Chamber of Commerce](#)

[Amarillo Economic Development Corp.](#)

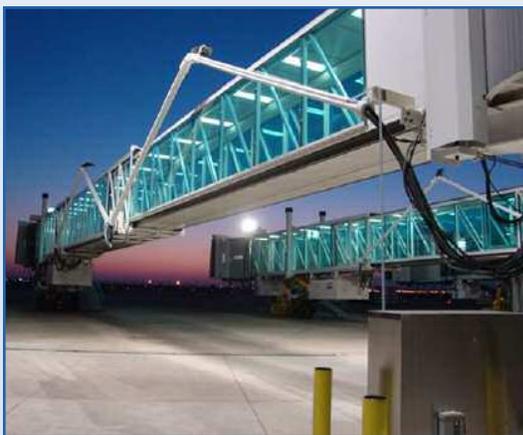
[Center City Amarillo](#)

[Visit Amarillo Texas](#)

[Downtown Amarillo](#)

[Potter County Texas](#)

[Randall County Texas](#)



## JOB DESCRIPTION

The Director of Aviation for the City of Amarillo plans, organizes, and directs all airport administration, management, and operations associated with AMA reporting directly to the City Manager's office. The Director of Aviation assumes a leadership role that shall be participatory, goal and results oriented, and communicative with the airport's stakeholders while providing oversight, coordination, direction, and development of AMA. The Director of Aviation:

- Directs Airport operations and maintenance of buildings, grounds, runways, taxiways, machinery and vehicles.
- Assigns priorities and areas of responsibility to Deputy Director, Airport Operations Manager(s), Police Commander and Airport Facilities Supervisor to plan and carry out the tasks within the resources and equipment available.
- Budgets resources for use of Aviation Department employees in the execution of their maintenance, operating and security duties and skills.
- Prepares and implements annual operating and capital budgets and formulates long-range capital improvement programs.
- Supervises airport correspondence, reports, record keeping and records related to payroll and personnel administration for all Aviation Department employees.

## THE IDEAL CANDIDATE

**Education:** 4-year college degree in Business Administration, Aviation Management, Engineering or a related field is required. Must be a designated A.A.E. or C.M. by the American Association of Airport Executives. A C.M. must obtain A.A.E. status within one year of employment.

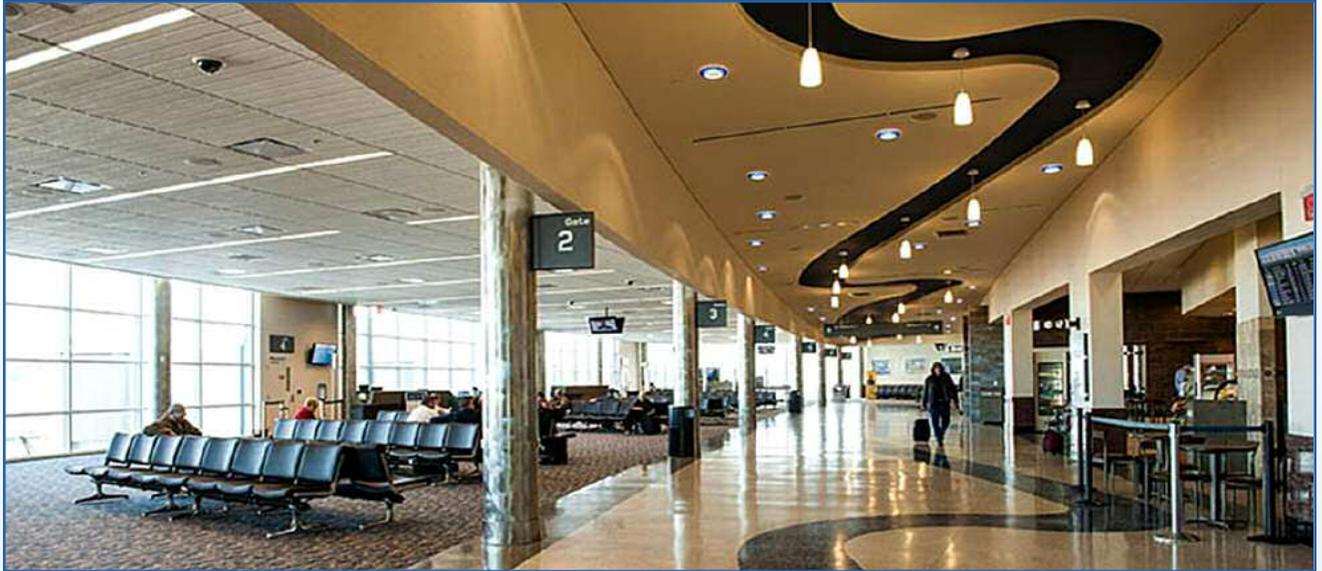
**Experience:** 10 years of progressively responsible experience at a certified air carrier airport is required. Experience must include airfield and landside operations, maintenance, security as well as capital planning and implementation. Must have operating and capital budgeting experience with contract formulation and administration knowledge. Must have demonstrated experience with

Transportation Security Administration requirements and implementation of same; large-scale airport construction projects; long-term capital planning projects; and all phases of leasehold management including experience with maintaining and developing commercial air service.



## REQUIREMENTS & RESPONSIBILITIES

- Manages both the strategic development and day-to-day business operation of the City of Amarillo Rick Husband Amarillo International Airport, using funds generated by airport rents, fees, commissions and Federal Aviation Administration (FAA) and other grant funds.
- Ensures that the airport is operated and maintained for the convenience and necessity of the traveling public in accordance with the deed requirements of the property transfer by the United States Government to the City of Amarillo.
- Ensures that the airport is positioned to provide all necessary services to passengers, tenants, and other users of the airport through prudent management and strategic planning.
- Manages all airport operations in accordance with the approved annual operating and capital budgets and subject to appropriate City, State and Federal regulations and requirements.
- Responsible for implementation of Airport Master Plan and for implementation of capital projects, including large-scale construction projects.
- Directs Airport security efforts to ensure that the Airport is operated in as safe a manner as possible and in compliance with relevant federal, state and local requirements. Assigns priorities and areas of responsibility to Deputy Director to plan and carry out the tasks within the resources and equipment available.
- Develops short- and long-term plans and operating procedures that encourage the overall growth of aviation emphasizing commercial airline service and related industries at the airport. Have the facilities in place when the needs of the public, aircraft and tenants are present. Develop and administer FAA-approved airport master plans.
- Implements capital projects, including direct oversight of all phases of professional procurement, design, budgeting, bidding and construction (or procurement).
- Assists in the development and administration of mutually beneficial Airport-tenant and concession contracts.
- Serves as primary point of contact for air service recruitment and retention efforts.
- Secretary and Ex-officio Member of the Airport Board. Prepares board agendas, keeps the official minutes and records of the board and responsible for compliance with public Information Act and Open Meetings Act.
- Informs the Airport Board Members, City Manager and Deputy City Manager of plans and progress through reports, statistics, and oral briefings.
- Ensures that the Airport is continually improving its services to all users and that the growth and development of the Airport and its facilities and grounds is properly considered, planned for and implemented.
- Properly manages all airport properties and lands, including planning efforts, future projects, maintenance and appropriate leasehold and other agreements.
- Responsible for management of all leaseholds, both aviation and other, including development of leases, lease administration, rental rates and fees, taxes, insurance and other relevant matters.
- Represents City before appropriate government agencies, regulatory bodies, citizens groups and others.
- Has demonstrated the ability to deal with stress imposed by the public, tenants, airlines and Federal or other agencies.
- Must have knowledge of FAA Regulations related to airport operations, DHS/TSA Regulations related to airport security, and FAA and/or other grant programs related to airport operations, capital improvements, and security.



## COMPENSATION & BENEFITS

Starting Salary Range is \$95,000 to \$137,000 with an excellent benefit package including:

- City medical and dental plan
- Array of voluntary benefits
- Vacation and sick leave
- Holidays
- Texas Municipal Retirement System
- Deferred Compensation Plan (457(b))
- Reasonable Relocation Benefits
- Airport vehicle

## 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. Include your working relationship to them. Send to ADK Executive Search at: [AMA@adkexecutivesearch.com](mailto:AMA@adkexecutivesearch.com).

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

1. What is the size of the organization(s) you have served in the number one or two positions at a commercial service airport including the operating budgets, staff you have managed, and the governance structure? How do these experiences and governance structure relate to the size and mission of the position at AMA?
2. What are the key elements of a successful team-oriented management style? Give examples of your experience in implementing and maintaining a collaborative, team-oriented leadership culture.
3. Air Service Development is a top priority for AMA. What Air Service Development experience do you have that would be a benefit to us if selected as our new Director of Aviation?
4. 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). Only complete electronic submissions will be considered.



Filing deadline is Monday, October 14, 2013.

Email questions to Doug Kuelpman at: [AMA@adkexecutivesearch.com](mailto:AMA@adkexecutivesearch.com).

The City of Amarillo is an Equal Opportunity Employer.